



MALVERN
COLLEGE



Transform Their World

Pupil Online Pastoral Guide

Spring Term 2021



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As we all find ourselves in another period of lockdown, I thought it would be worth reminding our community of pupils, parents and guardians of the pastoral support and guidance available to you at this time.

Firstly, I wanted to say thank you for all the time and effort that pupils and parents have put into transitioning so smoothly to online learning during the first week of this lockdown. The school closure notice gave us very little time to prepare, but with our previous experience and the systems and processes we have in place from the last ten months, this has gone very well.

As has been the theme in my previous communications, we recognise the role of our parent community at this time, particularly with monitoring your child's mental health and well-being, and I hope the information in this document, a lot of which you may already be aware of, will be helpful through the weeks ahead.

This is clearly not a situation that any of us would wish for, but we all recognise the importance of everyone following the national guidance to help prevent the spread of the virus. The Malvern College Pastoral Team, along with your HouseM or Tutor are still here to support pupils and parents.

Please do contact us with any queries or concerns.

With very best wishes

Lewis Faulkner
Deputy Head, Pastoral

» Link for Parent Portal: www.malverncollege.org.uk/parent-portal/

» Please see [page 17](#) for the list of key contacts



A New Timetable for Online Learning

We have listened to the feedback from our pupils' experience of online learning during the first lockdown last summer and have adapted our timetable.

- ✓ We have included a longer lunch break to enable outdoor exercise during daylight hours and to give a break from the screen.
- ✓ We have included 10-minute breaks between lessons.
- ✓ We are maintaining the usual school timetable and routines as much as possible.

Lesson	Start	Stop	Length	Saturday	Start	Stop	Length
P1	08:45	09:30	00:45	P1	09:00	09:40	00:40
P2	09:40	10:25	00:45	P2	09:50	10:30	00:40
Break	10:25	10:55	00:30	Break	10:30	10:50	00:20
P3	10:55	11:40	00:45	P3	10:50	11:30	00:40
P4	11:50	12:35	00:45				
Lunch	12:35	14:30	01:55				
P5	14:30	15:15	00:45				
P6	15:25	16:10	00:45				

Top Tips For Online Learning

We asked our Chapel Prefects, Heads of Houses and Pupil Thrive for their online learning top tips:



Stand up, walk around the house and chat to someone in the 10 minutes breaks between lessons, try to avoid staying at your desk. Stay hydrated and keep drinking water. Stay connected and keep in contact. Find time to do some exercise everyday whether it's 15 mins or 45 mins (just do it).

Work in a different room than your bedroom (if you can). Phones away!

I have found that changing the room in which I work (at least once a week) has been rather refreshing. I also try to keep my mobile phone well away from my workplace (in a different room works best) to keep me focused.

I think that a good tip for having a better time during online school is to dedicate a certain time in your schedule to go outside and get some fresh air. I think that even a 30-minute walk has so many benefits and since we now have a much longer lunch it could even work for students who are super busy after lessons.

Put your laptop/screens away as soon as lessons end and have a break/exercise. Allocate a time in your day/evening a few hours later which suits you where you do your hall each evening.

Have a No Screen Sunday!

Keep an eye on time. It's easy to lose focus and do whatever when not in the presence of school. A good way to deal with this is to write a detailed plan (with specific times, as detailed as possible), making sure that the right priorities are set for the day.

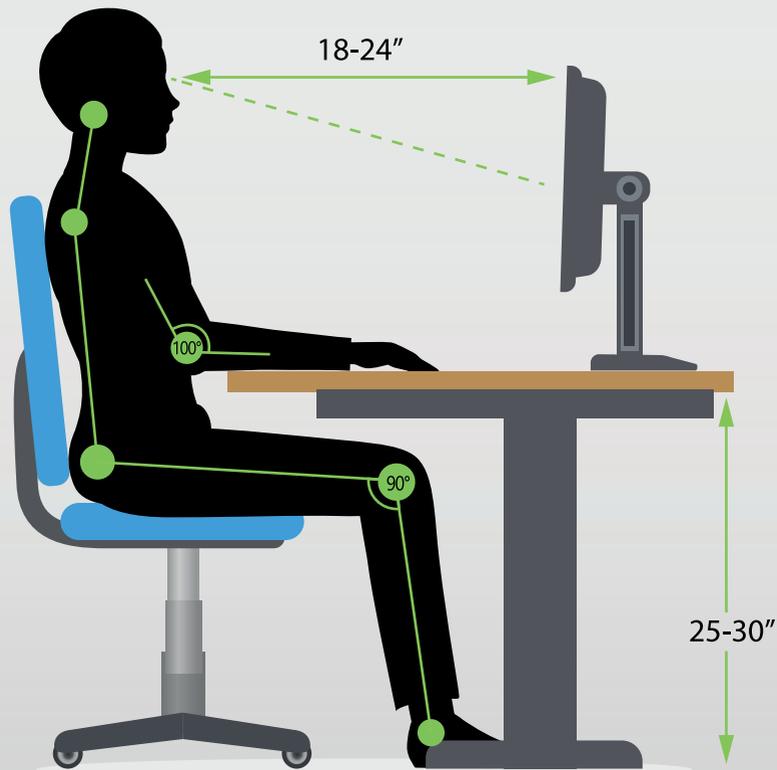
Try to get resources, worksheets, etc... in hard copy. Possibly more difficult for some but having something real to interact with can help keep focus and seeing a page filled out after having finished a piece of work helps provide some feeling of satisfaction.

Create a comfortable study space. No, not comfortable as in your bed or couch, but ideally some desk-space that allows for a feeling of, I guess, professionalism. This helps in keeping the right productive headspace and should automatically mean getting rid of most distractions.

Get up and walk around and walk around the house if possible, between lessons, maybe get a drink too, it really wakes me up.

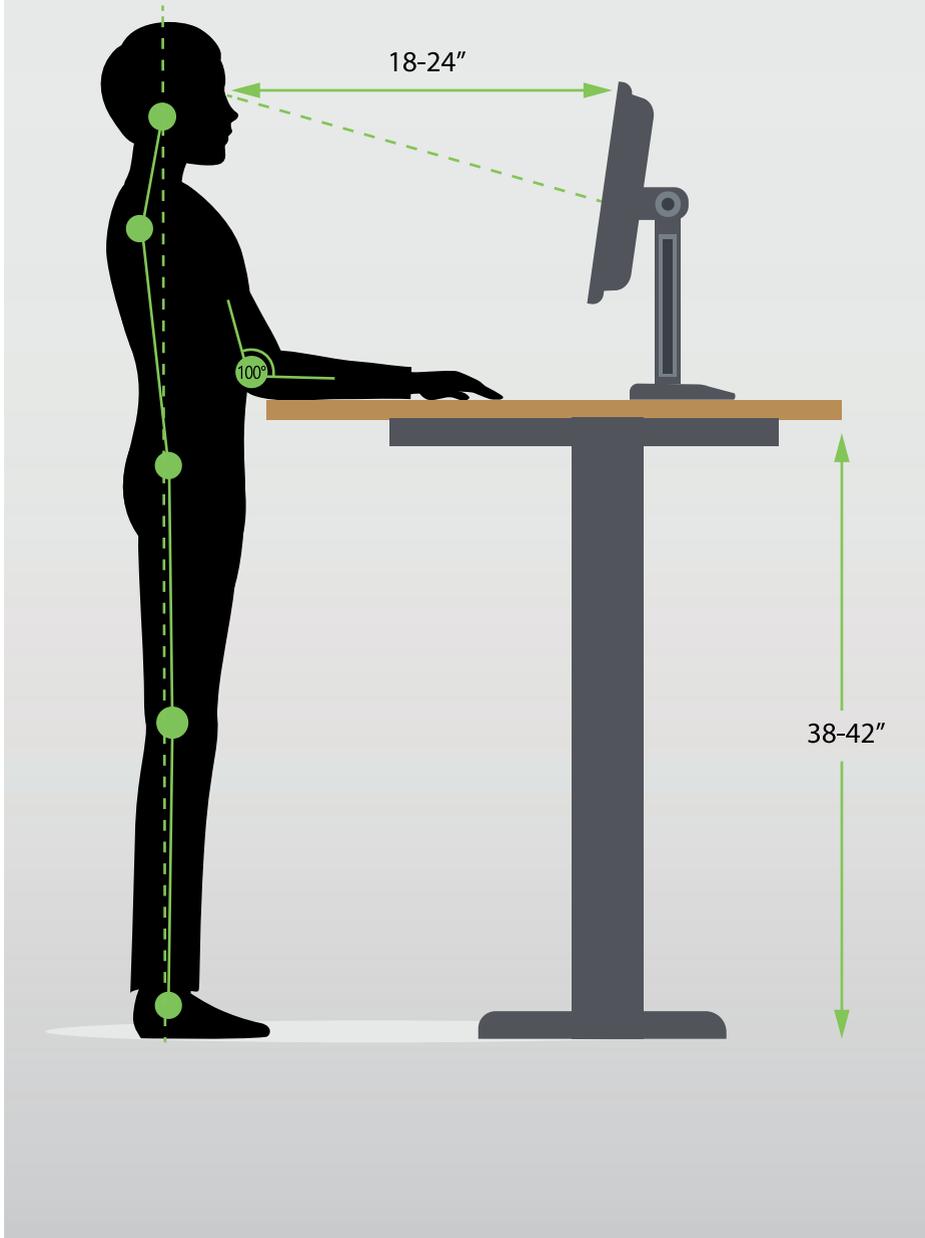
I would recommend planning out your day (writing it down). Write down your timetable or in your free time what you would like do e.g go for a run, or revise etc.

Good Posture During Online Learning



- ✓ Shoulders relaxed
- ✓ Straight back
- ✓ Circulation in legs
- ✓ Healthy hip and knee joints
- ✓ Feet flat on the floor

Correct Standing Posture During Online Learning



- ✓ Shoulders relaxed
- ✓ Straight back
- ✓ Pelvis in neutral alignment
- ✓ Circulation in legs
- ✓ Hip, knee and ankle joints aligned with gravity line

Looking After Your Mental Health During Online Learning

Stay connected with people

Get involved with CCAs and the super-curriculum.

Get involved with online House events.

Connect with friends and family online.

Get as much natural light and nature as you can

Try working by a window or where you can see nature.

Exercise outdoors in daylight during the new longer lunch break

Look at photos of your favourite places in nature.

Use them as background on your computer.

Listen to natural sounds like recordings or apps that play birdsong, ocean waves or rainfall.

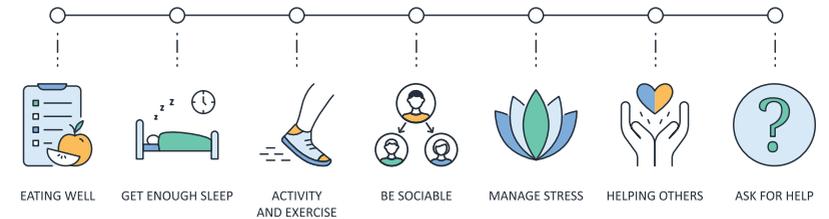
Take care with news and information

Limit yourself to reading or watching news once or twice per day for a limited amount of time.

Take care where you find your news and health information.

Stick to credible sources you can trust.

Consider limiting how you use social media. Be careful when scrolling through timelines or newsfeeds.



Look after your physical health

Eat regularly and stay hydrated.

Drink water regularly.

Keep active.

Go to bed and get up at regular times.

Try to stick to school bed-times.

Give yourself some tech-free time before sleep.

Do things you enjoy

Create time in the day to focus on your favourite hobbies, relaxing or connecting with others.

Accept your feelings

It is normal to feel anxious or frustrated.

Try to manage these feelings rather than trying to get rid of them.

Talk about your emotions to people you trust.

Try to focus on the present rather than what might happen in the future.

Malvern College Pupil Code of Conduct for Online Learning



Expectations of pupils:

Punctuality to lessons is expected. Please be ready before the lesson starts.

Pupils should be at an appropriate designated study space and ready to work.

Appropriate language is expected at all times.

Pupils should be dressed appropriately. Formal dress is not required but pupils should be clothed appropriately and decently throughout the lessons.

There should be no alternative 'chats' taking place during a lesson without a teacher's knowledge or consent.

Lower School should not have mobile phones during lessons unless specifically requested by the teacher. Good practice is for mobile phones to be removed during the working school day.

Parents might walk past whilst a lesson is in progress but should not be present throughout the duration a lesson.

Lessons or part of lessons should not be recorded by pupils or parents without a teacher's consent.

Video should be switched on unless specifically requested by the teacher. When video is used then backgrounds should be blurred or you should be in a public part of your home.

Good communication with the teacher is expected in case of anticipated absence or trouble submitting work.

Expectations of pupils: (continued...)

Respectful behaviour towards other pupils and teachers is expected at all times.

Disrespectful language towards other pupils or teachers will be dealt with via the usual channels. In particular, pupils are reminded that racist, homophobic and sexist language is wholly unacceptable.

Academic honesty. Any instance of a pupil copying work from another pupil or the internet or attempting to present others' research as his/her own is unacceptable.

Discussing a piece of work with someone else does not constitute academic dishonesty. However, pupils must not ask to see someone else's work and then copy part or all of it and present it as their own work.

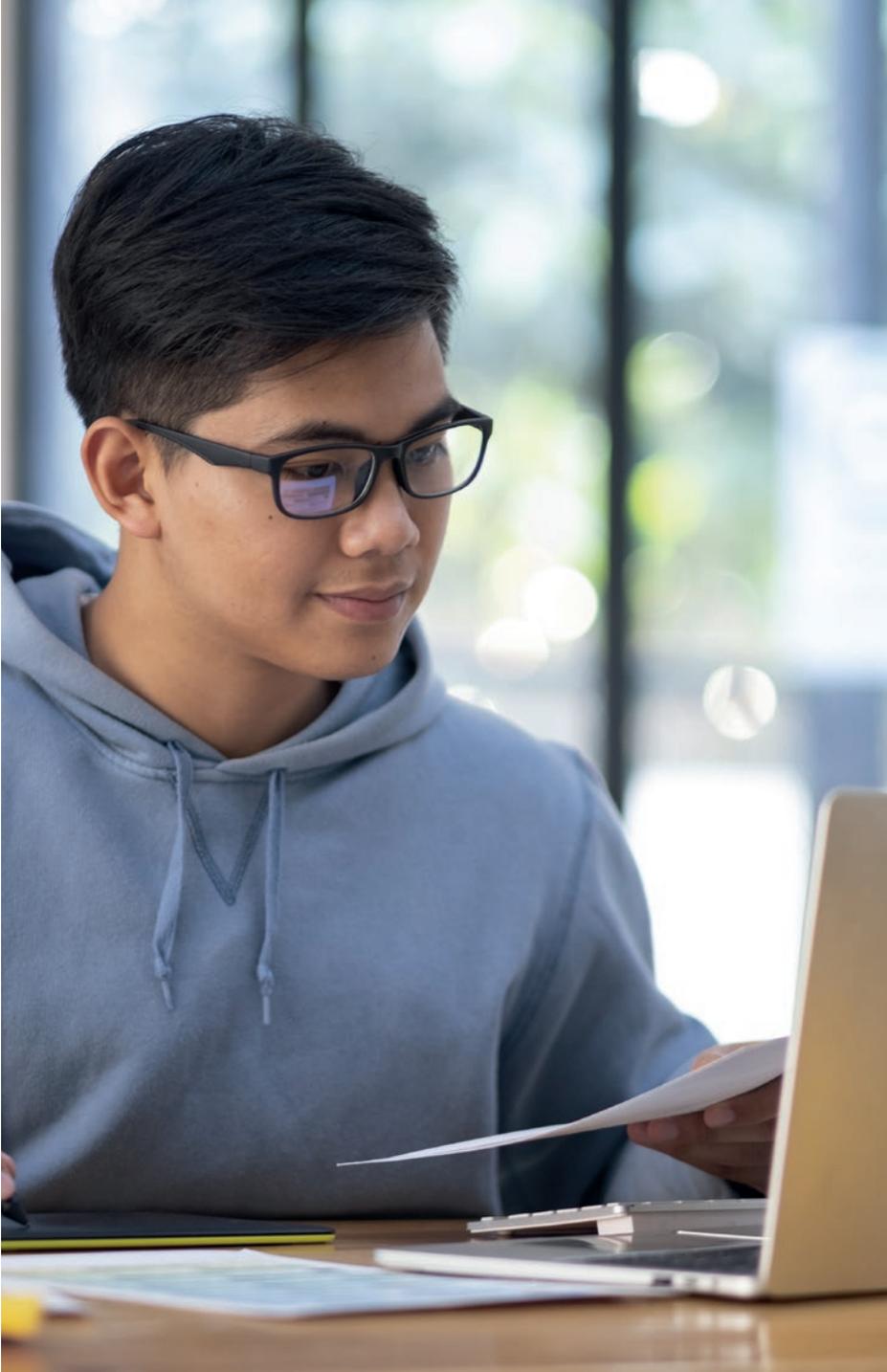
Pupils should adhere to the Acceptable use of ICT and E-Safety policy which can be found on the school website.

Some underlying principles:

Strong professional relationships between teacher and pupils. These relationships will take a different form online, but the strength of teacher-pupil relationships still underpins the Malvern education.

Good communication between teachers and pupils.

The usual high expectations of pupil behaviour apply online as they do in the classroom.



Who Can Pupils Contact for Support During Online Learning?

If pupils are concerned or worried it is important to remember that we are still here for you. The following people are available, but please bear in mind that they may be teaching so you may not get an immediate response:

- » Your **HouseM**
- » Your **Tutor**
- » **Head of Year** and **Deputy Head of Year**
- » The **Reverend Ibbotson**; the School Chaplain
- » The **School Counsellors**: Lucy and Simon
- » **Senior pupils** e.g. Head of House team and Peer Mentors
- » **Mrs Angus** (Senior Deputy Head) and **Mr Faulkner** (Deputy Head: Pastoral)
- » **Mr Thomas**; Head of E-safety

An important reminder that all pupils should know that:

- » **Mrs Bijl** is the Designated Safeguarding Lead (penny.bijl@malverncollege.org.uk)
- » **Mrs Brown** is a Deputy Designated Safeguarding Lead (emma.brown@malverncollege.org.uk)
- » **Mr Faulkner** is a Deputy Designated Safeguarding Lead (lewis.faulkner@malverncollege.org.uk)



On-line Safety

The internet is proving invaluable at this time for our pupils to continue their education and to keep in touch with their friends through the many social networking sites.

Malvern College uses the Office 365 platform to provide applications such as Teams which are monitored and kept safe by the College IT systems. There are many resources available to parents on a range of topics in this area such as talking to your child about online safety, the risks of online games, livestreaming and parental controls.

Our top three websites to support parents are:



This site is recommended because it is fact checked and written by industry experts from CEOP (Child Exploitation and Online Protection). Parents can use a search tool to find help and information on everything from helping teenagers during lockdown to how to look after your online health during isolation. CEOP are part of the National Crime Agency and a site where concerns can be reported about grooming or sexual abuse online.

parentinfo.org/

continued on the following pages >>

On-line Safety (continued...)



This website helpfully organises resources into age groups which is great if you have children of different ages at home. It also has regularly updated information, for example there is advice on privacy setting advice about apps like Houseparty and staying in touch whilst in isolation. There are also resources for young people to encourage critical thinking and to support understanding of issues such as fake news.

www.internetmatters.org/resources/staysafestayhome-tech-advice-and-resources-to-support-families-at-home



Childline: This extremely well-known children's charity not only provides support to young people about a wide range of issues, they also have a very good section on what to do if a young person thinks they have been a victim of sexting or cyberbullying. As these are some of the most common issues young people face, this site is a great source of further information and support.

www.childline.org.uk/

There are also several resources and tips for studying well whilst at home.

Good articles can be found here:



Cornoavirus: five ways to work well from home:

www.bbc.co.uk/news/business-51868894

How to make the perfect study station at home:

www.bbc.co.uk/bitesize/articles/z6rxxyc



Advice from the National Crime Agency (NCA)

<https://www.thinkuknow.co.uk/>



Advice from the NSPCC

<https://www.net-aware.org.uk/>

Learning can be difficult and frustrating at times. Encourage your son or daughter to talk about their work with you or with their peers or teacher.

A safe online environment is extremely important and parents are encouraged to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

These are usually free, but often need to be turned on. All communications with school should only be through the school's email, Microsoft Teams or other approved social media platforms.



Other Useful Resources

YOUNGmINDS

Tips, advice and guidance from the charity Young Minds:
<https://youngminds.org.uk/find-help/looking-after-yourself/coronavirus-and-mental-health/>

NHS

A good resource from the National Health Service which contains self-care videos:
<https://www.nhs.uk/oneyou/every-mind-matters/youth-mental-health/>

YouTube

Two videos about taking care of your mental health during the Covid-19 pandemic:
<https://www.youtube.com/watch?v=IsJus1R15Ds>
<https://www.youtube.com/watch?v=fqRh6wscMMI>



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