

23rd March 2020

Dear Parent/ Carers

I am writing to update you on our latest position as a college in response to COVID-19. You will appreciate that we continue to have to react on a daily basis to government advice.

Firstly, thank you for supporting your son/daughter staying at home to study. The impact of that minimises staff at the college and allows us to focus on the more vulnerable.

We have also made the decision to close the Havant Campus from Monday 30th March 2020 until further notice with the small number of students transferring to the South Downs campus. The Alton campus will remain open as planned.

We have today written to all students welcoming them to the start of their new remote learning experience. Considerable work has gone into making sure that materials were ready for them today so that they can continue their studies.

Whatever year they are in or course they are on it is so important that your son or daughter keeps up to date with their work (and with their tutorials) so that we can support them in keeping on track for the next stage of their education or career.

We have also asked that if they are one of the students who has been contacted about coming in this week, or are the son or daughter of a key worker and will be coming in, **that they ensure they sign in and out at Reception every day that they attend.** It is essential that we know who is on site and only certain buildings on each campus will be open every day.

There are lots of ways we will continue to support our students over these coming weeks. Contact us on:

- safeguarding@hsvc.ac.uk and safeguarding@alton.hsvc.ac.uk
- careers@hsvc.ac.uk
- Workexperience@hsvc.ac.uk
- customerservices@hsvc.ac.uk (remember to use this if you are ill and cannot work on your studies – this has replaced the usual absence line)

We know that you will still have lots of questions and we will continue to update you as we receive more information.

Thank you for your continued support.

Yours sincerely

Mike Gaston

REMOTE LEARNING – TOP 10 TIPS

Learning itself is a skill, as we know, and any skill needs to be practised daily to keep it in good condition.

The most important advice we feel we can give you is to stay as close as possible to your normal routines. Follow these tips wherever you can:

1. **Structure:** Follow your normal routines as much as you can, studying your courses as ‘lessons’ at the time of day you normally would have done when coming into college.
2. **Set work & teacher help:** Meet the timeframes for work set by your teachers. If you find that you cannot access or understand the form of remote learning you are being set let your teacher know as soon as you can.
3. Check in with your **Personal Tutor** if you need any advice or help – they will be keeping in touch with you every week through either group tutorial or 1:1s, but if you need to contact them then please do.
4. If you normally have **Learning Support** we will still continue to support you. Contact us by email and if you are unsure who to contact please email darren.darby@hsrc.ac.uk (South Downs), jason.colgan@hsrc.ac.uk (Havant), or elizabeth.ryan@alton.hsrc.ac.uk (Alton).
5. **Socialise online:** with your peers and friends at the normal times you would have done – whatever you used to do in your normal day try to continue doing this remotely. Check in with your friends remotely. Remember that socialising with friends should only be done remotely – not face to face.
6. **Study Buddy:** To help keep your motivation, link up with a friend and encourage each other online or by phone. Although you are not actually meeting with each other, there can be something really reassuring in having someone else there.
7. **Groupwork:** Continue to work in student peer groups as much is possible, but remember this must all be done remotely. Ask each other questions, revise and test each other, set each other challenges. Even a simple phone call can work well here.
8. **Sleep:** Stick to a routine of waking and sleeping as if you were still at college. It can be easy to slip into late morning wake-ups and ever later bedtimes – this reduces the amount of daylight you receive and it is important to get plenty of daylight during the day – watch out for this and if you find your body clock moving later and later, do two mornings in a row of getting up really early – you will then be tired that evening and be able to sleep earlier.
9. **Breaks:** Take breaks from study both within the ‘taught’ sessions as directed by your teacher and when completing your set work – stretch, move, make tea, chat, whatever works for you. Try to resist the temptation of unhealthy snacking in your breaks.
10. **Reward yourself:** Reward yourself for completing substantial pieces of work – play games, watch TV, socialise– your wellbeing is important. However, reward yourself AFTER working hard. The most effective way to remote study is to start all of this straight away, so that your routine isn’t broken. If you leave it for a few days before you get into a study routine, it is going to be difficult to get back into an effective routine.