



ALTON  
HAVANT  
SOUTH DOWNS

23<sup>rd</sup> March 2020

Dear Students

Welcome to the start of your new remote learning experience. Lots of work has gone into making sure as much as possible is ready for today so that you can continue where we left off last week. Whatever year you are in and course you are on it is so important that you keep up to date with your work (and with your tutorials) so that we can support you in keeping on track for the next stage of your education or career. Please have a look at the hints and tips at the end of this email to help you make the most of your remote learning.

If you 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, **please always make sure that you sign in and out at Reception every day that you attend.** It is essential that we know who is on site and only certain buildings on each campus will be open every day.

I wrote to you recently about the ways of helping avoid the spread of Coronavirus. Can I also remind you of what must happen if you or anyone you live with develops symptoms of a high temperature and a new, continuous cough.

All of this information is from the NHS Coronavirus webpages

(<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>)

### **How long to stay at home**

- If you have symptoms of coronavirus, you'll need to stay at home for **7 days**.
  - After 7 days:
    - if you do not have a high temperature, you do not need to stay at home
    - if you still have a high temperature, stay at home until your temperature returns to normal
- If you live with someone who has symptoms, you'll need to stay at home for **14 days** from the day their symptoms started. This is because it can take 14 days for symptoms to appear.
  - If more than 1 person at home has symptoms, stay at home for 14 days from the day the first person started having symptoms.
  - If you get symptoms, stay at home for 7 days from when your symptoms start, even if it means you're at home for longer than 14 days.
  - If you do not get symptoms, you can stop staying at home after 14 days.

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

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



Mike Gaston, Principal & CEO

**HSDC**

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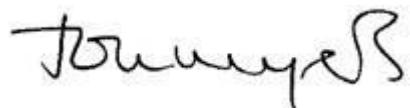
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We know that you will still have lots of questions and we will continue to update you as we receive more information.

For now, keep working hard, stay healthy and we will see you soon.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jon Myers".

Jon Myers  
**Vice Principal – Student Services**



## REMOTE LEARNING – TOP 10 TIPS

We want you to maintain as much momentum to your learning as possible whilst you are remote learning and we are remote teaching.

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@hsdc.ac.uk](mailto:Darren.darby@hsdc.ac.uk) (South Downs) [Jason.colgan@hsdc.ac.uk](mailto:Jason.colgan@hsdc.ac.uk) (Havant) or [elizabeth.ryan@alton.hfdc.ac.uk](mailto:elizabeth.ryan@alton.hfdc.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.

If you are having any problems, just let us know.

