



## Learning from home: If a year group is required to self-isolate for a period of up to 14 days.

Dear Parents/Carers,

We would like to share with you our plans for learning from home should your son/daughter's year group be required to self-isolate for up to 14 days as a result of a Covid outbreak within the bubble.

You will have seen Mr Kelly's recent letter about the procedures that we will follow should this scenario occur.

Please can you kindly read the attached which gives you information about how your son/daughter will learn from home in this scenario.

Kind regards,



  
Mrs Robinson  
Assistant Headteacher



  
Mr Naisbitt  
Assistant Headteacher



## Live teaching using online platform 'Zoom'

- Students will be taught by class teachers using Zoom as an online learning platform, following the school timetable for lessons.
- We feel that this is the most effective way of replicating high-quality learning that students normally receive in school, in a safe way for both teachers and students.
- Teachers will continue to use Google Classroom alongside Zoom. This will be used for a range of reasons - sharing resources, setting knowledge quizzes or for assessments for example.



## How will it work?

- Your son/daughter has been given instructions on how to access the 'live' lesson by teachers.
- Guidance can be found within Remote Learning on the school's website and also through your son/daughter's year group Google Classroom class for each of their individual subjects.
- The teacher will control the microphones and cameras. Students will not have their microphones/cameras turned on. Teachers will control the use of their microphone, for example, for questioning a student.
- Students will be able to use the 'Chat' facility during the lesson. This will allow students to ask relevant questions about the learning. All communication must be appropriate.

## Attend each lesson as part of the timetable

- We expect students to take part in all lessons from home in the same way that they would if they were attending school.
- Your son/daughter will be following his/her school timetable, as if s/he was in school
- Therefore, if your son/daughter is unwell on a particular day, please contact the school in the usual way to inform us that s/he will not be participating in lessons for that day. Please Note: your son/daughter must note the start and finish times for their lessons.
- Students will be registered by their class teacher for each lesson. If your son/daughter does not log in to the lesson, a text will be sent home to inform parent/carer. A further sanction will be issued upon return to school.



## Behaviour expectations for remote learning

We expect students to behave in the excellent way that they always do for school. However, please be aware of the following:



- If a student behaves inappropriately during a lesson, the teacher will instantly remove him/her from the class. This means that s/he will receive no 'live' lesson or teaching during that period.
- This will be recorded as a C4 incident.

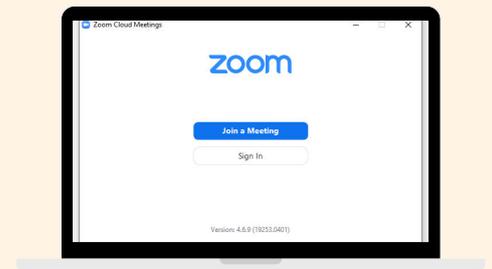
## Consequences for unacceptable behaviour

As a Parent/Carer you will be informed of this by a member of SLT and an appropriate sanction for your son/daughter will be applied. This may mean that a student receives no further 'live' teaching in that particular subject or indeed across any subjects, depending on the nature of the incident. A further sanction will upon return to school.

We are confident that all students and parents will value this opportunity to be taught in this way during a potential closure for a year group and we kindly ask for your support on this.

## To take part in lessons, what do students need to do?

- Ensure you know how to access the Zoom lesson.
- Have you followed and understood how to join your Zoom lesson? Guidance can be found within Remote Learning on the school's website. Alternatively, it can be found within your year group's Google Classroom class.
- Ensure the camera is turned **off** at all times
- Ensure that you log in to every lesson and answer 'here' using the Chat facility so that the teacher records you as present. If you don't, your parents will receive a text message.
- Ensure that you behave appropriately for learning – you follow the teacher's instructions and you don't disrupt the learning for others as everyone has the right to learn effectively.
- Remember that if you misbehave this will be a C4 incident and you will not receive any live teaching for that lesson (or potentially others) and have to complete alternative work.
- Ensure that you complete all work that the teacher asks you to do so that you don't fall behind.
- Your teacher will control the use of the microphone at all time



## As a parent/carer, please can you support us with the following:

- Ensure that your son/daughter is clear about accessing lessons on Zoom. Your son/daughter should know how to join a Zoom lesson – a) where to find lesson ID and passcodes (issued by subject teachers via their Google Classroom class) and b) how to join the lesson (video guidance on how to join a Zoom lesson can be found within Remote Learning on the school's website).
- Ensure your son/daughter has accepted invites from teachers to all classes on Google Classroom.
- Ensure that your son/daughter logs on to every live lesson unless unwell, in which case you will inform the school in the usual way.
- Ensure that your son/daughter supports every student's right to learn and behaves appropriately for all lessons.
- Ensure your son/daughter knows their lessons start and finish times



zoom



## Google Classroom email summary reports for parents/carers:



As Google Classroom becomes firmly embedded within teaching and learning at Higham Lane, as an online learning platform students can access in and out of school, it is now timely to launch parent/carer Google Classroom email summaries – a regular means for you to keep in touch with your child's work.

### What is it?

On a weekly (and even daily) basis you can get email summaries about your child's activity in Google Classroom. In email summaries, you can review:

- Missing work—Work not handed in when the summary was sent.
- Upcoming work—Work that's due, whether tomorrow or for the upcoming week.
- Class activities—Announcements, assignments, and questions recently posted by teachers.

NB: If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.

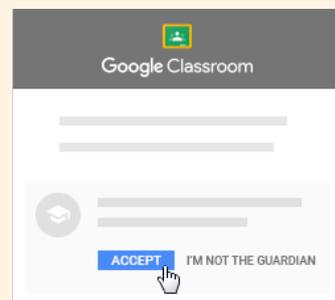
## How do I start?

You can get email summaries sent to any email address. However, to view or update email summary settings, you need a Google Account.

Our advice is to set up a Google Account so that you can change the frequency of your emails, and unsubscribe from email summaries.

To get email summaries of your child's work, you must accept an email invitation from the school's administrator, as follows:

- 1 - The school's administrator emails you an invitation to join your child's class.
- 2 - In your email program, open your email invitation.
- 3 - Click Accept.
- 4 - Click Accept to confirm.



When you accept an invitation, you and your child get an email confirmation.

## Can I sign in to my child's classroom?

No. Parents/carers can't access Google Classroom or their child's assignments due to data protection laws (GDPR/Data Protection Act 2018). Parents/carers can only get email summaries when their child's teacher provides permission.

## Changes to email addresses

We will use the contact email addresses you provided the school on entry into Higham Lane. We draw your details from the school's management information system. Please, as ever, keep us up to date with your contact details, including changes to emails. Please contact the school if this is the case.

## What happens next?

Watch this space and keep checking your email for the school's administrator email invitation.

We hope you find value in this Google Classroom feature, allowing you to keep in closer contact with what your child is learning through Google Classroom.

And, finally! You will recognise that this is a new and improved remote learning experience for everyone. We will be doing our best to ensure that students receive a high quality education if they are required to learn from home. We do kindly ask for your support with this - in particular, in ensuring that your son/daughter behaves in the usual excellent way as s/he would if at school, and in recognising that this is also a new venture for our staff. Teachers are excited about teaching live to students but there may inevitably be some challenges in using the technology (for teachers and students). We will of course continue to seek your views during any period of remote learning for your son/daughter.

We also recognise that some students will find remote learning a challenge. We know that all students will do the best they can in these circumstances. However, we do not want students to become overly anxious about falling behind or not completing all of the work that is set by teachers. Likewise, we know that there may be issues with access to technology. Please continue to keep in contact with us via your son/daughter's form tutor in the first instance using [contactus@highamlaneschool.co.uk](mailto:contactus@highamlaneschool.co.uk)

*Thank you for your continued support.*

