

Remote Learning Programme





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Core Principles

We aim to provide:

- A continuous education for your children during this ongoing school closure;
- A timetable that suits the needs of our children, enables family life at home to be as easy to organise as possible and perhaps, most importantly, remains academically rigorous;
- Easy to use communication links between parents and teachers and children and teachers;
- Technical support for parents;
- A programme that mixes time behind a screen, with time away from a screen;
- Pastoral support for your child as well as academic support;
- Opportunities for your child to mix with other children in social situations.



The Fundamentals

The Remote Learning Programme is only active when, following the Government's instruction, learning is moved online. Learning will be provided online for the children but does not always necessarily have to be completed online.

We want to provide a continuous education for your child but we also want it to work for you and your family. As each family situation, changing adult work commitments, and even the technology available to your children at home will differ, we have continued to attempt to find a solution that provides a framework that is teacher directed and teacher supported, with a degree of flexibility within.

As a general rule, content will be released electronically to your children that is designed to encompass the Spring Term curriculum.

Routine and Timetabling

The school's advice is that the children get up, get dressed and experience as close to a normal school day as possible. However, the feedback from many parents has led us to realise that our normal timetable needs some adaptation. For example, some changes have been made so that breaktime and lunch are at the same times during the day for all age groups. Given the numbers of pupils across the school, it has not been possible to do this for Games sessions across every year group.

The Games schedule is below:

Reception

Monday	14:25 - 15:10
Tuesday	11:40 - 12:30
Wednesday	10:00 - 10:50
Thursday	11:40 - 12:30
Friday	10:00 - 10:50

Years 1-4 13:30 - 14:15

Years 5-8 15:20 - 16:05

Children being physically active is important and the Games programme is to help this. However, you may decide to do your own activity during this period and the school fully supports this.

For Years 3-8 there is minimal change from their usual timetable and in most instances they have the same lessons in the same order as last term. To accommodate the whole school having Break and Lunch together the timings of these lessons have altered. We have also reduced the length of lessons from 55 minutes to 50 minutes. This allows a 10 minute break between lessons.

Wherever possible staff will be available through Zoom during lessons.

Registration

We would like children from Reception to Year 8 to register at the start of each day. Please make sure that they are present for form period in the morning so that this can happen.

Registration will be taken by the Form Tutor, and absences will be followed up in the usual way.

Subject teachers in Years 3-8 will also register children for each lesson and inform Form Tutors if absences are occurring. Parents will be contacted if we have concerns about absence.



Parents

During this period of online learning, the role of parents is vital in encouraging their child to continue their studies and ensuring they are giving full focus to lessons. Pupils are expected to attend fully to the programme, if at all possible.

In the case of older pupils, we would have higher expectations that all work is completed and organised independently, by the child, every day.

To facilitate effective learning, parents are asked to try to provide a quiet, productive work environment where their child can be free from distractions such as the television, radio and mobile phones.

Try to keep to a routine. Children understand and learn better when they have a routine. If necessary, re-explain to them what the Remote Learning Programme is, and how their day(s) will look, as much in advance as possible and communicate with the Form Tutor if you need advice or help.

However, you know your child best and whilst the programme has been set up in the way it has, it is for you to judge what your child's needs are on a day by day, hour by hour basis.

Our advice is that you set a routine that is as close to normal as possible. Ensure that your child is dressed and ready for 'Remote School'. Staff have been instructed to remove any child who is not dressed appropriately from the lesson.

Parents should be aware that when delivering live Zoom lessons teachers work to a set of guidelines that require them to record all lessons.

Please ensure that you download anything requested in advance by teachers, for example, Design & Technology project information, in order for your child to have the necessary information at their fingertips before a lesson is due to begin.

Parents who may want access to the school applications are reminded

My School Portal -

<https://westbrookhay.myschoolportal.co.uk/>

For Pre-Prep Resources

Intranet -

<https://intranet.westbrookhay.co.uk/>

Username: westbrook\parent

password: wbinfo

Pupils

Our advice is that, where possible, children follow the remote learning timetable to complete lessons as they normally would. For Years 3-8 this will be first and foremost through Google Classroom and Zoom. For Pre-Prep we will use Seesaw instead of Google Classroom

All pupils should register in their virtual form room each morning at 8:30am.

We expect that our older, more independent learners, for example Years 5-8, would complete all of their learning but we understand that, for younger children, in a different than usual learning environment, where parental support may be required, this may be less realistic. Work will be available for pupils in Year 1 and Reception to complete in a more flexible way, to meet the needs of the family. However, where the timetable is followed, Class Teachers will be available via Zoom for a period of time during the timetabled lesson for the periods of time identified in the section 'Accessibility of Teachers'.



Each family circumstance will be unique so if following the timetable and completing all tasks exactly, is not possible, we completely understand. We also understand that some work may be done at a different time. However, it is important that work is completed so children do not fall behind.

We recommend that children follow their normal morning routine, as much as possible, and are ready for their first lesson. Given that Zoom will be regularly used as a means of communicating and of the delivery of lessons, for safeguarding reasons, your child should be in an open place in the home where they can be monitored and supported. Children should dress appropriately for lessons. This does not have to be school uniform but children should get up and get washed and dressed, ready for the day.

Sports lessons will require appropriate kit.

The School Rules and ICT Acceptable Use Policies will apply for remote learning and staff will react to any poor online behaviour.

Pupils are not permitted to have mobile phones with them during remote learning.



Publication of Learning Tasks

For Pre-Prep, learning tasks will be released to parents the evening prior via Seesaw. An email will also be sent out to Pre-Prep parents by 8:25am explaining the teaching order and giving parents a general outline of what will be taught that day, as well as suggestions for child initiated and active learning, for those children in Reception. Each Friday evening a list will be provided, outlining the resources required for each day of the following week.

In Year 2, learning will primarily be delivered via Zoom, but resources to accompany the lesson will be available on Seesaw.

For Years 3-8, learning tasks will be provided first and foremost through Google Classroom and Zoom.

As so much of the learning is live, we are pleased that children will be able to receive feedback during their lessons. This is the most effective way for them to learn as they can respond to it there and then.

Where pupils are producing written work, staff will aim to provide some written feedback which recognises effort and endeavours to move learning forward.

With the rigours of online learning, we ask parents and pupils to be patient with staff, who will be using their professional judgement to decide what needs and would benefit from in depth examination.

Accessibility of Teachers for Parents and Children

Reception and Year 1

For **Reception and Year 1** teachers will be available during the day on Zoom when your children have timetabled lessons.

Year 2-8

Whilst the children work through the tasks for the day, the teacher delivering each lesson will be available to them during that lesson, predominantly via Zoom.

The teachers will be working their normal hours and will respond to general emails within 12 working hours.

Your child's Form Tutor or Class Teacher is your first point of call for any pastoral or general academic concerns or issues. It is their responsibility to monitor and oversee your child's remote learning experience.

Form Tutors and Class Teachers will pass on any relevant information to children and parents, and can be contacted via email.

If a teacher cannot teach due to illness, cover work will be provided whenever possible.

Please be sympathetic to the fact that teachers are teaching from their homes and may be looking after their own children at the same time.





Recording Learning

Ideally your children will have a device with which they can join all live lessons. If this is not possible please can you inform your Form Teacher. The activities provided will cover a range of mediums and while you and they may need to access the computer/tablet/phone to find the instructions, the children on a number of occasions should be able to work away from the screen if needed.

Work can be photographed or scanned and sent to the teacher if appropriate. For Reception, Year 1 and Year 2 photographs and scans may also be uploaded to Seesaw.

Children will need access to pens, pencils, glue etc and may need Maths equipment such as protractors, compasses etc as they would have in school.

If the children do a practical activity, please do feel free to take a picture and email it to the teaching staff, should this be convenient.

Pre-Prep

The provision will be slightly different in Pre-Prep because of the age of the children. In addition to set learning tasks there will be suggestions for child initiated and active learning, to support the children's development in all areas, and also, to achieve the recommended daily exercise of 3 hours, to support their health and wellbeing.

Communication with teachers for parents will be through email. Children can talk to their teachers using Zoom at allocated times throughout the day. Please note, if help is required with a subject, these questions should be addressed during the timetabled slot, as the teachers will have the resources to hand, to support the learning. If support is required at a different time during the day, please email the Class Teacher, who will reply as soon as possible.

Pre- Prep teachers would be delighted to hear about the children's play, interests and achievements, which can be added to their Tapestry Learning Journals (only Reception) or uploaded to Seesaw.

We will be awarding SCARF certificates in the usual way which will be displayed on the Pre-Prep intranet page throughout the week.

A template is also available in the Remote Learning intranet pages for parents to complete, should they wish. Please let us know about the award, so that we may add your child's name and achievement to our celebration board. If you would like to send through the certificate, we can display it on the celebration board, but this is not necessary.

Reading

If in doubt, encourage your child to read!

This is a fantastic opportunity for your child to enjoy many, many books. Even more reluctant readers, with the right encouragement and environment, may find their reading habits change for the better.



Wellbeing

There may continue to be some unpredictable benefits to the children that continue to come from this programme. For example, their need not to commute should allow them more sleep.

They have plenty of opportunity for play which is an important part of childhood. We have built into the timetable a Games session every day, but feel free to try to include other physical activity and plenty of play if at all possible.

Where you can, encourage interaction with others through video calls for example.



Support

The staff at the school are here to help in whatever way they can. We ask that you follow the protocols below for assistance:

Academic and wellbeing concerns – please contact the Form Tutor, whose role it is to oversee the Remote Learning Programme for your child.

Escalated Academic Concerns – please contact Mrs Catherine Busfield, Assistant Head (Academic).

Escalated Pastoral Concerns – please contact your Head of Year

Pre-Prep	Victoria Gibbs
Year 3 & 4	Sarah Cullerne
Year 5 & 6	Frances Bennett
Year 7 & 8	Peter Makower

Concerns regarding the Remote Learning Programme (RLP) – please contact any member of the RLP team:

- Peter Makower (Remote Team Leader)
- Andy Lloyd (technical elements of the RLP)
- Victoria Gibbs (Pre-Prep RLP)
- Andrew Bryson (device support)





Technical Issues

Remote IT support is offered to all parents and staff to enable remote learning to run as smoothly as possible. Mr Andrew Bryson is in charge of providing this support service.

If you need assistance please contact Mr Bryson on 01442 256143 and select option 9. His email address is Andrew_Bryson@westbrookhay.co.uk if you prefer.

Telephone support is offered between the hours of 8:00am and 6:00pm each day throughout the working week and outside of these hours by arrangement. If the line is busy or not answered for any reason, please leave a clear and concise message with your name, your child's name and form where appropriate, and as much information as is possible about your issue. You will get a response within 4 working hours, depending on the volume of issues in the queue.

Triage

Upon receiving your call Mr Bryson will provide assistance directly, if it is a technical issue. If it is an educational issue he will pass your enquiry to Mr Lloyd.

Technical Issues – Andrew Bryson

Technical issues would comprise of, for example but not limited to, login issues, hardware faults,

operating system problems and the use of the hardware platforms employed to facilitate remote learning. It will also include broadband access, connections to the internet and any wireless issues you may experience.

Educational Issues – Andy Lloyd

Andy Lloyd, Head of ICT, is the primary contact for educational issues but he is also a teacher and he is not permitted to respond to queries whilst teaching. Educational issues would comprise of, for example but not limited to, how to use a piece of software, Google Classroom use and the general navigation around the software suites in use. Please note that it may be that a specific member of staff needs help with a particular piece of software that they are using that the IT team may not have full knowledge of. An example of this could be a spelling site used by Pre-Prep.

If we need to remotely access your PC or MAC, 'TeamViewer' is used.
(<https://www.teamviewer.com/en/download>).

If your issue is on a Chromebook we will utilise Chrome Remote Desktop
(<https://remotedesktop.google.com/support>).

This product allows us to remotely access devices via a small program that needs to be

installed. It would be advantageous to install this product on your device as soon as possible.

In both situations you will need to provide the system generated support code and allow access by clicking on the approval button.

Please note for safeguarding and child protection reasons, remote support will not be provided directly to a student and we would ask for an appropriate adult to be present during any connections.

In some rare occasions where there is a complete hardware failure we may need to be able to physically access your device. This is possible but will need to be managed carefully to ensure social distancing. Should this situation arise please contact Andrew Bryson to discuss an action plan.

Our IT team are very experienced in most IT disciplines but may not be able to deal with every issue that occurs. They will do their very best to help where possible.

Some basic advice on how to use some of the platforms that the Remote Learning Programme utilises are included in My School Portal and can be found by following this link:

<https://westbrookhay.myschoolportal.co.uk/>



Safeguarding and Online Safety

The school's responsibilities to protect our children from harm continues during the period of Remote Learning. It remains the school's top priority and the responsibilities remain with the Designated Safeguarding Team, who are:

- Liz Ashfield (Lead)
- Patrick Ross
- Victoria Gibbs
- Sam Taylor

Online safety advice

The internet provides a platform for billions of people to share their views and opinions but not everything or everyone online is trustworthy. Encourage your children to think critically about the things they see online including the images and videos they view on social media.

5 Cyber Safety Rules

1. Configure and guard your passwords
2. Invest time, money, and effort in enhancing your awareness.
3. Always try to browse reputable, well-known websites.
4. Don't download anything from a website or content provider that you don't trust.
5. Be careful what you post.

Top Tips for Parents:

Most importantly:

- Ensure your child knows they can always come to you if something goes wrong.
- Give them confidence to speak to you when they are embarrassed or need support.
- Discuss strategies to deal with upsetting experiences online.
- Make sure your child knows what information should not be shared online, including name, address, passwords, phone number, current location or school name.
- Discuss stranger safety and that they must always tell an adult if anyone online makes them uncomfortable or asks to meet them or share personal information or images.

Understand your child's online life including:

- How they use technology and communicate using images and videos.
- Share an interest and play with your child on their favourite apps or sites.
- Learn to activate and use parental controls to help protect your child.
- Don't be too intrusive and, depending on maturity, recognise their need for privacy

Help your child learn to filter information online and to consider that:

- There is a difference between fact and opinion and more to things than meet the eye.
- Not everyone is who they say they are online.
- Their online actions can have consequences for themselves and others.
- They should ask permission to share other people's images online and add people into group chats etc.
- They should be kind but don't need to be friends with everyone.
- They must only say something if they are prepared to say it face-to-face.
- Things other people post online might not always show what their life is really like.
- Nobody's life is as perfect as it may seem online.
- Judging yourself against others' online lives isn't a fair comparison.

Agree:

- Boundaries – balance screen, sleep and green time.
- Consider using filters and / or establish which sites are off-limits.
- Create a family media agreement with tech free zones such as cars, bedrooms and meal times.
- Phones are turned-off and handed-in at least an hour before bedtime.
- Screens should be visible: ideally in a family room so you can monitor online viewing.
- To share passwords with younger children.
- That you may wish to check their online history page.
- To only sign-up to sites within their age restrictions.





Online Resources For Parents

ThinkUknow: An excellent interactive library.
<https://www.thinkuknow.co.uk/professionals/resources>

Parent Info: Support and guidance from leading experts and organisations.
<https://parentinfo.org>

NSPCC: Video discussion for parents.
www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware

LGfL: Online safety and safeguarding.
<https://www.lgfl.net/on-line-safety/default.aspx>

LGfL: Top tips for keeping children safe online.
<https://static.lgfl.net/LgflNet/downloads/digisafe/Parent-Top-Tips-Safe-On-line-Corona.pdf>

Parent Port: Enables parents and teachers to report inappropriate online material, such as videos, adverts or news articles. www.parentport.org.uk

NSPCC: Advice for parents, as well as a free online safety helpline and reviews of some popular apps for young people. www.nspcc.org.uk/on-linesafety and www.net-aware.org.uk

Internet Matters: Helping parents keep their children safe online. www.internetmatters.org

Childnet: Resources including leaflets, top tips and screen time guides. www.childnet.com

Parent Zone: Provides content on parenting concerns.
www.theparentzone.co.uk and www.parentinfo.org

UK Safer Internet Centre: Education pack for parents with advice and guidance.
www.saferinternet.org.uk

Get Safe On-line: Covers practical information on protecting families against fraud, identity theft, viruses and other problems encountered online. www.getsafeon-line.org



Questions and Answers

Does my child have to complete the work set?	What children do/don't do at home is at the discretion of parents. We understand that this is an unprecedented situation and our aim is to provide as much flexibility for parents as possible. However, we are providing a curriculum that is as academically relevant and as rigorous as possible, and so we hope that children will be encouraged, and with the older children expected, to engage in and complete the tasks and challenges set by their teachers.
What do we do if we don't have a computer our child can work on?	Please let your Form Teacher know and we will see how the school can help.
What about other sites?	Parents may know of additional online options. However, it is the responsibility of parents to access these with their children to ensure they are age appropriate and the settings and online safety are adequate.
Why doesn't my Pre-Prep child have access to Google Classroom?	<p>We have taken the decision to begin by utilising the platforms the different sections of the school are most used to using, bearing in mind the age of the children. Year 3-8 are regular and knowledgeable users of Google for Education products. Children from Year 3 upwards have been shown how to use Google Classroom and with a little parental and/or sibling help should reap the benefits.</p> <p>In Reception and Year 1, we are offering pre-recorded content, so that your child may revisit the guidance as many times as required, to support understanding. Some small group sessions for phonics and reading will be taught via Zoom and teaching support is available each day through email, Seesaw and allocated Zoom slots. There is an allocated Form time via Zoom at the beginning and end of each day. Pupils in Year 2 will receive direct teaching by the Form Teacher or specialist teacher and materials to support the lesson will be available on Seesaw. Project work will be set on Seesaw for DT and Mr Moss will be available on Zoom during the allocated lesson time to provide support and guidance.</p>
My child will not be with me and will have very little adult help.	Look through the resources first, and then speak to your child's Form Teacher to see if there is anything additional that they can suggest to make provision for your child's learning as simple as possible.
Can my child use their school accounts for things like Mathletics?	Absolutely! If your child has completed the tasks set by teachers and is keen to further their learning, please use any resources the teaching team have suggested to them for their subjects as your next port of call.



Staff Email Addresses

Full name E-mail address

Andrew Bryson	andrew_bryson@westbrookhay.co.uk
Andy Lloyd	andy_lloyd@westbrookhay.co.uk
Catherine Busfield	catherine_busfield@westbrookhay.co.uk
Charlotte Doyle	charlotte_doyle@westbrookhay.co.uk
Chris Wagstaff	chris_wagstaff@westbrookhay.co.uk
Dan Pope	dan_pope@westbrookhay.co.uk
David Martin	david_martin@westbrookhay.co.uk
Donna Milnes	donna_milnes@westbrookhay.co.uk
Elizabeth Ashfield	elizabeth_ashfield@westbrookhay.co.uk
Frances Bennett	frances_bennett@westbrookhay.co.uk
John James	john_james@westbrookhay.co.uk
Kate Woodmansee	kate_woodmansee@westbrookhay.co.uk
Katy Kirkum	katy_kirkum@westbrookhay.co.uk
Kelly Freeman	kelly_freeman@westbrookhay.co.uk
Liz Stewart	liz_stewart@westbrookhay.co.uk
Louise Bodill	louise_bodill@westbrookhay.co.uk
Lynn Marlow	lynn_marlow@westbrookhay.co.uk

Madeleine Brennan	madeleine_brenan.co.uk
Mark Brain	mark_brain@westbrookhay.co.uk
Maud Corbet	maud_corbet@westbrookhay.co.uk
Michael Moss	michael_moss@westbrookhay.co.uk
Michael Swords	michael_swords@westbrookhay.co.uk
Monica Espin	monica_espin@westbrookhay.co.uk
Patrick Ross	patrick_ross@westbrookhay.co.uk
Peter Makower	peter_makower@westbrookhay.co.uk
Richard Summerfield	richard_summerfield@westbrookhay.co.uk
Sarah Cullerne	sarah_cullerne@westbrookhay.co.uk
Saviours Ndau	saviours_ndau@westbrookhay.co.uk
Stewart Woodward	stewart_woodward@westbrookhay.co.uk
Stuart Stedman	stuart_stedman@westbrookhay.co.uk
Tayla Price	tayla_price@westbrookhay.co.uk
Teresa Harris	teresa_harris@westbrookhay.co.uk
Tom Warren	thomas_warren@westbrookhay.co.uk
Victoria Gibbs	victoria_gibbs@westbrookhay.co.uk

School Phone Number: 01442 256143



Happiness, Confidence, Success

Our Ethos

“We are a welcoming, all-inclusive, family community that provides the best for, and expects the best from, us all.”

Our Mission

“To develop happy, confident and successful children who are well prepared for their future.”

Contact: Mark Brain, Headmaster,
Westbrook Hay Prep School, London Road, Hemel Hempstead, Hertfordshire HP1 2RF

Tel: 01442 256143
westbrookhay@westbrookhay.co.uk
www.westbrookhay.co.uk