

# Remote Learning Programme





## Contents

### Page

1. Core Principles

---

2. The Fundamentals  
Routine and Timetabling  
Registration

---

3. Teachers  
Parents

---

4. Pupils

---

5. Publication of Learning Tasks

---

6. Accessibility of Teachers to Parents  
and Children

---

7. Recording Learning

---

8. Lower School  
Reading

---

9. Wellbeing  
Support

---

11. Technical Issues

---

12. Safeguarding and Online Safety

---

14. Online Resources For Parents

---

15. Questions and Answers

---

17. Staff Email Addresses

---




## 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.



## The Fundamentals

The Remote Learning Programme is only active when, following the Government's instruction, the school is closed. Learning will be provided online for the children but does not 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 Summer 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 the need for a modified, shortened daily timetable, so that children are not confined to sitting in front of a screen for quite so long. The timetable has also been adapted so that breaks 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 11:45-12:35
- Year 1 10:00-10:50
- Middle School 1:30-2:20pm
- Upper School 2:30-3:30pm

## Registration

We would like children from Years 2-8 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, who will follow up on absences in the same way that the school office would previously have done so. Subject teachers will also register children for each lesson and inform Form Tutors if absences are occurring. The Form Tutor will contact parents if they are concerned about absence.

In Lower School, we ask that parents register at any point during the day. If parents/children have sent Seesaw work, uploaded via Tapestry, attended Zoom sessions or emailed in, we would consider this as attendance and will register your child as such.



## Teachers

It has been necessary for us to make some adjustments to the staff teaching certain subjects or taking charge of certain Forms.

Those changes are:

- Mrs Victoria Gibbs will oversee Nursery provision until half term. Mrs Rosie Ball will take on this role following half term. Daily provision for Nursery will not be provided, but a bank of suitable activities to allow children to continue with their learning and development will be available;
- In Reception and Year 1, all subjects will be taught by the Class Teachers, with an online provision available for French and D&T;
- Mrs Donna Milnes will be the Form Tutor of 3S;
- In Years 2-4, all subjects apart from French will be taught by the Year 4 Teachers;
- In some instances, projects have been built into the timetable to encompass the teaching of Humanities, Art, Music, IT & D&T;
- Mrs Katy Kirkham has joined the Maths Department for the teaching of Maths in Years 6 & 7;
- Some classes have had some changes of teachers for some subjects.

## Parents

During this extended School closure, the role of parents is vital in encouraging their child to continue their studies and ensuring they are giving full focus to lessons. Please try to ensure that learning takes place each day.

In the case of older pupils, we would have much 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'.



Parents should be aware that when delivering live Zoom lessons teachers work to a set of guidelines that require them to record all lessons. This enables them to make lessons available to children who may have missed the lesson, at a later time.

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 intranet are reminded that the log-in details are:

**Username: westbrook\parent**

**password: wbhinfo**

## Pupils

Our advice is that, where possible, children follow the remote learning timetable to complete lessons as they normally would. First and foremost, this will be done through Google Classroom and Zoom but other systems may be employed.

Pupils in Years 2-8 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 Lower School to complete in a 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, and especially for the older children, including those with senior school entrance exams in the Autumn Term, and those entering senior school in September, it is important that work is completed so that they don't fall behind on their learning, and are ready for the academic challenges ahead.

We recommend that children follow their normal morning routine, as much as possible, and are dressed and 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 accordingly.



## Publication of Learning Tasks

For Lower School, learning tasks will be released to parents the evening prior via the Intranet. An email will also be sent out to Lower School 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. Activities will also be available on Seesaw, a digital platform, for those who wish to work in this way. Each Friday evening a list will be provided, listing the resources required for each day of the following week.

For Years 2-8, learning tasks will be provided first and foremost through Google Classroom and Zoom.

# Accessibility of Teachers for Parents and Children

## Middle and Upper School

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

Those teachers will be in the Zoom meeting room and Google Classroom and available to communicate with, and therefore help, the children using live video or the chat messaging functions from within those media.

## Lower School

For pupils in Lower School teachers will be available during the day, by email and Zoom.

Small group Zoom sessions will be allocated during the following times:

**9:00-9:25am – Phonics.** Lower School children will receive a taught small group session every other day.

**9:30-9:50am and 2:50-3:10pm – Guided Reading.** Lower School children will be allocated a minimum of three sessions per week on a rotation.

For those children not receiving a taught session at the above times, either a recording of lessons or resources will be provided. You will be made aware of when your children's sessions will take place. During these times, the teachers will not

be able to respond to email or provide general Zoom support.

Times when **Lower School teachers** will be available to answer questions and provide general teaching support via Zoom are:

**Reception:** 8:35-8:50am, 11:50-12:25pm, 1:30-2:10pm, 2:30-2:50pm 3:15-3:30pm

**Year 1:** 8:35-8:50am, 10:10-10:50am, 1:30-2:10pm, 2:30-2:50pm, 3:15-3:30pm

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. The Form Tutor or Class Teacher will be present in the Virtual Form Room, or Zoom for Lower School, before lessons start each morning at the registration and assembly time of 8:30-8:50am.

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

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





## Recording Learning

Where there are a limited number of devices at home we appreciate it will be difficult for families with siblings or parents who need the computer themselves.

Therefore, the activities provided will cover a range of medium and while you and they may need to access the computer/tablet/phone to find the instructions, the children should then be able to work away from the screen if needed.

If working offline, your child has been provided with exercise books in which they can complete their tasks. Where children are completing work on sheets, these can be filed and brought back to school for inclusion in books at a later time. Work can be photographed or scanned and sent to the teacher if appropriate. For Lower School children, photographs and scans may also be uploaded to Tapestry. 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.

## Lower School

The provision will be slightly different in Lower School 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.

For children in Lower School it is not so possible for children to communicate with teachers through Google Classroom. Therefore, learning will be released via the Intranet, Seesaw and email, to allow you to access the curriculum in a way that suits you best.

Content will be a mixture of pre-recorded lessons, small group teaching via Zoom, and guided activities. Where possible, we have provided alternatives where resources are required for you to select from.

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, during a period that is not allocated to Zoom support or small group teaching.

Lower School teachers would be delighted to hear about the children's play, interests and achievements, which can be added to their



Tapestry Learning Journals. Please email photographs of their work, creations and play to share with the teacher. We will be awarding SCARF certificates in the usual way which will be displayed on the Lower School 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. All completed books will qualify for a Golden House Token – children should let their Form Tutors know.

## 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.

Parents may find our 'Bounce forward' page on the intranet useful too. It can be found on the intranet, under the resources tab by following parent information and looking for wellbeing in the PSHE section.



## 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 Julie Thomson, the Director of Studies

**Escalated Pastoral Concerns** – contact any of our available Pastoral Leadership Team, who will be only too willing to offer any help and support they can:

- Stewart Woodward (Pastoral Lead)
- Liz Ashfield (SENCO and Safeguarding Lead)
- Louise Bodill
- Victoria Gibbs
- Sarah Cullerne
- Frances Bennett
- Richard Summerfield

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

- Julie Thomson (Team Leader)
- Peter Makower (Timetabling and use of Zoom technology)
- Andy Lloyd (technical elements of the RLP)
- Victoria Gibbs (Lower School RLP)
- Stewart Woodward (Project work)





## 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](mailto: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 in use by Lower School.

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 on the intranet and can be found by following this link:

**<https://intranet.westbrookhay.co.uk/lit-home/remote-learning-how-to-videos-1>**



## 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

### 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](http://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](http://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](http://www.nspcc.org.uk/on-linesafety) and [www.net-aware.org.uk](http://www.net-aware.org.uk)

**Internet Matters:** Helping parents keep their children safe online. [www.internetmatters.org](http://www.internetmatters.org)

**Childnet:** Resources including leaflets, top tips and screen time guides. [www.childnet.com](http://www.childnet.com)

**Parent Zone:** Provides content on parenting concerns.  
[www.theparentzone.co.uk](http://www.theparentzone.co.uk) and [www.parentinfo.org](http://www.parentinfo.org)

**UK Safer Internet Centre:** Education pack for parents with advice and guidance.  
[www.saferinternet.org.uk](http://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](http://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?	Several tasks have been designed so there is sufficient content that can be done offline if needed. If there is a particular subject where this is an issue, please contact your child's teacher. Pupils also have 'Remote Learning' exercise books that can be used.
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 Lower School 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. Older children are regular and knowledgeable users of Google for Education products. Middle School children have been shown how to use Google Classroom and with a little parental and/or sibling help should reap the benefits.</p> <p>In Lower School, 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, Tapestry and allocated Zoom slots. There is an allocated Form time via Zoom at the beginning and end of each day.</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
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
Elizabeth Stewart	Elizabeth_Stewart@westbrookhay.co.uk
Frances Bennett	Frances_Bennett@westbrookhay.co.uk
John James	John_James@westbrookhay.co.uk
Julie Thomson	Julie_Thomson@westbrookhay.co.uk
Kate Woodmansee	Kate_Woodmansee@westbrookhay.co.uk
Louise Bodill	Louise_Bodill@westbrookhay.co.uk
Lynn Marlow	Lynn_Marlow@westbrookhay.co.uk

Mark Brain	Mark_Brain@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
Regine Soulié	Regine_Soulie@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
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**

# Westbrook Hay Prep School



*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](mailto:westbrookhay@westbrookhay.co.uk)  
[www.westbrookhay.co.uk](http://www.westbrookhay.co.uk)