



Remote Education Protocols, Procedures Systems and Expectations

**Outline of our provision for Remote Education during
periods of school closure and student self-isolation Covid-19**

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Overview

At Highgate Wood School remote education is delivered through Google Classrooms.

All students have their own Google account which provides access to their online Google Classrooms (mirroring their own classes in school, including a form and year group Google Classroom), and the other resources and tools provided by Google Suite Enterprise for Education (including Meet, G-Mail, Drive and Google’s office tools).

This facility is supplemented by a number of online tools to support remote education, including Sam Learning, My Maths, Dr Frost, Tassomai and Kerboodle. Our Google platform is also integrated with Show My Homework to allow consistency with our established provision for homework and homework notifications. Wherever possible we have integrated all platforms so that they can be accessed with the same, or very similar, credentials.¹

Parents are able to receive notifications through Show My Homework and are also invited as “guardians” to receive email summaries of work set in Google Classrooms. This, together with our established online e-praise system for alerting parents to their child’s achievements enables some the school and families to work together.

Students are regularly directed to the other online resources and links provided by the school for wider learning and revision and also to support their mental and physical health. They are also directed to our online reporting schools to alert us to any safeguarding or other concerns.

¹ See Appendix 1: Usernames and Passwords sheet.

Remote Learning during Periods of School Closure

During periods of school closure, the default provision for remote learning will be to provide online live lessons through Google Meet. Where this is not possible, due to staff absence, technical issues or other reasons, then resources are provided for that lesson on the relevant Google Classroom, with an alert also placed in Show My Homework.

Students are required to follow their regular school timetable for all lessons and we are committed to providing the statutory minimum of five hours remote learning each day (this including both direct teaching time and time for students to complete tasks or assignments independently). During extended periods of school closure, we have contracted the school day to reduce screen-time and to provide the space and opportunity for students to engage in other activities to improve their physical and mental health.

Students are required to register on their Year group Google Classroom each morning. This allows us to check if any have issues with remote access. A daily text alert is sent to the families of children who have not registered to establish the cause. Regular class registers are taken during the course of the day to monitor engagement.

Remote learning during year group or class group self-isolation

Where whole year groups or individual class groups are required to self-isolate the school will endeavour to maintain the default provision of “live” lessons on Google Meet. Where this is not possible resources for the lesson will be uploaded to Google Classrooms to be completed remotely.

Students working remotely will be required to follow their regular school timetable.

Remote learning for individual or small group self-isolation

Where individuals or small numbers of students are required to self-isolate it is not possible for the teachers to run live Meet lessons (they are engaged in teaching the other students in their classes face-to-face). Work from the lesson will therefore be uploaded to the relevant Google Classroom for students at home.

Remote learning for small groups

Whilst we have had requests for face-to-face lessons to be recorded and available to students self-isolating at home, we have decided against this for a number of reasons:

1. School lessons are not “lectures”, and require the active engagement of the learners as well as the teachers and support staff. There are practical concerns about enabling “remote learners” to have access to the class, which may lead to a feeling of greater rather than lesser isolation to the self-isolating children.
2. There are privacy and data protection issues around the recording and broadcasting of the activity of students working in the classroom.
3. There are safeguarding and well-being concerns around the recording and broadcasting of the activity of students working in the classroom.
4. Periods of self-isolation are relatively short and the disadvantages of having only resources rather than live lessons for those who are required to self-isolate are not considerable

Adaptation to the curriculum for remote learning

Wherever possible we aim to teach the same curriculum remotely as we would do in school. However, there are some instances where we need to make some adaptations and other circumstances where we need to defer a particular aspect of the curriculum until school return.

In practical subjects we are mindful of the access families have to different tools and resources and adapt the curriculum to ensure that all students are able to enjoy broadly the same experience.

In the case of sensitive or controversial topics the curriculum may be adapted, refined or reduced. This is particularly the case with topics within the Relationship and Sex Education Curriculum.

Learning Support for students

We acknowledge that some students, for example those with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home.

We acknowledge the difficulties this may place on families, and we will work with parents and carers to support them in the following ways:

- Our Learning Support department continues to support students and provide guidance to families during remote learning provision.
- Students on an EHCP are supported individually and in accordance with the individual needs of their plan.
- Where appropriate students with specific needs will be invited to join the “small school” where supervision can be provided by trained staff.
- All students and families can avail themselves of the usual systems of referral and support to cater for their learning needs. Referral can be made through the House team or directly to the Learning Support department by emailing senco@hws.haringey.sch.uk

Safeguarding and Pastoral Support

We are mindful of the risks being presented during times of school closure when many students are spending longer on line without the usual checks and balances and without the same ready access to appropriate support systems

- We endeavour to provide advice and guidance to all students so they keep themselves safe, and also abide by the expectations set out in their Home School Agreement, Acceptable Use Agreement and the Expectations for Remote Learning²
- All students and families can avail themselves of the usual systems of referral and support for their general well-being and pastoral needs. Please continue to contact your tutor, your House team and, when appropriate, the school’s safeguarding team of Ms Burniston (DSL) (jbu@hws.haringey.sch.uk), Ms McCartney (emc@hws.haringey.sch.uk) or Mr Dobrashian (SENC) (mdo@hws.haringey.sch.uk)
- Students are reminded daily of the online safeguarding reporting tool on Google Classrooms. Click [here](#) to access.
- The online Bullybox on the school website and also on e-praise remains available for all students throughout the time of school closure and remote education.

² Home School Agreement, Acceptable Use Agreement and the Expectations for Remote Learning are included in this document as appendixes

Online access and provision of equipment

We are aware that families may find difficulties with access to our online provision either due to issues connecting to the internet, access to equipment or both. We are committed to supporting all families in need and achieve this through the following means

- We have benefitted from the government scheme to provide laptops and also wifi access for students
- We have benefitted from the generosity of parents and friends who have donated equipment for us to repurpose and deploy as needed to support student access
- We have benefited from the generosity of Highgate School to support our post 16 students as part of their partnership with our Sixth Form
- We have repurposed school laptops to provide students without access at home to the equipment they need
- We are available to support families who are trying to increase their data allowance from their provider using the various schemes now in place.

The school builds in safeguarding systems and process into equipment that is sent out to help ensure that students are unable to access inappropriate or dangerous material.

Families who receive equipment from the school are required to sign a loan agreement.³

Students and families are requested to contact data@hws.haringey.sch.uk with any requests for support or questions about access that they require answered.

Appendices

[Username and Password Sheet](#)

[Home School Agreement](#)

[Acceptable Use Agreement](#)

[Expectations for Remote Learning](#)

[ICT Loan Agreement](#)

³ ICT Loan Equipment form is included in this document as an Appendix.

Appendix 1

MY PASSWORDS AND USERNAMES



Login

Most of the school systems will require you to login with your regular username and password. This is the username that ends in .309 and are the credentials you use to login to the school network when in school.

Regular username and password:

.309

My regular username

My regular password

Your regular username and password works for **Show My Homework**, **e-Praise**, **school email (and Office 365 account)**, **Accelerated Reader** (except the password should be in capitals), **Fast Tomato**, **SumDog** (the school code is **highgatewood**), **Kerboodle** (the organisation code is **dru6**) and **MathsWatchvle** (though you must add **@hws** to your username).

My school email address is my regular username@lgflmail.net

.309@lgflmail.net

My school email

I will need to use my school email address for some of the other resources I can access. We use it as the username for **Tassomai** (and the password was first set to **tassomai**) and you have been asked to use it for other resources that you have set up yourself.

My regular username and password is the basis of your username and password for **G-Suite**, which gives me access to **Google Drive**, **Google Classrooms**, **G-Mail** and many other resources. My **G-Suite** login is your regular username @hws.uk.com and your password with hws added at the beginning.

G-Suite username and password:

Use it at www.google.com as if you were signing in to a regular gmail account.

.309@hws.uk.com

My regular username

hws + My regular password

SAM Learning works on a different system. Your username is your date of birth followed by your initials. For example David Jones, born 1st August 2005, would have the User ID 010805DJ. This works for both your username and your password. You will also need the centre ID which is **N8HW**.

Sam Learning Username and Password:

N8HW

Centre ID

My Maths is a separate system. Students have their own username and password, but to get to the main site they need to have the school login. The school username is **highgate** the school password is **halo4**.

My Maths username

My Maths password

*We do also use some other on-line tools and systems that require a username and password.
If you have difficulty accessing any of these please email the address below.*

If you need help with the username or password please email data@hws.haringey.sch.uk from your school email account. If you cannot use your school email account then make sure you include your name, form and date of birth in your request.

Appendix 2

HOME SCHOOL AGREEMENT (1)

This is a reminder of the agreement you signed when you joined the school

As a student I will:

- ◆ Do my best to be a credit to myself, my family, my House and my school.
- ◆ Attend school regularly and arrive at lessons, registration and assembly on time;
- ◆ Wear the correct full-school uniform and follow the school uniform code;
- ◆ Work hard to achieve the targets set with my teachers;
- ◆ Do my best to demonstrate the 4Cs;
- ◆ Help other students by allowing every teacher to teach and every learner to learn;
- ◆ Behave safely, sensibly and with courtesy and consideration on my journeys to and from school;
- ◆ Behave with courtesy and consideration in and out of class, cooperate with school staff and contribute to my own learning.
- ◆ Respect and care for others and their property (including school property);
- ◆ Care for my Planner and use it to help me be organised and successful in my learning;
- ◆ Give my best effort to all tasks;
- ◆ Record my homework in my planner, and hand it in on time;
- ◆ Find out what opportunities are available to me to contribute to the life of the school and participate where possible;
- ◆ Pass all letters, notes and reports to my parents on the day they are issued;
- ◆ Talk with my parents and teachers about any concerns that I have about my progress, safety and happiness at school;
- ◆ Observe the school's policies and advice on the safety of myself and others, including advice that is given about e-safety.

HOME SCHOOL AGREEMENT (2)

As a parent/carer I will:

- ◆ Take an active interest in all aspects of my child's school life;
- ◆ See that my child attends school regularly, on time, properly equipped and properly dressed in full school uniform;
- ◆ Keep the school informed with any information that may be relevant to my child's health, happiness, work or behaviour.
- ◆ Ensure that the school is provided with details of any changes to my address, telephone numbers or emergency contact details.
- ◆ Notify the school if, for any reason, my child cannot attend;
- ◆ Encourage my child to follow the school's behaviour for learning policy and support associated action taken by the school;
- ◆ Support the school's policy on homework, encourage my child to make the required effort and provide an atmosphere at home which is conducive to learning;
- ◆ Do my best to attend parents' evening and other meetings at which my presence is requested.

The school will:

- ◆ Provide a safe and stimulating learning environment for your child;
- ◆ Ensure that your child fulfils his/her potential as a learner and a member of the school community;
- ◆ Offer a broad and balanced curriculum to students of all abilities;
- ◆ Encourage all students to take responsibility for their actions, feel proud of their achievements and enjoy being a student at the school;
- ◆ Keep you informed about your child's progress and attainment at school as well as more general school matters;
- ◆ Insist that all students observe the school's behaviour and anti-bullying policies;
- ◆ Set and mark regular homework and provide suitable facilities for homework to be done at school.

Appendix 3

STUDENT COMPUTER AND INTERNET ACCEPTABLE USE POLICY

This is a reminder of the agreement you signed when you joined the school and which you reconfirm when you log onto the network.

Our computer network, e-mail system and online platform, together with the internet and the other digital resources that we use, form an essential part of learning and teaching at Highgate Wood School. It is important that we are responsible users of these facilities who know how to use them safely. The school also needs to ensure that we are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. Student access to ICT at Highgate Wood School is dependent on you and your parents\carers accepting and signing the following agreement

Access to the school's computer network as well as my school email and other accounts are to support my learning and progress

- I will not access or try to access any material on the Internet or elsewhere that would be considered offensive or inappropriate in the judgement of the school's Headteacher (or delegate) because of pornographic, racist, violent, illegal, extreme, illicit or other content.
- I am responsible for the files saved in my user area and my e-mail account. Activity can be monitored and my files scanned.
- The school has effective web filtering, but not all inappropriate material is automatically detected. I will not try to "cheat" the filtering system, or search for information of an offensive nature.
- I will be courteous and considerate in my use of ICT and refrain from using obscene, harassing or abusive language or images on the computer or in my online communications.
- I understand the school has the right to take action against me in incidents of inappropriate behaviour that involve my membership of the school community even when I am out of school (examples would be cyber-bullying, or use of images or personal information about people in the school).
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself to anyone over the Internet.
- I will respect other people's privacy. I will not take photographs, or edit images of staff or students without their consent.
- I am responsible for monitoring and appropriately rejecting materials, links, and information accessed/received by me through the internet.

SOCIAL NETWORK AND ONLINE RESPONSIBILITY

Even though most social networking sites are blocked on our school network and mobile phone use is not allowed by students in school we believe that the Highgate Wood School community extends into all our online activity and thus expect all students to behave with the same care, consideration and courtesy in their online lives outside of school as they do in real-life within it.

Issues of cyberbullying, inside or outside of school, are dealt with very seriously, as is the more general conduct of our students online.

Students are taught to be extremely mindful of what they encounter online and home information, ideas and individuals can be misrepresented and misunderstood and out people under serious risk. Students are asked to report any on-line issue that makes them feel uncomfortable to esafe@hws.haringey.sch.uk.

USE OF PHOTOGRAPHS AND VIDEO

Highgate Wood School would like to be able to make use of photographs and video of our students for educational, information and publicity purposes in our publications (including our website) and in those of other appropriate organisations (e.g. Haringey Council and the local press). For safeguarding reasons we never match a student's photograph with their name.

As part of the admissions process, we ask all new students and their parents to use photographs in this way. We will ask students each time there is a likelihood of their photograph being taken if we still have that permission, but request that students and/or parents make their request in writing if they no longer consent to photographs being taken and used. This helps ensure that mistakes are not made.

DATA PRIVACY

The school takes its responsibilities for maintaining data privacy and data security very seriously. In order to maintain the smooth running of our systems and to meet our reporting obligations, the school is required to pass on some personal data to other organisations, including the Department of Education and the Local Authority. Details about this are available on the Privacy Notices section of the school website.

Appendix 4

HWS Expectations for Remote Learning

STUDENTS

- You must keep your own username and password private and understand that you have responsibility for actions carried out using your username and password
- You should only access Google Classrooms or Google Meets using your school @hws.uk.com username
- You should be thoughtful and courteous in your online communications. All online activity, written or spoken, should be school appropriate, courteous and considerate
- You should follow your regular school timetable and arrive at your lessons punctually and prepared for learning, just as you would do in normal school
- You should register in your Google Year group Registration classroom each morning
- If you have a camera it should be turned on during a live lesson (Google Meet)
- You should mute your microphone when you join a live lesson (Google Meet) and unmute when you are asked to by your teacher
- You must not record lessons in any format
- You must not share, take or use screen shots for any purposes other than those agreed and explained to you by your teacher
- You should access any live lesson (Google Meet) from a quiet space and ensure that you are dressed appropriately (though school uniform is not required) and that others in your household know that a live lesson is taking place
- You should follow the usual school rules and the 4Cs of consideration, cooperation, courtesy and contribution in all your online lessons
- You should be aware that all live lessons are recorded by the school for safeguarding purposes
- If there is anything that is upsetting you or disturbing you, you should tell a trusted adult as soon as possible. You may also report your concerns through the safeguarding report link in your Google Registration Room, or the bullybox on e-praise and on the school website.
- If you have any issues regarding access to your online learning please alert the school by sending an email to data@hws.haringey.sch.uk

PARENTS

- Parents are requested to support us in ensuring all students are able to participate in online lessons
- Parents, carers and family members are requested to respect any live sessions and not to engage in conversation with the student or the teacher, or cause any other distraction whilst the lesson is underway
- If you need to contact the teacher, please do so after the session has ended and via email at a later date

COMPUTER AND ACCESS LOAN AGREEMENT

Highgate Wood School is pleased to support _____ (name of student)

with the loan of the following equipment:

.....

Please be aware that the equipment remains the property of the school and is loaned solely for the purposes of assisting students with their school work and in support of educational research and learning. Equipment and access is modified to help ensure that it is protected from accidental or deliberate misuse, and systems are in place to help safeguard users from access to inappropriate, harmful or unsuitable content. Nevertheless, the student to whom equipment is loaned is ultimately responsible for ensuring that it is used properly.

It is important that you are responsible users of the equipment and know how to use it safely. If there are any technical issues you must email data@hws.haringey.sch.uk, if you encounter any content which makes you feel uncomfortable or which you feel may be inappropriate you must email esafe@hws.haringey.sch.uk

In addition, we ask that you read and agree to the following:

- I will not access or try to access any material on the Internet or elsewhere that would be considered offensive or inappropriate in the judgement of the Headteacher because of pornographic, racist, violent, illegal, illicit or other content.
I understand my activity when using this equipment, or school systems like Google Classrooms, email, Show My Homework and Google Drive can be monitored and that my activity may be scanned from time to time to ensure I am using the equipment properly
The equipment has effective web content filtering, but not all offensive or inappropriate material is automatically detected. I will not try to "cheat" the filtering system, or search for information of an offensive nature.
I will be courteous and considerate in my use of ICT. I will refrain from using obscene, harassing or abusive language or images
I am responsible for monitoring and appropriately rejecting materials, links, and information accessed/received by me.
I understand that all activity conducted on my accounts (using my username and password) is ultimately my responsibility. I will keep my usernames and passwords private.
I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself to anyone over the Internet

- I understand the school has the right to take action against me in incidents of inappropriate behaviour that involve my membership of the school community even when I am out of school (examples would be cyber-bullying, or use of images or personal information about people in the school).

I will not attempt to change any computer, monitor or software settings on the loaned equipment, nor attempt to download or install any programs or applications onto it.

- If I violate any of the terms of this agreement, I may be required to return the equipment, be blocked from online resources and face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.

STUDENT AGREEMENT

Name: _____

Form: _____

I agree to abide by the rules set out above and to use loaned equipment with proper care and responsibility.

Signed: _____

Date: _____

PARENTAL AGREEMENT

As the parent/guardian of _____ I hereby acknowledge that I have read the agreement above and discussed it with my child. I understand that the loan of equipment is designed for educational purposes.

I recognise that, while efforts will be made to monitor student use of computers and the Internet, it is impossible for the school to continually monitor and restrict access to all controversial materials. I understand that Highgate Wood School cannot take responsibility for the content of any external website and whilst the school will take all reasonable precautions to ensure students are only directed to appropriate web resources the changing nature of the Internet makes it impossible for the school to guarantee what content will be displayed.

Name (Please Print Name) _____

Parent or Carer of _____

Signed: _____

Date: _____