HIGHGATE WOOD SCHOOL

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

February 2021

Contents

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.

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[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 save, and also abide by the expectations set out in their Home School Agreement, Acceptable Use Agreement and the Expectations for Remote Learning[2]
- 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.

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[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 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

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