

Guide to Remote Learning

1. Google Classroom

- All our remote learning resources will be on Google Classroom. Our live lessons are held on Google Meet.
- Please see the website for Student tutorials created by our own teachers on how to log in and navigate Google Classroom:
<https://www.highfield.herts.sch.uk/page/?title=Google+Classroom&pid=93>
- Year group newsletters and whole school announcements will be made on Show My Homework for students.

2. Structure of the Day

Students across all years will be following their timetable on a day to day basis. If you need a copy of your child's timetable please get in contact with their tutor.

Year 7	Tutor	Period 1	Break	Period 2	Period 3	Period 4	Lunch	Period 5
Year 8	08:30 –	08:50 –	09:50 –	10:10 –	11:10 –	12:10 –	13:10 –	13:50 –
Year 9	08:40	09:50	10:10	11:10	12:10	13:10	13:50	14:50

Year 10	Tutor	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5
Year 11	08:30 –	08:50 –	09:50 –	10:50 –	11:10 –	12:10 –	13:10 –	13:50 –
Year 12	08:40	09:50	10:50	11:10	12:10	13:10	13:50	14:50
Year 13								

Students should be ready to learn for the day and be mindful of the high expectations we have of them during school time. This means:

- ❖ Wearing appropriate clothing (although uniform is not required)
- ❖ Where possible, to be set up in a quiet place of the house without interruption
- ❖ Logging on with their camera off and microphone muted, only turning them on if their teacher asks them to do so
- ❖ Ensure there is a neutral background behind them so if cameras are turned on they are not distracting
- ❖ Ensuring they have the correct equipment and resources for the day
- ❖ Always using appropriate language in all online communications and during live lessons
- ❖ Completing all work to the best of their ability
- ❖ Completing all tasks set in line with time frames given by the teacher
- ❖ Being active participants in lessons, answering questions and sharing their work
- ❖ Asking questions throughout the lesson



3. Tutor Time

- Log in to Google Meet using following meeting code template:
Year-House initial-Tutor initial e.g. Year 7 Armstrong with Mrs Cannon will be **7ACNN**
- Registers will be taken for form time and any absences will be followed through with a wellbeing call home.
- We will be pursuing attendance through our usual processes. If your child is going to be absent for a legitimate reason i.e. illness then please inform the school in line with absence procedures.
- We know how much our students value time with their form group and how important the relationship with the form tutor is. Therefore, form time is an opportunity to talk about how remote learning is going and engage with some group activities.
- If your child is struggling, please look at our guides on the website and direct IT enquiries to their form tutor in the first instance. Whilst our Form tutors are not IT technicians, they will help in any way they can.

4. Online Lessons

- We are pleased to offer what we believe is the right balance of structure, routine and flexibility whilst not compromising on quality and teacher contact.
- Online lessons will be a blend of live delivery, pre-recorded elements and independent work.
- Asynchronous materials will also be complemented with live online sessions for all year groups.

YEAR 7	<ul style="list-style-type: none"> • Work will be set for each subject for timetabled lessons organised in chronological order - these resources may be scheduled to only appear on the day they should be accessed. • Personalised audio-visual resources will be used to help support remote learning resources for all lessons that are not live.
YEAR 8	<ul style="list-style-type: none"> • Resources and materials will enable access for all students. • Teacher input for each lesson will be balanced for a need for students to have time to process, complete and submit their tasks so that students are not overwhelmed. • Online submissions will be requested and regular feedback will be given on submitted work. • English, Maths, Science, History, Geography: one live feedback and questioning session per week.
YEAR 9	<ul style="list-style-type: none"> • All other subjects: one live feedback and questioning session per fortnight.
YEAR 10	<ul style="list-style-type: none"> • Work will be set for each subject for timetabled lessons organised in chronological order - these resources may be scheduled to only appear on the day they should be accessed. • Personalised audio-visual resources will be used to help support remote learning resources for all lessons that are not live.
YEAR 11	<ul style="list-style-type: none"> • Resources and materials will enable access for all students. • Teacher input for each lesson will be balanced for a need for students to have time to process, complete and submit their tasks so that students are not overwhelmed. • 50% of timetabled lessons will have a live online element scheduled during the time students would have the lesson - the recording will be available on Google Classroom so students can catch up/watch after the live session. • Online submissions will be requested and regular feedback will be given on submitted work. • Records of assessments will contribute towards final teacher assessed grades.
YEAR 12	<ul style="list-style-type: none"> • Work will be set for each subject for timetabled lessons organised in chronological order - these resources may be scheduled to only appear on the day they should be accessed. • Personalised audio-visual resources will be used to help support remote learning resources for all lessons that are not live. • 50%-75% of timetabled lessons will have a live online element dependent on subject need scheduled during the time students would have the lesson - the recording will be available on Google Classroom so students can catch up/watch after the live session.
YEAR 13	<ul style="list-style-type: none"> • Online submissions will be requested and regular feedback will be given on submitted work. • Records of assessments will contribute towards final teacher assessed grades.

5. Feedback

Students will also receive frequent feedback on their work. This again will be varied and may consist of:

- Quizzes
- Live feedback during a lesson
- Live marking during a lesson
- Whole-class feedback lessons based on work submitted
- Individual feedback

When students are asked to submit work, this will be under 'Classwork' on Google Classroom. It is important that students submit their work online.

What can I do to support my child?

As parents/carers, you play a pivotal role in encouraging children to engage with their remote learning. It is really important that students look after their physical and mental health during this time.

Some key things that you can support them to do are:

- ❖ Stick to a clear routine each day ensuring they wake up at the same time.
- ❖ Limit screen time outside of school hours. This is particularly important as students will be online for a significant portion of the day at their lessons.
- ❖ Get fresh air at break and lunch time where possible. Make sure your child is not sitting down all day and that there is some sort of movement after every hour.
- ❖ Take at least thirty minutes exercise a day. PE with Joe Wicks is back and our PE department will be recording their own lessons and setting a PE lesson each week - there will also be a dance option. Students are expected to engage with these lessons as instructed by the PE department
- ❖ Read for at least thirty minutes a day. Students should have their library books with them, but please do get in touch if you would like more options!
- ❖ BBC Bitesize have started airing Secondary-specific educational programmes on TV – please use this resource to complement the online learning topics being covered at school:
<https://www.bbc.co.uk/programmes/b006vj8d>

If you have any further questions or queries please contact admin@highfield.herts.sch.uk