



## **Hampstead School Remote Education Provision – Information for Parents**

This information is intended to provide clarity and transparency to students, parents and carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual students are self-isolating, please see the final section of this page.

### **The remote curriculum: What is taught to students at home?**

A student's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

### **What should my child expect from immediate remote education in the first day or two of students being sent home?**

Students will have access to lesson resources through Microsoft Teams which should be accessed through [Hampstead.RMUnify.com](https://hampstead.rmunify.com). This also allows students to access a variety of home learning software packages. Lesson resources will be put on Teams each day so that a student can, independently, follow their normal timetable and teacher support will be available at the time that the teacher would have been teaching your child. This will be available in the form of response to student e-mails and the posts function in Microsoft Teams. If your child needs more work, because they have finished more quickly than the timetabled lesson time, then they can request this from their teacher in the same way as mentioned above. We have also provided a document with a range of activities which promotes wider curriculum skills and thinking, which students can access, if necessary, while resources for any longer term remote learning are set up. This can be found on our website here: [https://www.hampsteadschool.org.uk/\\_site/data/files/remote%20learning/D420E260B9CFADD68856033FBA6A123D.pdf](https://www.hampsteadschool.org.uk/_site/data/files/remote%20learning/D420E260B9CFADD68856033FBA6A123D.pdf)

### **Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?**

We teach the same curriculum remotely as we do in school wherever possible and appropriate. This means that you child will follow their normal timetable. However, we recognise that some topics in curriculum areas are better suited to being taught in school, for example particular science practicals and have, therefore, made adaptations in some subjects. In particular, we are aware that it is not necessarily best practice for your child to be sitting in front of a screen for many hours a day so, in a number of subjects, you child may be asked to complete a project which takes place over several lessons and encourages them to be away from the computer screen. In these cases, the class teacher would still expect to, briefly, check in with your child over the lesson and be available to support them as appropriate.



## **Remote teaching and study time each day**

### **How long can I expect work set by the school to take my child each day?**

We expect that remote education (including remote teaching and independent work) will take students broadly the following number of hours each day:

|  |   |
|--|---|
| Secondary school-aged students not working towards formal qualifications this year | <ul style="list-style-type: none"><li>- Five hours as per the normal timetable or six hours if a student is studying for an extra subject such as Additional Science</li><li>- Home learning as per the normal timetable. For Key Stage Three Students, English, Mathematics and Science set one home learning activity or task once a week and all other subjects, once a fortnight. For Key Stage Four students, all subjects set one home learning activity or task once a week.</li></ul> |
| Secondary school-aged students working towards formal qualifications this year     | <ul style="list-style-type: none"><li>- For Year 11 students: Five hours as per the normal timetable or six hours if a student is studying for an extra subject such as Additional Science</li><li>- For Sixth Form students: Following their normal timetable, with study periods being used for independent work, as they would be in school</li><li>- Home Learning: All subjects set one home learning activity or task once a week.</li></ul>  |

We highly recommend that, wherever possible, students follow their normal timetable, so that they keep a structure and routine to their day. This includes a morning check in and afternoon check out assignment which allows us to monitor engagement and identify and act upon any pastoral or curriculum concerns. It is extremely important that your child has regular breaks and exercise within the parameters of the government guidelines. The promotion of good mental health and wellbeing is extremely important, particularly at the time, and students can find a range of resources to support them with this on their Hampstead RM Unify page.

## **Accessing remote education**

### **How will my child access any online remote education you are providing?**

Students will have access to lesson resources through Microsoft Teams which should be accessed through [Hampstead.RMUnify.com](https://www.hampsteadschool.org.uk/page/?title=Remote+Learning&pid=155). In addition to accessing Microsoft Teams, this page also allows students to access a variety of home learning software packages which are recommended by individual subjects (for example: Maths Watch, BBC Languages and Khan Academy).

Further support for accessing online learning can be found here:

<https://www.hampsteadschool.org.uk/page/?title=Remote+Learning&pid=155>



### **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that some students may not have suitable online access at home. We take the following approaches to support those students to access remote education:

- A [laptop loan request form](#) was advertised to parents on the 31<sup>st</sup> of December and again on the 4<sup>th</sup> of January in communications from the Head and remained open for entries until the 6<sup>th</sup> January, at which point our stock of DfE issued laptops was exhausted and a waiting list created. We have begun repurposing our classroom laptops for use at home and parents will be informed of this and able to apply for one once the laptops are ready for distribution. Heads of Year are able to complete the form with parents on the line if they are unable to
- Every morning we ask our students which device they are using to access Teams today and if they are sharing that device with a sibling who is also home learning or an adult working from home. Heads of Year are monitoring student engagement and calling home to those who have not had any online presence to ascertain why and if it is due to lack of devices
- When the laptop loan request form is re-opened it has already been edited to include a section on internet access and parents who have already been issued a laptop are invited to complete a separate internet access survey
- If a student needs to access any printed materials, they can request these through their subject teacher or Head of Year and this request will be passed onto staff in school who can arrange to print out the appropriate resources to be collected, delivered or posted, as best suits you and your child and according to Covid-19 health and safety guidelines
- If a student is unable to submit work to their teachers online, through Microsoft Teams, they can do this by completing work in their exercise books or on paper and sending images to their teacher using their mobile phones. Alternatively, they can arrange to send or bring in their work to school

### **How will my child be taught remotely?**

We are using a range of teaching approaches to support Hampstead School students in their online learning. Lesson resources, in the form of activities to complete with an accompanying PowerPoint and teacher explanation, will be put on Microsoft Teams each day so that your child can follow their normal timetable and teacher support will be available at the time that the teacher would have been teaching your child. Further support for accessing online learning can be found here:

<https://www.hampsteadschool.org.uk/page/?title=Remote+Learning&pid=155>

Examples of the resources that we are using can be found below and, over a series of lessons, may involve a combination of these approaches:

- live teaching, with students joining a Microsoft Teams meeting with their teacher, according to clear protocols for appropriate online behaviour for learning. In particular, these lessons are being used with students in Sixth Form. We do not expect all lessons to involve live teaching as we recognise that not all staff and students will be able to take part in live lessons according to their timetables
- video/audio recordings made by teachers
- online and printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have access to at home, both online and in hard copy
- commercially available websites, as directed by your child's teacher, supporting the teaching of specific subjects or areas, including video clips or sequences
- long-term project work and/or internet research activities



## Engagement and feedback

### What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

- We expect that students should be engaging with their remote learning for the hours set out above according to their year group and timetable. They should be submitting a piece of work each lesson, according to their teacher's instructions and can ask for support, by e-mail or through Microsoft Teams during their timetabled lesson. It is important that your child completes the brief check-in assignment at the beginning of the day and check-out at the end of the day, as well as the check-in with their tutor on a Monday morning at 0840 and during PSHCRE time on a Thursday afternoon, as this helps us to monitor engagement and wellbeing
- We understand that you, as parents and carers will have varying pressures on your time and may not be able to be present with your child throughout their learning each day, but we would ask for your support in creating a space in which your child can work effectively, ensuring that they follow the structure of the school day, including taking appropriate breaks and by asking your child about the work that they have been doing each day. Please do contact your child's Head of Year, tutor or subject teacher if you have any concerns

### How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Each lesson, your child's teacher will expect your child to submit a piece of work. Teachers are encouraged to also enter, for each lesson, any students who have shown particular aptitude in any of the 5 Rs, a star of the (online) hour and/or star of the (online) week in the usual way. This will then generate the usual positive behaviour points and rewards. In addition, staff will enter an overall engagement score from 1-4 (with 1 representing a high level of engagement and excellent standard of work and 4, no evidence of any engagement) for each pupil in their classes **once** over a complete timetable cycle so:

- for KS3 at end of Week A
- for KS4 and KS5 at end of Week B

Students with an average engagement score of 1 or 2 will receive praise in Assembly/ PSHCRE/ Tutor Time and a positive text/email/letter will also be sent home. Students with an average engagement score of 3 or 4 will be monitored and reviewed by their Head of Year and the Student Engagement Team to determine the reason why non-engagement has happened (access, illness etc.) and formulate an action plan to improve engagement.

Teachers, tutors, and Heads of Year will also continue to be in touch with you, by telephone and/or e-mail where there is specific feedback, although there is no expectation that tutors are in touch with every student each week as they are teaching their full timetable.



### **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. We are making use of a variety of methods for feeding back to students on their work and progress:

- Live lessons as appropriate and explained above
- Work submitted by students at the end of each lesson which will be acknowledged by the teacher, with one assessment piece marked in more detail every 2/3 weeks
- Use of the posts function in Microsoft Teams during lessons
- Quizzes marked automatically via digital platforms
- Reports will continue to be sent out throughout this term, at the time at which you would have had a Parent Consultation Evening for your child
- E-mail and telephone contact with you and your child, as appropriate

### **Additional support for students with particular needs**

#### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise 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 continue to work with parents and carers to support these students.

We use the Risk Assessment to identify the requirements of each child, thereby facilitating the development of tailored blended packages of support, for example, some of our students benefit from face to face in-school support, some prefer to have a combination of in-school face to face and remote learning experiences, as agreed with the parent/carer and student. There are a few who prefer to blend on-line learning and exercise book use. Whatever the need, or preference, we always liaise closely with the parent or carer to secure the best approach for their child.

### **Remote education for self-isolating students**

Where individual students need to self-isolate but the majority of their peer group remains in school, how remote education is provided will differ from the approach for whole groups. This is due to the challenges of teaching students both at home and in school.

#### **If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?**

All lesson resources will be placed on the class specific area of Microsoft Teams (accessed through [Hampstead.RMUnify.com](https://www.hampsteadschool.org.uk/site/data/files/remote%20learning/D420E260B9CFADD68856033FBA6A123D.pdf)) so that students who are self-isolating can work through these independently. Hampstead RMUnify also allows students to access a variety of home learning software packages. Students, parents and carers are also welcome to contact subject teachers, Head of Year or Tutor if they have any concerns or require any specific further information or feedback. We have also provided a document, with a range of activities, which promotes wider curriculum skills and thinking. This can be found on our website here:

<https://www.hampsteadschool.org.uk/site/data/files/remote%20learning/D420E260B9CFADD68856033FBA6A123D.pdf>