

## HOLMWOOD HOUSE SCHOOL



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### **Remote Learning at Holmwood House Continuity of Education Version 5**

#### **Purpose**

In the event of school closure due to the Coronavirus (COVID-19) outbreak, the school aims to support children so they are able to continue to learn and make progress from home using age-appropriate material and regular face-to-face interaction with teachers. These are unprecedented times and the school will make every effort to support pupils' learning but recognise that there may be challenges along the way with technology, access, etc and would ask parents to bear with us.

#### **Overview**

- Most lesson material will be made available on Google Classroom and the school's website.

#### **What you can expect from the school**

- The school office will continue to operate, remotely if necessary. Telephone messages and emails will be monitored during core school hours (8.00am - 4.00pm).
- The school day will run from 8.30am to 3.25pm for children in Years R to 3, and to 4.00pm for those in Years 4 to 8.
- Your child's timetable will be issued via email and/or will be available on Google Classroom or in the parent area of the website.
- Staff will provide online instruction, activities and feedback to the children in a variety of ways depending upon the age and capabilities of the children. This will require new ways of working, flexibility and creativity from all involved.
- Parent consultations and reporting will continue via remote processes and we will contact you directly to enable this.

## **What the school expects from the pupils/parents**

- Children are expected to wear suitable clothing and work in an appropriate environment whilst engaging in remote learning.
- Parents are requested not to feature in lessons. Parents hovering in the background or sidelines can be a distraction to the teaching and learning process.
- Parents will need to ensure that children have access to appropriate technology for online learning: a device with a keyboard, ideally a Chromebook but a laptop/desktop is fine. It is unlikely that a tablet or phone will be adequate for remote learning over a long period of time. You will also be required to print some documents
- Staff will record attendance in the usual way via iSams, the school's management information system. Please let the school office know if your child is unwell by emailing [office@holmwood.house](mailto:office@holmwood.house).
- Children are expected to observe the school's usual expectations of behaviour and interaction whilst online. The school's policies on Anti-Bullying, Behaviour and Rewards and Sanctions remain in force during remote learning education.
- Pupils are expected to take advantage of the learning opportunities available to them and to apply themselves as if they were in school.

## **Timetable**

We will use adjusted timetables as the basis for the learning sessions. Teachers will be 'at work' during the normal school day and pupils/parents are expected to follow the guidance and the timetables issued. We are conscious that for younger pupils, more direction and support will be required by an adult, and we will try to ensure this is supported by the school through the nature of the tasks provided. The provision will take place in core school hours (i.e. between 8.30am and 4pm); whilst staff will be working beyond these hours (planning, marking, creating lesson videos, etc) they are not expected to provide a 24/7 service and will adhere to the core hours.

## **Platforms**

Some of the following age-appropriate electronic platforms will be chosen to communicate with pupils:

- School Website
- Email
- Google Classroom
- Google Hangouts/Meet
- Zoom
- Spelling Frame
- Times Table Rock Stars

Some teachers may recommend other online resources to support and complement the children's learning.

## **Lessons**

- Each timetabled lesson will begin with a teacher-led communication using the stated technology, i.e. either email, website, Google Classroom, Google Meet or 'Zoom'.
- Each lesson will last no more than 60 minutes; some are 30 minutes. Many sessions will start with a teacher-led section and then pupils will be expected to work independently.
- Where possible, the nature of the work will closely mirror that of a normal lesson, although the volume of work may differ, depending on the subject.
- Realistic timescales will be used for the completion of tasks, and guidance will be given regarding how work should be submitted and/or marked in the upper phases.
- Reception parents are encouraged to record and share outcomes via Tapestry.
- For younger pupils (Years 1, 2 and 3) teachers will rely upon parents more to support their child's learning.
- Teachers may post videos for pupils to watch giving guidance and motivation as well as one-to-one teaching via Google Meet or 'Zoom'.
- Teachers will ensure pupils'/parents' emailed questions are answered in a timely manner.
- Records of work completed will be kept by teachers.
- All pupils will need to be disciplined in their approach to ensure time is not wasted, e.g. good management of muting microphones, etc.
- All written communication should use standard English as would be expected in the classroom.

## **Feedback**

Feedback is an important part of the learning process so we expect to:

- Ensure daily feedback is given through Google Classroom or by video for taught sessions and work completed.
- Schedule calls or emails with parents by class teachers to assist with any queries and provide further feedback on progress.
- Ensure staff are available via email should this be required.
- Staff will be available 8.30am-4.00pm each weekday.

## **Learning Support**

1:1 LS sessions are currently provided by Mrs Peartree, Mrs Mookherjee, Mrs Talbot and Mrs Bradbury.

Sessions which take place during the school day i.e. 8.30am to 4.00pm will, as far as possible, continue in lieu of timetabled lessons e.g. if the 1:1 is instead of French, the session will take place in the French session on the amended timetable. Where this is not possible, due to a clash of timing with another year group for example, the 1:1

will be arranged for Independent Work allocated time in the afternoon. The LS staff will communicate directly with the pupils and their parents to confirm the timings. Sessions which normally take place outside the timetabled day i.e. 8.00am and 4.15pm slots will be rearranged to fit in the Independent Work time for Years 4 to 8 or as per arrangement with the class teacher in Years 1 to 3. The LS staff will communicate directly with the pupils and their parents to confirm the timings.

LS staff will have access to Google Classroom and Google Hangouts or Meet to be able to communicate directly with pupils/parents and conduct live sessions, where appropriate.

LS staff will also be invited to join Classroom and Hangouts/Meet or Zoom by the subject staff of lessons where they would normally provide in class support, for continuity.

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### **Reading Books**

Reading books will not be sent home. Online alternatives have been identified along with other reading activities.

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### **Pastoral Care**

Pupils and parents will be able to communicate with teachers, tutors and members of the Leadership Team via email as usual. Please see the list of email addresses at the end of this document. If a conversation is required, a phone call can be arranged via email.

### **Resources**

Parents should try to ensure they have suitable resources at home, especially for younger pupils, e.g. paper, pencils, coloured pens/crayons, scissors, glue sticks, etc.

### **IT**

All pupils will require access to a Chromebook, laptop or home computer to complete the learning set. It is unlikely that, for most pupils, iPads and tablets will suffice, but these may be appropriate for some activities with younger pupils. It is preferable if pupils can use their own or family devices at home, but we understand that this may not be possible. Parents should ensure their WIFI is accessible by the devices being used. You may be required to print some documents.

### **Training and Guidance**

All staff will be trained in the use of the most appropriate technology to ensure continuity of education. Where possible, pupils will be given guidance in school or instructions will be sent home.

### **Ongoing Communication**

We realise this is an unsettling period and we are here to provide support and advice to you and your child. During the closure period, if your child, you or any of your

family members are diagnosed with coronavirus (Covid-19), please inform us as soon as possible. The school's Leadership Team remains in daily close contact with the support from Bellevue governors and other schools in the group, as we support each other through this process.

We will, of course, communicate any news to you as and when appropriate, including measures for re-opening the school in due course.

## Email list

<b>General Enquiries</b>	<b>Purpose</b>	<b>Email Address</b>
Office	All enquiries, notes, updates, etc	office@holmwood.house
Headmaster	Feedback, requests for meetings, time off, etc	headmaster@holmwood.house
Medical	Health updates, medication, etc	medical@holmwood.house
Boarding	Bookings, queries or notes regarding boarding	boarding@holmwood.house
Accounts	Accounts, fees, charges, finances, etc	accounts@holmwood.house
Music	Music lessons, timetables, etc	music@holmwood.house
Admissions	Admissions to the school, processes, dates, etc	admissions@holmwood.house
<b>Senior Leadership</b>	<b>Role</b>	<b>Email Address</b>
Mr A J Mitchell	Headmaster	headmaster@holmwood.house
Mrs F Bradbury	Deputy Head, Pastoral, Safeguarding, LS	fcg@holmwood.house
<b>Leadership Team</b>	<b>Role</b>	<b>Email Address</b>
<i>Miss S Henshall</i>	<i>Head of EYFS &amp; Year 1, Reception</i>	<i>sjh@holmwood.house</i>
Mrs T L Boddice	Head of Years 2 & 3, Year 3 Class Teacher	tlb@holmwood.house
Mr E C Cook	Head of Years 4, 5 & 6, Science, Maths	ecc@holmwood.house
Mr O L White	Head of Years 7 & 8, Science, Maths	olw@holmwood.house
<b>Class, Teachers, Tutors, Subject Coordinators</b>		<b>Email Address</b>
Mrs K Baker	Art	kb@holmwood.house
Mrs S R Bell	Year 3 Assistant	srb@holmwood.house
Mrs T L Boddice	Year 3 Class Teacher, Head of Phase	tlb@holmwood.house
Mrs M Brennan	Year 5 Tutor/Teacher (temporary)	mb@holmwood.house
Mr E Cook	Science, Maths, Head of Phase	ecc@holmwood.house
Mr A G Cortes	Director of Music & Drama, Tutor	agc@holmwood.house
Mrs P J Denny	English, Global Studies, Tutor	pjd@holmwood.house
Mrs J Duce	Year 1 Assistant	jd@holmwood.house
Mr C G Earley	Art, DT	cge@holmwood.house
Mrs C Ellison-Oakes	Year 4 Tutor, English Coordinator	ceo@holmwood.house
Mrs N Floodgate	Year 2 Assistant	njf@holmwood.house
Mrs S C Goldring	Director of Sport, Tutor	scg@holmwood.house
Mrs R Gupta	Maths	rgu@holmwood.house
Miss J Hearn	Pre-Reception Room Leader	jh@holmwood.house
<i>Miss S Henshall</i>	<i>Reception Class Teacher</i>	<i>sjh@holmwood.house</i>
Mrs S Hodder	Reception Assistant	sah@holmwood.house
Mrs E Jeffery	Swimming	ecj@holmwood.house
Mr I P Jeffries	ICT, Games	ipj@holmwood.house
Miss J M Kirk	Year 2 Class Teacher	jmk@holmwood.house
Mrs R M Lawson	Year 1 Class Teacher	rml@holmwood.house
Mr C A Lesiak	PE, Head of Boys' Games, Tutor	cal@holmwood.house
Mrs S Lincoln	Year 3 Class Teacher	sl@holmwood.house

Mrs F Mayhew	Year 1 Assistant	fnt@holmwood.house
<i>Mrs H J Mitchell</i>	<i>Year 5 Tutor, Music, PSHCE Coordinator</i>	<i>hjm@holmwood.house</i>
Miss K Mookherjee	Languages Coordinator, Tutor	mkj@holmwood.house
Mrs C C Peartree	Learning Support	ccp@holmwood.house
Mrs J Slater	Year 4 Class Teacher	jes@holmwood.house
Mrs E Talbot	Year 3 Teacher and Learning Support Assistant	ect@holmwood.house
Miss C L Turner	Year 1 Class Teacher	clt@holmwood.house
Mrs J M Watkins	Year 2 Class Teacher	jmw@holmwood.house
Mr O White	Science, Maths, Head of Phase	olw@holmwood.house
Miss D Williams	Pre-R Assistant	djw@holmwood.house