14th September 2020

Arrangements for contingency use of remote teaching and learning

Dear Parent or Carer,

I hope that you and your family are well. Welcoming our pupils back into school has been hugely exciting and it has been a pleasure to see them back in the classroom, happy and working hard.

At the same time, we have been working to put contingency plans in place in the event that pupils' education is further disrupted by the ongoing COVID-19 pandemic. As you know, it is important that pupils follow government guidelines relating to self-isolation in the event that they, or someone they live with, experiences coronavirus symptoms, tests positive for the virus, or is advised to stay at home by NHS track and trace. This letter contains important information and a flowchart to help parents understand how to respond and what we will do as a school to support pupils whilst they are at home.

It is therefore likely that we will have at least some pupils who need to work temporarily from home and we also need to prepare for the possibility of wider school closures.

I have provided details of some of the important steps we are taking to prepare for these eventualities. I would appreciate it if you could take the time to go through the contents with your child or children, as it is vital they understand what to do if they are unable to come into school because of the pandemic.

To help us with our planning, I would also ask you to complete the following online survey about your child or children's access to IT at home, and your email addresses so that we can update our records. (We have asked pupils to complete a similar IT access survey for homework, but I would ask you to please complete this one anyway as it contains some different questions for parents):

https://forms.gle/xEGp9ZZWLkcfGwDNA

Thank you very much for your continued support.

Kind regards

Tom Wood
Assistant Principal

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ADVANTAGE

Show My Homework and Google Classroom

During the lockdown period, we used **Show My Homework** (or Satchel: One) to deliver remote teaching because both pupils and staff were familiar with it. While it has worked in the short term, we feel there are better platforms that would improve our remote teaching, should we need to use it in the future.

We will therefore switch to using **Google Classroom** for remote teaching from September onward.

Google Classroom is a web and mobile app which allows teachers to set, collect in and feedback on pupil work much more efficiently. Pupils are able to log-in to see a list of the work they have to complete and are able to interact easily with their teachers about their work.

Pupils will only need to login to Google Classroom if they have to remain at home due to the pandemic. We will use it to set remote work according to the timetable of lessons they would have in school.

Meanwhile, we will continue to use Show My Homework (Satchel: One) to set regular, meaningful homework while pupils are in school.

Using the two platforms may take a little time to adjust to, but keeping the two systems separate— one for remote teaching, one for homework—should avoid confusion in the long run while a mixture of in-school and at-home learning remains a possibility.

What happens if my child has to self-isolate?

The procedure we would like to put in place is outlined in a table below. Please could you take the steps outlined in the parent column and support your child to take the ones relevant to them.

In particular, it is **vital** that the school is **informed as soon as possible** if a pupil needs to self-isolate or that they or a member of their family has tested positive for coronavirus.

We sincerely appreciate your cooperation and support in helping us to maintain as safe and productive an environment as possible in school.

	Parents	Pupils	School
	On the first day that a pupil or a member of their household and/or support bubble develops symptoms of coronavirus, or the pupil is advised that they must self-isolate by NHS Test and Trace:		
1	• Keep their child or children at home— they must self-isolate. • Arrange a test for members of the household with symptoms as soon as possible. • If their child or children themselves have been advised to self-isolate by NHS	• Self-isolate at home whilst awaiting the outcome of a test. • Self-isolate for 14 days if they are advised to by NHS Test and Trace.	

	Test and Trace, keep them at home for 14 days.		
2	• Contact the school attendance line (01234 332299) before 8:15 am to let the school know that their child or children are self-isolating. • Explain why the pupils need to self-isolate. • Let reception know when a test will take place, if possible, or that the pupil has been advised to self-isolate for 14 days.	• If they are well enough, check their school timetable for the day. If there is a booklet for those lessons, they should review what they did last lesson and complete the next lesson while they wait for teachers to upload work onto Google Classroom. • Check Google Classroom regularly during the day, awaiting updates from their teachers. • Check SMHW at the end of the school day and do their best to complete the homework set for that day.	• Reception staff add the pupil(s) to a register of those who must receive remote work. They email the teachers of the pupil(s) to let them know they must set work on Google Classroom for the day. • Teachers set work on Google Classroom as soon as possible (given their teaching commitments).
	Whilst a pupil is at home awaiting the outcome of a test, or self-isolating because of a positive test or because the pupil themselves has been advised to by NHS Test and Trace:		
3	• Contact reception if there is a change in circumstances. For example, if their child or a member of their household has tested positive and how long their child must self-isolate for. Or if the pupil develops symptoms where there were none before and is now awaiting a test. • Contact the school if they or their child or children need any additional support.	• For each day they are absent, complete the online register. • Check Google Classroom regularly during the day, completing the work set by teachers for each lesson on their timetable for that day. • Check SMHW at the end of the school day and does their best to complete the homework set for that day.	• Reception staff maintain and update the register of pupils who must receive remote work. • Teachers check the register of pupils who must receive remote learning each day. • They set work on Google Classroom according to the school timetable for the duration of a pupil's absence.
	If everyone in the family and/or support bubble with symptoms tests negative, or their isolation period is about to end:		
	• Contact reception to confirm that their child or children will be returning to school. • Send their child or children into school as	• Return to school if they are well enough. In the case of a negative test result which allows them to return to school, this should be on the same day	• Reception staff remove pupils from the register of those who must receive remote work. • Pastoral Leads meet with the pupil on their return to school to support their

	soon as possible. In the case of a negative test result which allows their child or children to return to school, this should be on the same day as the result, time permitting.	as the result, time permitting.	transition back into the classroom. Collect absence letter. • Teachers review and discuss with the pupil the work completed during their absence.

In the event of a wider school closure we will be in touch with further information and advice.

Please note that the procedure for taking the online register and completing work on Google Classroom only applies to pupils who are absent from school for reasons related to coronavirus.

If pupils are absent for any other reason, we ask that parents call the attendance line as normal (01234 332299) on each day of their child's absence. We will ask pupils to catch up with the work they have missed when they return to school.

How do pupils access work on Google Classroom?

Pupils go to classroom.google.com and sign in using their school-based Google account.

The vast majority of pupils in years 8-11 should know their log-ins, as they are the same as the ones they use in school and used during lockdown to complete the online register.

Year 7 pupils will be advised of their logins in school.

If pupils need help, they should refer to the advice in the *Google Classroom Student Guidance* document or, if they have forgotten their login details, contact Mrs Logan: info@bedfordfreeschool.co.uk.

How do pupils use Google Classroom?

On the school website, pupils and parents can find a *Google Classroom Student Guidance* document and a tutorial video explaining how to log in, take the online register, view and submit work.

This document can be found here: *Google Classroom Student Guidance*

What kinds of remote work will pupils be set on Google Classroom?

This will vary between subjects, but we expect all of our teachers to provide ambitious, high-quality remote learning resources for pupils.

Many of our subjects have excellent work booklets which contain lots of useful reading and activities and have been designed to help pupils make progress through the curriculum. We expect that many of our departments will use these to set remote work. Other subjects may set worksheets or work to be completed in exercise books, or post links to quizzes or other online activities.

In the event of more prolonged pupil absences or closures, our teachers will aim to supplement these resources with additional explanations of new or important content. These may take the form of videos recorded by our teachers, or high-quality videos from other sources such as Oak National Academy, an online-only school set up by teachers in response to the pandemic (https://www.thenational.academy/). Teachers may also provide additional written explanations in the form of worksheets or PowerPoints.

All the work set, and any links to external websites, should be provided by teachers on Google Classroom along with clear instructions.

Will 'live' online lessons take place?

We expect that 'live' online lessons will be part of the set of tools our teachers will use to support pupils and deliver explanations of new content in the event of more prolonged pupil absences or closures. Further details and guidance for pupils can be found in the Google Classroom Student Guidance booklet.

It is important that pupils follow the code of conduct for online lessons at all times:

Code of Conduct for Online Lessons

When taking part in an online lesson I agree to:

Before and after the lesson

-keep my login details and password safe and never share them with anyone else

During the lesson, at all times

-conduct myself appropriately and follow my teacher's instructions, in the same way I would in a real classroom

-be polite and show respect to my teacher and fellow students and never do, or help someone else to do, anything which could make them feel uncomfortable, threatened or unsafe, or disrupt the lesson in any way

-to the meeting being recorded, for everyone's safety

-leave my camera switched on and facing me so that my teacher can communicate with me

-mute or unmute my microphone if asked to so that I can communicate with my teacher

-never share my screen unless directed to by the teacher

-never display an inappropriate or offensive profile picture

-dress appropriately for the meeting. I won't wear pyjamas, anything revealing or anything with an offensive image or slogan

-take part in the meeting in a public part of the house. I won't take part in the meeting in my or another bedroom.

-report any inappropriate behaviour I see or hear to a member of staff

-work hard and be nice

At the start of the lesson

-have my camera switched on and respond clearly to the register so my teacher knows I am in the lesson

-mute my microphone once I've responded to the register

At the end of the lesson

-leave the lesson immediately when asked to by my teacher

How can I, as a parent, monitor the work that is being set for my child?

Google Classroom can send a weekly email summary of the work a pupil has been set and any work that is outstanding.

We will need an up-to-date email address and your permission to do this. Please follow the link at the start and end of this letter to provide these.

Please note that you will only receive emails if work has been set on Google Classroom. If your child has not been absent from school for a reason related to the pandemic, they won't be set work this way and an email won't be sent.

We would also encourage you to ask your child to share their log-in details for Google Classroom so that you can log in yourself and see both the work being set and what your child is submitting.
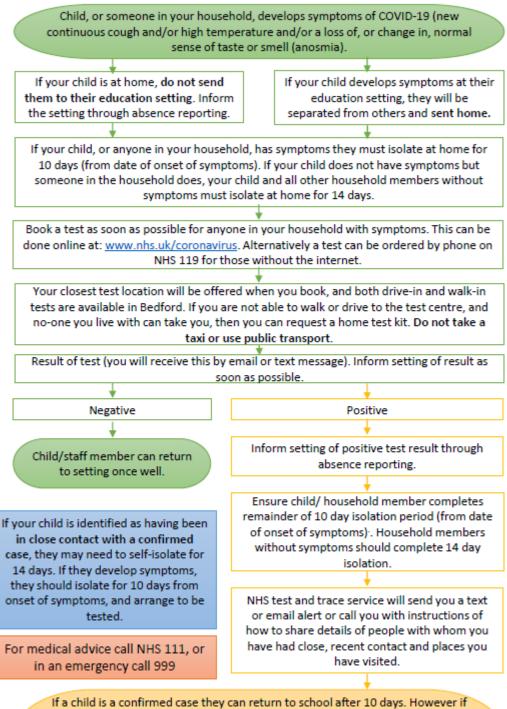
Please remember to complete the survey of pupils' access to IT facilities at home and update us about your email address:

https://forms.gle/xEGp9ZZWLkcfGwDNA

Thank you.

Coronavirus information for parents/carers (September 2020)

For general advice about COVID-19, contact your health visitor/school nurse service on 0300 555 0606 or ccs.beds.childrens.spa@nhs.net

Child, or someone in your household, develops symptoms of COVID-19 (new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia).

If your child is at home, **do not send them to their education setting.** Inform the setting through absence reporting.

If your child develops symptoms at their education setting, they will be separated from others and **sent home.**

If your child, or anyone in your household, has symptoms they must isolate at home for 10 days (from date of onset of symptoms). If your child does not have symptoms but someone in the household does, your child and all other household members without symptoms must isolate at home for 14 days.

Book a test as soon as possible for anyone in your household with symptoms. This can be done online at: www.nhs.uk/coronavirus. Alternatively a test can be ordered by phone on NHS 119 for those without the internet.

Your closest test location will be offered when you book, and both drive-in and walk-in tests are available in Bedford. If you are not able to walk or drive to the test centre, and no-one you live with can take you, then you can request a home test kit. **Do not take a taxi or use public transport.**

Result of test (you will receive this by email or text message). Inform setting of result as soon as possible.

Negative

Child/staff member can return to setting once well.

If your child is identified as having been **in close contact with a confirmed** case, they may need to self-isolate for 14 days. If they develop symptoms, they should isolate for 10 days from onset of symptoms, and arrange to be tested.

For medical advice call NHS 111, or in an emergency call 999

Positive

Inform setting of positive test result through absence reporting.

Ensure child/ household member completes remainder of 10 day isolation period (from date of onset of symptoms)·. Household members without symptoms should complete 14 day isolation.

NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited.

If a child is a confirmed case they can return to school after 10 days. However if they still have a temperature, diarrhoea or are being sick they should wait a further 48 hours after these symptoms stop. If a household member is a confirmed case, but child does not develop symptoms, they can return to setting only after completing the 14 days household isolation period.