



Bishop's Hatfield Girls' School

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Dear Parents/Carers,


We are writing to provide guidance regarding our plans for learning to take place at home during the school closure. Please read this guidance carefully and keep it safe for reference. We will be writing separately to Year 11 pupils in the coming days regarding preparations that they can undertake in readiness for starting their new courses in September.

Expectations

It is our expectation that our pupils continue to work and learn at home during the period of a school closure. We would therefore ask that parents/carers ensure that their children, as far as possible, stick to the routine of a 'normal' school day, with lessons starting at 8.55 am and finishing at 3.00 pm. We will be asking staff to ensure that work is posted online for each lesson of the week and also that they are available wherever possible to monitor work and answer questions online at the time of their usual lesson. We are aware that pupils (and staff, who may well have childcare commitments of their own at home) may not always be able to stick to this timetable, but it will be hugely beneficial for pupils to maintain the routine of work whilst they are at home.

Access to work

Pupils will be able to access the work for all of their lessons via the Google Classroom for that subject. All pupils know how to use and access Google Classroom and they are very used to this way of working at school. Parents/carers can use this guide to help them monitor this.

1. Visit the school website home page: <https://bishophatfield.herts.sch.uk/>
2. Click on the RM Unify link on the right hand side of the home page 
3. Log into RM unify using pupil's school username and password
4. This will take the pupil to the Launch Pad page with various tiles on it. Pupils should open both the Google Classroom tile and the G Drive tile.
5. In the Google Classroom tile there is a separate classroom set up for every subject class that they are in. This is where work will be posted; pupils just need to click on the subject.

If any pupil has a problem with not being able to access work that has been set for a particular subject then they should email their teacher for that subject. Staff emails should appear in the email 'To: ' field if pupils type in the teacher's surname.

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Please be considerate of staff workload during this time. Pupils and parents/carers should not expect staff to respond immediately to questions, or to respond outside the usual school working hours.

Nature of work set

The type of work set will vary depending on the year group and the nature of the subject. We will be asking staff to keep work as structured as possible and provide clear timescales within which work should be completed. Most of this work should be completed in subject exercise books, though at times staff may ask for work to be done on Google documents so that it can be submitted for assessment and feedback online. It may be appropriate for some subjects to set more open-ended project work and any guidance on this will also be posted in the Classroom for that subject. In addition to work posted online we will be issuing some suggestions for further research and study so that pupils can extend their learning.

Problems accessing work

We are aware that technology can break down and it may not always be possible for pupils to complete work at the times stated. There is a limit to how far the school can solve these problems whilst pupils are at home, but we have spent a considerable amount of time surveying pupils in the last few weeks to check on their ability to work at home. All smartphones should have the facility for pupils to access Google Classroom. It may be necessary to download the Google Drive and Google Classroom Apps, both of which are free. If parents need to do this for their child then they can access the work using their own phone and take a screenshot of any tasks set. This will minimise the amount of data required. If a pupil has a problem with logging in or accessing work that is not about a specific subject area then they should email their Head of Year.

Monitoring of work

We have asked staff to continue to monitor work and progress. One of the great advantages of using Google is that staff can see whether pupils have accessed work and also pupils can raise questions with them 'live'. We will also continue to give positive and negative house points using Go4Schools. In particular we want to reward those pupils who take responsibility for their own learning whilst at home and ensure that these are counted towards the house point totals at the end of the year.

Staying in touch

We will aim to keep communication lines open as far as possible and parents should email relevant staff if necessary. We will be writing to you separately about our arrangements for pastoral support and safeguarding during this time. We would ask that parents/carers keep communication to a minimum as there will be many pressures on staff during this time. We can only respond during normal school hours and you may need to be patient regarding receiving a response. We will try to update you as frequently as possible with any news or information.

There are many challenges ahead in this period, but we are confident that our pupils and staff will rise to them to the best of their ability. Whether at home or at school, we remain committed to supporting our pupils in their learning and will continue to work with you as parents and carers to help them to achieve their potential.

Yours sincerely,

Mr A Wood & Ms T Nickson