Bishop's Hatfield Girls' School

Headteacher: Mr A Wood BA (Oxon), PGCE, MBA, NPQH
Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331
Email: admin@bishophatfield.herts.sch.uk Website: www.bishophatfield.herts.sch.uk
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Parent/Carer guide to remote learning

Dear Parent/Carer,

As we find ourselves once more entering a period of school closure and remote learning, we are taking this opportunity to send out some guidance about how you can effectively support your child's home learning. Thank you in advance for all your support with this over the coming days. We understand that remote learning can be challenging, and the guidance here will hopefully help all pupils get the most out of their studies.

Although remote learning cannot be a true substitute for the quality of learning that takes place in a real classroom, it is also true to say that pupils can learn effectively at home. Most of our Year 8 pupils and parents/carers upwards will be familiar with our expectations from the period of home learning in the last academic year, and for you this guidance is an essential update and refresher. For our Year 7 and 12 pupils and parents/carers, and for all of our other new families who have joined us since September, this guide should give you comprehensive information about how home learning works.

Remote Learning Expectations

Accessing remote lessons and keeping to a normal routine

The most important thing pupils can do is to keep to the structure and routine of their normal school day as far as possible. Teachers will be setting work for each lesson on their Google Classroom page, and pupils should complete each lesson in the order they normally would. We expect all pupils to log onto their Google Classroom page for each subject and to complete the tasks set.

It is worth parents/carers knowing how pupils access their learning from home, so that you can see what is being set and you can support your child's learning routine as necessary. The following steps detail how lessons are accessed:

1. Visit the school website home page: https://bishophatfield.herts.sch.uk/

"This is an OUTSTANDING school" - Ofsted 2016

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.

On a practical note, one issue that has come to light in the past about accessing the online platform is that pupils cannot always access the correct version of Google Classroom if they are not logged in using Chrome. We therefore recommend using Chrome as the browser for school work.

For year 12 and 13 students who are taught one or more subjects at another school in our consortium, lessons will be set using the host schools' usual online learning platform, or by email.

Communicating with teachers

Pupils should stick to the timetable of their normal school day, and we are asking teachers to be 'live' in lessons during normal lesson times. This is so that they can communicate with pupils as needed. Google Classroom has the functionality for pupils to ask their teachers questions directly. It is worth noting that pupils may post questions for the teachers on the Google Classroom stream, but a pupil cannot expect an immediate reply or assume that a teacher has seen it before the next lesson, especially if it is posted after school hours. There may of course be a few circumstances where the teacher is unable to be live in a lesson, and the teacher will let the class know if this is the case.

Completion of work

Pupils should be encouraged to work as independently and as normally as possible. Staff will be encouraging pupils to work in their exercise books/folders as they would do in a classroom. Teaching staff are spending a considerable amount of time adapting resources to ensure that they contain clear instructions for pupils to access at home.

A teacher will not need to see every piece of work completed by pupils, but they will be checking in various ways that the pupils are engaging with the work. Teachers will also be providing some feedback on identified pieces. When required, every teacher will make it clear to the pupils what format they wish work to be submitted in.

Homework

Some additional homework tasks will be set for pupils to complete after the school day has finished for pupils in Years 10 to 13. For Years 7-9, homework will be set infrequently. If it is set it will serve more as an opportunity for extension.

Live 'video' lessons

Staff are not using live video lessons for all lessons. Sixth form lessons, taught in smaller groups, are more likely to use live video. In many circumstances, live video lessons are not the best

method for teaching whole classes remotely. Pupils who cannot access the lesson live are disadvantaged by live lessons, and the quality/benefits of interactivity are questionable with up to 30 pupils crowding onto one video call. There are many highly effective ways staff can maintain interactivity with pupils without using live video. For example, staff can record themselves demonstrating practicals, or explaining difficult concepts as a voice over to slides. These methods also have the added benefit over live video streaming, in that pupils can pause and rewatch explanations, in order to gain understanding of these at their own pace. Live video lessons cannot be paused, nor do they allow for a permanent stream on Google Classroom to be left for pupils to see worked examples or answers.

Maintaining pastoral contact with school
It is important that pupils keep to the routine of the school day not only to ensure that they are keeping up with their schedule of home learning, but also to ensure pupils maintain strong links to their school community. Remote learning can feel isolating for some children. Most form tutors will aim to start the day with a registration activity on their form Google Classroom. Assemblies will also be made available to pupils. Everyone should check their year group Google Classroom for important notices and information.

The Heads of Year will use Google Classroom to maintain close contact with their year groups. They will offer advice and guidance and this will help the pupils to maintain a sense of community. There will be a facility for everyone to message their Head of Year without other members of the classroom / year group seeing the content of their messages.

How can parents/carers best support their child at home?

Preparing your child to learn
Your child's regular place for completing homework may not be so suitable for spending more extended periods working. Where possible, set up a physical location that supports independent learning and is as quiet and as free from distractions as possible.

Students should wake up with sufficient time to prepare themselves for a day's work. This will of course mean that bedtime will need to be at a reasonable hour the night before. Pupils should eat breakfast and lunch and should keep hydrated when working. Everyone should aim to exercise regularly.

Encouraging regular breaks
Remote learning is challenging. Spending all day in front of a computer screen, and without the support of teachers in a real classroom, can be difficult for pupils. Pupils should ensure that they take breaks at the usual times in the school day, and it is particularly important that everyone takes sufficient breaks away from any electronic devices, including in the evening.

Help students own their learning

Students should be encouraged to be independent. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged, it takes a while to be independent. At school pupils engage with their peers and teachers many times a day. Many of these interactions will continue at a distance, but they will be different. We cannot replace them all.

Ask about their learning

Parents/carers can help a lot by checking in with their child at the beginning and end of the day. Questions such as - what subjects do you have today? How far did you get in your learning tasks? What did you learn? What was hard? - will all help. These brief grounding conversations matter. Checking in with children to see how they have processed the instructions that they have received from their teachers helps them to organise themselves and set priorities. Not all students thrive in distance learning; some struggle with too much independence. These check-in routines can help provide structure.

You can see your child's timetable online if a hard copy is not available for you to see in their planner. Parents/carers can log onto Go 4 Schools to see this, and we have included a 'how to log onto Go 4 Schools' section at the end of this letter if you need reminding about how to do this. Once logged in, if you click on the link 'today's timetable' it will show you the timetable for the day:

Will I get any feedback on how my child is doing?

Teaching staff will be awarding positive House Points for the standard of the classwork being completed at home. You can see what has been awarded by logging onto your child's Go 4 Schools account. Full details about how to do this appear at the end of this letter if you are unsure how to access this. When you log onto GO, you will be able to see all recorded events available to view In the behaviour section. The 'most recent events' table shows the last five events recorded for your daughter, and a screen snapshot of this is below.

You can also view a full history of their behaviour for the current academic year by clicking on the 'All events in…' link. Once there, you can click on the behaviour event and open it to read the full content.

How will I know if my child is not accessing or completing home learning for every subject? It's difficult for me to tell.

There are two ways you will be notified if a teacher feels that there has not been sufficient engagement. The first entry you may see is a line 'Has not accessed Google Classroom to complete online work'. This means that the teacher does not think the pupil has attempted any of the online work for their subject for a lesson or lessons in a week. Secondly, if a pupil has missed handing in a piece of work, an entry will appear as 'Not completed home learning work'.

The table below demonstrates how this looks:

Most recent events
All events in 2020, Sep 2019, Oct 2019, Nov 2019, Dec 2019, Jan 2020, Feb 2020, Mar 2020, Apr 2020, May 2020, Jun 2020

When event occurred	Event
Mon, 15 Jun J.Higgins	Not completed home learning work Year 9, R.E., 9S/Re, Room: 026
Mon, 15 Jun J.Higgins	Has not accessed Google Classroom to complete online work Year 9, R.E., 9S/Re, Room: 026
Fri, 12 Jun J.Higgins	Not completed home learning work Year 9, History, 9L/Hi, Room: 028
Fri, 12 Jun J.Higgins	Has not accessed Google Classroom to complete online work Year 9, History, 9L/Hi, Room: 028
Fri, 12 Jun S.Venz	Has not accessed Google Classroom to complete online work Year 9, German, 9UUU/Gm, Room: 114

The entries shown above carry 'zero points', so they are not negatively weighted against any House Point totals. Their purpose is to create an automatic alert for you at the end of the working day so that you are aware of the non-engagement, and for teachers to track internally where work has been missed. This alert will be sent to your email address and can sometimes end up in the Junk folder, so please check this if you are not receiving alerts. It is also important to note here that the 'Has not accessed Google classroom' line will most often have been entered after more than one lesson has been missed, perhaps after 2 or 3 lessons. So, it can suggest a greater cause for concern than an individual missing one lesson. Indeed, if multiple entries on GO can be seen from different members of staff, as shown in the table above, it suggests that there has been non-engagement across a few areas over several days.

Who should I contact at school if I need to?
A reminder that in the first instance, if you have any questions regarding a particular subject, please contact your child's teacher. If you have an immediate wider concern that you would like to contact the school about, please contact your child's Head of Year. Their details can be found below:

Year 7   Miss K Parkin   Email: kparkin@bishophatfield.herts.sch.uk
Year 8   Miss S Lawrence   Email: slawrence@bishophatfield.herts.sch.uk
Year 9   Mrs S Alliott   Email: salliott@bishophatfield.herts.sch.uk
Year 10 Miss D Graves   Email: dgraves@bishophatfield.herts.sch.uk

| Year 11 | Mrs M Dayton | Email: mdayton@bishophatfield.herts.sch.uk |
| Year 12/13 | Mrs E James | Email: ejames@bishophatfield.herts.sch.uk |

If you have any questions regarding your use of Go 4 Schools, please do contact Mrs Bassi or Mr Pandya.

Email: mbassi@bishophatfield.herts.sch.uk   Email: hpandya@bishophatfield.herts.sch.uk

What about my child's mental health and wellbeing?

Whilst the school is closed to some pupils, our duty and responsibility to safeguarding all of our pupils remains our absolute priority. Our regular check-ins with families needing a bit of extra help and support will continue throughout the period of school closure. Please do not feel offended if a member of school staff calls to check in with you, and to speak to your child.

If you have any safeguarding concerns whilst the school is closed, for your child or for any other pupil from the school, please contact any member of our Safeguarding Team:

Mr Dudley (Designated Safeguarding Lead) - adudley@bishophatfield.herts.sch.uk
Mrs Jackson (Deputy Designated Safeguarding Lead) - mjackson@bishophatfield.herts.sch.uk
Mrs Dayton (Deputy Designated Safeguarding Lead) - mdayton@bishophatfield.herts.sch.uk
Mrs Alliott (Deputy Designated Safeguarding Lead) - salliott@bishophatfield.herts.sch.uk
Mr Wood (Deputy Designated Safeguarding Lead) - awood@bishophatfield.herts.sch.uk

Remote counselling will still take place for a small number of pupils. For those pupils/students already working with our School Counsellor, an email has been sent detailing how their sessions can continue and establishing which mode of communication is most beneficial to maintain a working relationship.

If you have concerns about your child's wellbeing or mental health during the school closure, please contact your child's Head of Year. If you are concerned that someone is at risk of harming themselves, please contact your GP or attend A&E.

The BBC has put together some information about protecting your wellbeing and mental health during this time: Coronavirus: How to protect your mental health

You may also wish to explore the following free resources:

Wellbeing and Mental Health resources		
Kooth	Free, safe and anonymous online wellbeing and mental health support for young people aged between 10 and 25 years old.	https://kooth.com/
YoungMinds	A text line for young people experiencing a	Text number 85258

Crisis Messenger	mental health crisis. Text the YoungMinds Crisis Messenger for free, 24/7 support.	https://youngminds.org.uk/find-help/get-urgent-help/youngminds-crisis-messenger/
Chat Health	A confidential text messaging service for young people aged 11-19 to contact their local public health nursing (school nursing) team. You will get a reply within 24 hours from an NHS School Nurse between 9:00am and 5:00pm, Monday to Friday (except bank holidays).	Text number 07480 636 050 https://www.healthforteens.co.uk/health/about-chathealth/
Childline	Free advice and guidance for children and young people online, on the phone, anytime.	0800 1111 https://www.childline.org.uk/
Samaritans	Free telephone service for adults in need of someone to talk to 24 hours a day, 365 days a year.	116 123 https://www.samaritans.org/
YoungMinds Parents' Helpline	The Parents Helpline is available to offer advice to parents and carers worried about a child or young person under 25. Call for free Mon-Fri from 9.30am to 4pm.	0808 802 5544 https://youngminds.org.uk/find-help/for-parents/parents-helpline/
Wellbeing Service	Self-referral service for people aged 18 and above in Hertfordshire who are concerned about their mental health.	https://www.hpft.nhs.uk/services/community-services/wellbeing-service/

If you have any questions about the information given in this letter or would like to speak to someone about the matters it covers further, please contact any member of our pastoral team. If you have any significant safeguarding concerns that a pupil may be at risk of harm you can contact Children's Services directly on 0300 123 4043.

May I end by saying once more thank you for all the support you will give your child over this home learning period. These are challenging and uncertain times for us all, but we are all confident that better times do lie around the corner. We are all looking forward to welcoming pupils back into school as soon as we can. Maintaining your child's routine and structure of learning at home will go a long way to ensuring that they can continue to learn effectively and they keep up their sense of belonging within our wider school community.

Yours sincerely,

Mrs D Hughes
Deputy Headteacher

Logging onto GO 4 Schools

In order to log on to GO 4 Schools you will need to visit www.go4schools.com and click on the 'Parents' icon in the top right hand side.

If you have never used Go 4 Schools before you need to create a password. To set a password for GO 4 Schools, please enter your email address into the **First time user** section and request a password. This must be the email address that you have registered with the school. If you are unsure which email address you have registered, please contact Reception on **01707 275331.** GO 4 Schools will then send you a link to create a password directly to the inbox of your registered email address.

Welcome!

This is the GO 4 Schools login page for Parents and Guardians

In order to login, you will need to use the email address that your child's school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the First-time User? and Forgotten your Password? links.

If you are having problems logging on, please contact your child's school.
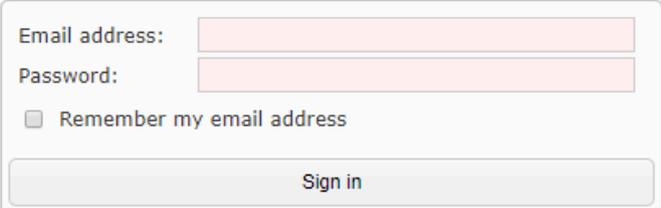
Email address:
Password:

☐ Remember my email address

Sign in

First-time User?
Forgotten your Password?

GO 4 Schools Parent App

If your child's school uses GO 4 Schools, they can add the GO 4 Schools mobile app to make it even easier for you to see your child's timetable, homework, behaviour records, attendance, etc. What you will see depends on which GO 4 Schools modules your child's school has subscribed to. View the Mobile App - Quick Start Guide for further details.

The GO 4 Schools Parent App is free for parents to download from the Apple and Android App stores, but you will not be able to log in unless your child's school has a current GO 4 Schools subscription that includes the App, and they have granted you access. **Your child's school will let you know if and when they have added the App to the school's subscription.**

The App uses the same login details (email address and password) as this web site.

If you can't log in to this site, you will not be able to log in to the App. If you think you should be able to log in to this website but can't, please contact your child's school.

Upon receipt of the password, enter your email and new password into the top two boxes of the login page to gain access to the system. You will then be able to log into the site and view your daughter's page.

Further guidance

GO 4 Schools is an online package that allows you to access your daughter's academic achievement and progress, behaviour and basic attendance in addition to other information the school holds about your daughter. The full guidance can be found here: A Parents Guide to Go 4 Schools