



Horsforth School: Remote Learning Guidance

Dear Parents/Carers,

Thank you for your support in our opening weeks.

I am writing to you today to update you on how we are currently setting and on how we plan to set work for students remotely.

It's always better to teach face to face but we realise that many students will be learning remotely now and this could increase in the future.

Senior Leaders have worked with Department Leaders to develop the most effective way to provide high quality remote learning to students, whilst taking into consideration the impact on staff workload. As a result we will always aim to provide access to class remote learning *by the end of the following school day* from the start of the self- isolation / national restrictions. The day that you inform us about self-isolation, parents will receive an email with links to a daily live maths and English sessions as well as links to pre-recorded lessons that all students can work through. We wanted to give you some more information about how remote learning will work in different scenarios as well as guidance on how to keep your son/ daughter safe on line.

A: Immediate access to high quality remote learning for individuals or groups who are self-isolating

Where individuals are self-isolating and their usual class is still taking place we are unable to deliver live lessons as some students haven't consented to being recorded and unfortunately the sound quality is also very poor with the background noise of having a class in the room. However, we are using the resources produced by the Oak Academy or Hegarty Maths to support learning in some subjects. Work will also be set on the Googleclassroom in other subject areas and self-isolating students are also expected to keep up to date with any homework and assessments being set by their subject teachers via the google classroom.

B: Delivering high quality remote learning to large numbers due to local or national restrictions or the collapse of a Year Group Bubble

Government guidance states that secondary schools should plan to operate on a rota basis in the event of Tier 2 level intervention. Individual schools have flexibility to create the rota groups that best suit their context and we have planned accordingly, keeping students in Year group bubbles that avoid mixing with one another.

Each Year bubble will spend 2 weeks on site followed by 2 weeks learning at home. This links with the existing 2-week timetable and supports effective curriculum delivery.

Alongside the Rota Groups, we will offer full time provision for vulnerable students and children of critical workers. However to avoid bubble mixing, these students will be in a separate bubble and will not be able to integrate into their relevant year group bubbles.

Teachers will follow their normal timetable, teaching the groups on the in-school rota as usual. If a teacher has a group on their timetable who are working from home then the teacher will deliver a live, interactive input at some point during the timetabled lesson time.



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This would be for a maximum of 30 minutes using Googlemeet. This might involve, for example, a focused Q&A session, an explanation of new content or task in more detail, engaging students with a low stake quiz, or giving feedback on work previously completed etc. Students would then use the rest of the time to get on with the tasks set.

Teachers will follow the same principles of well-planned remote learning, listed earlier in relation to self-isolating students.

Students will be expected to 'attend' each lesson remotely and keep up with the work set. The only exception is if the student is unwell, in which case parents will be expected to report the illness and absence to school in the usual way.

The Year Leaders will work with teachers and subject leaders to monitor student engagement and provide support for students struggling either with health and well-being or academic progress.

Where appropriate and when possible, additional 'live' support sessions may be arranged for SEND students

There may be times when the regular teacher may not be available to deliver a live, interactive input (for example they are ill or they have to look after a very small child who cannot attend childcare provision because they are ill or self-isolating). In this case, high quality work will continue to be set and every effort will be made to continue to offer live, interactive input e.g. by using Cover Supervisors or merging groups.

These same expectations of remote learning (live interactive sessions delivered during the usual timetabled slots) will be in place if a full Year Group bubble or class bubble (Yr 7 and 8) must self-isolate.

Remote learning from home: Safety in live lessons from home

If your child is self- isolating is accessing a live lesson at school or from a member of staff, please ensure the following:

- ❖ Your child is in an appropriate and neutral space such as a dining table, desk, sofa, kitchen table. Your child should not be in bed, or in a bedroom.
- ❖ That there is nothing inappropriate or offensive in the background.
- ❖ Remind your child to not share personal information whilst on line.
- ❖ Try to ensure the space is quiet and that other children are not seen in the background.
- ❖ Your child should be appropriately dressed and ready to learn, with full equipment at hand.
- ❖ Your child must follow the same rules and etiquette as we would expect in a classroom.
- ❖ Ground rules may be given at the start of each lesson and these must be followed. Students may ask staff appropriate questions when prompted.
- ❖ Students who behave poorly during a live lesson will be subject to the same sanctions in line with school policy on their return.
- ❖ Do not allow anyone into the Googlemeet who doesn't have a Horsforth School account.



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Online Safety and Remote Learning Safety Tips

Due to increased concerns around incorrect usage of phones and social media, we do need to draw your attention to some safeguarding issues and also ask that you share these safety tips with your children. As we are using remote learning for students who are self-isolating, we have also included some basic expectations and safety guidance that we need you to be aware of.

Keep personal information private; do not share personal details like your address, school, phone number or location. Avoid posting anything that can identify you to a specific location such as your school, football club etc. That includes avoiding posting pictures in an identifiable uniform or saying where you are going online.

‘Sexting’ or taking / sending ‘youth produced sexualised imagery’.

Please note it is an offence for children to take indecent images, nude or semi-nude photos or videos of themselves. It is also an offence for students to possess these images on their phones and send them on to others or upload these. Sadly, we have to deal with several incidents involving our students taking part in this activity and it can have serious repercussions for their safety, emotional wellbeing and relationships at school.

We have to notify the police when this occurs and we will always inform parents. We will continue to do prevention work through PSHCE lessons and tutor time, but please do be aware of this safeguarding issue and regularly check your child’s phone and talk about responsible phone use.

Make sure your security settings are in place so that you control who sees anything you share online and check these regularly. Don’t share your passwords even with friends, make them hard to guess and if you think your account has been hacked or cloned report it straight away and change your password.

Remember that people online are not always who they say they are. Never agree to meet someone in person you have only met online. If someone makes you feel uncomfortable online, log off or block them and tell a trusted adult. Use reporting buttons such as CEOP to report inappropriate behaviour.



Think before you post or send anything online, would you be happy for anyone to see it? Even if you send something privately the person you are sending it to could screen shot it and share it. Would you be happy for your family to see it? What about a future employer?

Don’t accept or open files from people you don’t know they could contain viruses or inappropriate messages or pictures. Delete suspicious emails.

Not all information online is reliable, check if it is a trusted source before using it. Beware of pop ups that take you to less trusted sites and check web addresses look genuine. Beware of fraudulent emails, texts and links that take you to fake sites and never give your bank details even if they are promising you a cash prize or refund.



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Be aware that most people are likely to **exaggerate online** and only share their perception of events; people often only share the best times. It's not likely to reflect their everyday real life and you shouldn't compare it to yours.

It's good to know what's going on in the world but if it gets too much **take a break** from it and do something that takes you off line and helps you relax or focus on something else.

If you do send something you regret or feel you shouldn't **please tell someone** so we can try and help you put things right. Don't let anyone use something you have shared online to make you do or say things you are not okay with.

What do I need to do if I am worried or concerned?

If you are worried about your child's use of social media, please contact school pastoralhub@horsforthschool.org or call school on 0113 2265454.

Please encourage your child to tell an adult they trust if they feel that someone or something is not right, safe or fair in terms of social media, phone use or use of the web.

If you are worried that your child has possibly been a victim of online abuse or you're worried about somebody else you can also report this to CEOP online at www.ceop.police.uk/safety-centre. Designated Safeguarding staff are also on hand at school to take your calls. Call the main school and ask to speak to a Designated Safeguarding Officer (DSO).

Thank you for your ongoing support.

Yours Faithfully

Mrs Z Comiskey

Deputy Headteacher

Mrs S Nowell

Deputy Headteacher