Dear Parents/ Carers,

Following the Government’s decision to switch from face-to-face to remote teaching for this half term, we have put together the following information to support parents with home schooling. We know that it might seem quite a daunting job and this document aims to simplify the process and give you answers to any questions you might have.

1. **How much remote learning will my child receive?**
   Our aim is to provide remote learning that will take a minimum of 4 hours a day to complete. This will be greater for older years. Students should be ready to start work each day by 9am, or earlier if they have a form tutor session. Students should aim to follow a 'working day' as far as possible to allow them (and you) some relaxation time.

2. **How will my child access the remote learning?**
   Our online ‘classroom’ at HGS is Microsoft Teams which is accessed with your child’s school login/ password. Your child is a member of a separate team for each of his/her school subjects as well as the form group. ‘Live’ lessons (meetings) will be also be run from Teams. Class teachers will post resources to be used on each class Team and students can also submit their work in this way. SMHW (Satchel) may also be used for setting work. Teachers will let their classes know where to find the work.

3. **How will I know when lessons are happening?**
   At the beginning of each week you will be sent the timetable for your child. Lessons will follow the normal timetable and will be coloured red or yellow. Red lessons mean that work has been set for this lesson for your child to access independently. Yellow lessons mean that there will be direct teacher input, via a Teams meeting, a video, a narrated powerpoint etc. Experience of the previous lockdown as well as our teaching since September, has shown us that a 50-50 split of ‘live’ lessons and independent work is the best for students, and helps parents to divide IT resources fairly at home. Occasionally teachers may have to swap live and independent lessons due to unavoidable circumstances. Older years may well have more yellow/ ‘live’ lessons.

4. **How will the school be monitoring my child’s attendance at lessons and work?**
   Teachers will take a register during every live lesson. These will be monitored by form tutors and Heads of Year. Merits will be awarded to students for participating and you will be contacted if a pattern emerges of your child not participating. Please don’t worry if they have to miss a lesson for a genuine reason; just ask them to message or email the member of staff concerned.

5. **My child says they’ve finished all the work- what should I do?**
   Unsurprisingly, this is one we hear quite a lot in lessons! There is always more to do!
Here are some suggestions:

- Oak National Academy [https://www.thenational.academy/](https://www.thenational.academy/) has a wealth of lessons and resources for students in primary and secondary education across all topics. They are designed to be used independently and match both the National Curriculum and GCSE syllabuses.
- Bitsize [https://www.bbc.co.uk/bitesize](https://www.bbc.co.uk/bitesize) covers content from primary to A-level and is designed to be used independently.
- Watch TV! From next Monday (11/1/21) BBC1 and BBC2 will be showing dedicated educational content for primary and secondary-aged pupils to support NC and GCSE syllabuses.
- Read a book: too much screen time can be detrimental to our health, so reading a book is not only a great way to help your child improve their literacy skills, it can also support their mental health. Time spent reading is never wasted. You can find freely-available classics here to download to a Kindle [https://www.freeclassicebooks.com/](https://www.freeclassicebooks.com/) and if your son/daughter is looking for suggestions for books to try, they can be found here at The Book Trust [https://www.booktrust.org.uk/booklists/b/best-books-for-teens-teen/](https://www.booktrust.org.uk/booklists/b/best-books-for-teens-teen/)
- Valuable time can also be spent (especially for older students) reviewing previous lessons, organising their notes and making sure they understand why they got questions wrong, then attempting corrections.

6. **What should I do if there is a problem?**
   In the first instance, if there is a problem with a specific lesson, please contact the class teacher. If the problem is more general, please contact your child’s form tutor, who will be able to help. Finally, please let us know here in school if you have any issues around a lack of available computer for your child, lack of wifi etc and we will try and help.

Please don’t hesitate to get in touch if you have any further queries. We understand that your child might be anxious about missing school, but please re-assure them that if they develop good work habits and stay on top of their remote learning, they will be developing the resilience and independent learning habits that will stand them in good stead as they progress through secondary school and onto the next stage in their education.

Kind Regards,

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