



Remote Education

Guidelines for Parents - Spring Term 2021

We hope that this document will make clear the expectations we have of your children and also the expectations we have of our staff during this period of not being able to be in school. At any stage, the ability of individuals (children and staff) to fulfil these expectations may be affected for reasons of illness, bereavement or the need to care for relatives. As a community we will be working to support all individuals in the event of any of these reasons – we ask you to keep in touch with us, ask for support if you need it and raise any questions you have about gaps in provision at any time so that we can act to remedy.

The IT department will be continuing to respond to feedback about understanding IT systems and providing additional online guidance for pupils and parents – please see [this page](#) on the VLE for extensive advice and support. The IT department will be in touch with pupils to offer further details of support sessions.

Parental communications and support

If at any stage you have concerns around academic work being set, please email academicoffice@bancrofts.org

If at any stage you have pastoral concerns email your child's tutor, or for more serious issues their Housemistress or Housemaster.

If you have IT difficulties and require some support which cannot be solved using the link above, please contact ITHelpdesk@bancrofts.org.

If your child is too unwell to work during the school closure, please email the office@bancrofts.org **and your child's tutor** so that their 'absence' can be recorded.

Please continue to use the covid@bancrofts.org email address to alert us to positive Covid test results.

Mr Marshall will continue to run his weekly parent webinars – details of these will be issued each week by Mrs Farquharson – please sign up to attend.

Safeguarding and Pastoral support

Despite the changes brought about by the Covid pandemic, the School's Safeguarding Policy remains fundamentally the same: children and young people always come first and safeguarding concerns should be reported promptly to the Designated Safeguarding Lead, Elizabeth Channer, or the Deputy Designated Leads, Antonia Fryer-Green and James Barr, in line with our established safeguarding procedure. A link to the updated Covid addendum to the Safeguarding Policy can be found on our website.

The scrutiny of pupil well-being by all staff is an ongoing priority, but specifically Tutors and House staff will continue to oversee pupils' engagement and provide targeted pastoral support. Morning registration will occur every day from 08.20 and Tutors will be speaking to individuals and small groups of tutees to ensure that communication is maintained and any problems quickly identified. Tutors will be contacting you by email or by telephone in the next three weeks to give you an update on how your child has settled since the beginning of term and will also be in touch if your child is flagged by teachers as not engaging in online lessons or completing work. House staff will also be keeping in regular contact with pupils about whom there are serious pastoral concerns.

In order to maintain, albeit virtually, a sense of connection to the wider school community, House and Section assemblies will continue to occur online as will chapel services. The pastoral themes for the term are Identity and Integrity and there will be plenty of scope for pupils to contribute as they normally would.

The School's counsellors, Frances Yonish and Alex Simler are continuing to offer support virtually during this time as they have done throughout the pandemic. We are delighted to have an additional member of the team, Sandra Wilson, joining us this term. The pupils received a message from Mrs Channer about this on Tuesday 12th January and continue to be encouraged to seek emotional help if they are struggling. Please do not hesitate to raise with your child's Tutor or the relevant House staff any concerns you may have about your child and if you would like them to receive additional support.

There is also available on the pupil pastoral portal on the VLE a variety of resources and links which signpost help and support for pupils. The most recent addition is a Well-being programme launched by the London Borough of Redbridge for January and February. For example, Kooth, online mental health specialists, are running workshops every Thursday from 5-6.30pm to support young people's mental health. The first one is today Thursday 14th January and young people can sign up [on Eventbrite](#). This session focuses on Anxiety and Stress and will look at the difference between stress (including exam stress) and anxiety as well as giving tips on helpful and unhealthy coping mechanisms for dealing with stress. For more details about the other Kooth courses go to the [youth service webpage](#).

Please continue to be mindful of the need to support your children in staying safe online whilst spending so much time on their computers – the following links may be useful:

<https://www.gov.uk/guidance/covid-19-staying-safe-online#parents>
<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Curriculum

Unfortunately, online teaching is now quite familiar to us all! As a result, we hope that the move to it this term is as smooth as possible. Teachers will start most timetabled lessons 'live' and then depending on the subject / topic allow periods of time for independent work. There may be times where a teacher wishes to designate a whole lesson as being for independent work; where this is the case, they will inform pupils in advance and provide clear instructions about the work that they should do. We have maintained our provision of the curriculum across all subjects, although exactly what this looks like necessarily differs by subject.

Shape of the day and length of lessons

All pupils are expected to log in to Microsoft teams for virtual 'form time' with their tutors between 8.20 and 8.50 to be registered, engage with form activities or assemblies and to assist them in maintaining regular school hours. Pupils have been asked to turn their cameras on and join lessons muted, unmuting as appropriate to contribute to lessons. With this in mind, pupils should be mindful of their background and surroundings. It may be most effective to use 'together mode' on Teams to help create a classroom feel and avoid distraction.

You may recall that we have moved to 6 x 50 minute lessons this year, so the timings for the day are now as follows:

	Start time	End time
Registration	0820	0850
P1	0850	0935
P2	0940	1030
Break	1030	1055
P3	1055	1140
P4	1145	1235
Lunch	1235	1355
Registration	1355	1405
P5	1405	1450
P6	1455	1545

Our move to 50 minute lessons this year means fewer lessons in a day and therefore fewer changes. We hope that this makes things a little easier and less frenetic for everyone. To allow a smooth transition between lessons, teachers have been asked to end periods 1, 3, 5 five minutes early (times above in yellow). This should allow staff and

pupils to log out of one team, gather their materials and then log into the next team in time for a prompt start to periods 2, 4, 6.

PE and Games

In order to manage pupils' screen time and allow plenty of time for physical activity, PE and Games lessons will be live once a week in a PE slot during which time the teacher will explain and demonstrate the skills and activities for the week. Their teachers will let them know when this live slot will be; it will not be necessary to wear PE kit, but everyone should be dressed suitably to be active. In other PE lessons, and for Games afternoons, pupils will not be required to be online. The department will provide plenty of material and challenges to support pupils' activity during this time. They will, of course, be available to answer questions and provide guidance etc. should you need it. There is no need for pupils to register with their tutors on their Games afternoon; this will enable a longer stretch of time for pupils to complete exercise in daylight hours.

Use of VLE and Teams

Over the last two terms, the teaching staff have really embraced the use of Microsoft Teams as a teaching platform. Many of them are also using it to set and mark work as well as to share resources and message with pupils.

This exists in addition to the VLE that many of you are already familiar with. Teachers have been asked to be clear with pupils which platform they are using and thus require pupils to use.

Homework

Given that all work will be done at home, teachers have been asked not to make a distinction between class work and homework. All work will likely take longer to produce, and we are keen not to overload pupils and ensure they have time for physical activity and also make time for the broader, more creative aspects of the curriculum. These things will be crucial to their continued well-being. As teachers set work, they have been asked to be mindful of the time this may take, and the challenges pupils are facing. The volume of and deadlines for work should be adjusted accordingly.

In general, Thirds, Removes, and Lower Fourths will not be set large amounts of additional work to complete outside of the working day. They may be required to perhaps finish tasks begun in class, work on some vocab etc., but not be expected to be spending significant amounts of time on this. This will allow them to disengage from their screens and work and continue to maintain a healthy work/life balance.

For exam classes, they will continue to cover syllabus content and need to make progress by completing relevant tasks, pieces of coursework etc. so there is likely to be more independent work to complete outside of lesson time.

Assessment and Reporting

The marking of work and providing feedback should be continuing as far as possible in a normal fashion. Just as they would in school, staff will be providing feedback using a variety of methods appropriate to the subject and task and the focus should be on helping pupils understand how they have done and how to continue to improve.

Our schedule of reporting back to you via grades, reports, and Parents' Evenings will continue. We are looking at the existing schedule for each year group and adapting it as appropriate. Many of you have already attended an online Parents' Evening, and these seem to be working well; we will continue to use this format for the foreseeable future.

Learning Support

The Learning Support department will continue to provide individual support where necessary and will maintain their support for pupils who require intervention. Please get in touch with Anne.hubbard@bancrofts.org if you have questions about this.

Co-curricular Activities

Where possible, co-curricular activities will continue to operate virtually, as many of them have been in school this year, and we would encourage your children to engage with these to give some variety to their day. Pupils have been alerted to a wide variety of possible activities via the VLE by Mrs Burnside.

These guidelines may be adjusted as term progresses as we take into account ongoing feedback. Please do continue to provide this using the contact addresses given at the beginning of this document.