



Halliford  
School  
SHEPPERTON

# **Guidance on Remote Learning**

**January 2021**

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## Introduction

From the week commencing January 4<sup>th</sup> 2021, remote lessons return in line with Government requirements. We have built on the excellent work completed during the last period of remote learning in Summer 2020 and are also seeking to optimise remote learning in line with new expectations from the DfE.

## Teachers

1. Teachers will set up all lessons as calendared events using Microsoft Teams with the appropriate Teams / Channels invited to these lessons.
2. For each lesson, resources should be set on Microsoft Teams. The details of the lesson should be recorded on the post function for each class team as this records the date of the lesson. The aim should be for this to be posted as early as possible on the day of the lesson, and at the very latest, by the time of the lesson. Resources should be stored in an organised way in the files tab for each team.
3. Teachers should not assume that students have access to a printer or scanner. Therefore, if teachers intend students to work on a sheet it should be sent as word document, not as a pdf. They should consider the format students can submit work. It could be by taking a photo and emailing, by emailing a completed word document, or by completing tasks or quizzes on Microsoft Teams or other online platforms such as Doodle. Microsoft Lens is a particularly useful app that combines photos, matches their scale and combines them into a well cropped portrait pdf. A copy of instructions for the use of MS Lens is attached at Appendix 1.
4. Teachers are expected to be online and following their normal timetable alongside the students. This enables them to respond timely to student needs and keep structure to the day. This includes the Tutor time. Teachers will monitor the post function for the duration of the lesson and will respond to any questions posted by students.
5. Where possible, teachers should avoid one-to-one sessions with students unless this is essential e.g. A level teaching, pre agreed pastoral meetings, individual peripatetic lessons etc. All one-to-one sessions must be approved in advance by a member of SMT. Please see guidance notes below.
6. Teachers must be aware of their surroundings and have a neutral background wherever possible, making use of the 'blur background' tab on Microsoft Teams.
7. Teachers and students should be dressed appropriately. Teachers are free to adopt either business dress or smart casual if preferred.
8. Teachers and students should consider the remote learning environment as having the same professional expectations and boundaries as the classroom.
9. Work set should reflect the length of the lesson.
10. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.

11. Additional 'Homework' / Prep during remote learning should only be set for Year 10 and above and should not exceed the time guidance in the normal prep timetable and should complement the lesson.
12. It is the student's responsibility to complete the work or communicate to their teacher why it is not completed. Teachers should report to the form tutor any students who do not regularly complete work and log details as a work point on iSAMS.
13. Teachers ensure that as far as possible by the end of the day, all student queries have been dealt with in an appropriate manner.
14. Teachers should take into account adaptations to home learning for students on the SEN/PHA Register and to ensure they are able to access the work at home and that there are appropriate expectations of the work they will produce.
15. If teachers become aware of any students misusing the system they should record this as a behaviour point on iSAMS and tutors and Senior Staff will take the appropriate action.
16. Any safeguarding concerns should be reported in the usual manner, using the safeguarding concerns sheet which can be found in the Safeguarding Team. The DSL and DDSLs are available at all times to discuss any Safeguarding issues. Please also refer to the Annex to the Safeguarding and Child Protection Policy which is available in the Safeguarding Team and on the School website.
17. Staff registering for any software/platforms, must check with IT support in the first instance and only do so with their school email address.

## Heads of Department

1. Should check their subject content on Microsoft Teams regularly so that they can oversee the consistency and quality of work being set.
2. Should provide support to colleagues in their departments to ensure that work is provided as required.
3. Should liaise with staff within the department to support them if students are not engaging with lessons or submitting work on time and / or to a suitable standard and contact parents via email to discuss.
4. Liaise with the Deputy Head Academic if there are any queries.

## Tutors

1. Should send a personal tutor group message at the start of the week offering support, and letting the students know that they will meet them online via their tutor group team each morning between 8.40 and 8.50. On Mondays, Wednesdays and Fridays, assemblies will be streamed and on Tuesdays and Thursdays, live, interactive video sessions should take place and students should be registered. These sessions, like lessons should also be recorded.
2. Should be prepared to pick up on anyone who has not been regularly completing work or misusing the system and use this opportunity to pick up any issues arising. This includes emailing the student, and/or calling parents where necessary.
3. Respond to parental emails as usual and act as the first point of contact for parents of children within their tutor group.
4. Registration online will take place at 8.40 - 8.55, with Tutors completing the register as normal on iSAMS by no later than 8.55, this will then be followed up by Reception as normal – students and parents will be informed that attendance at this session is mandatory.
5. During registration, please check on well-being through video, audio or chat and pass on any concerns through the usual pastoral channels.
6. Please add the relevant Head of House to your Tutor Group Team, along with the Senior Deputy Head as DSL for all groups.
7. PSHE will continue as normal with lessons conducted remotely through this Team – please liaise with the Head of PSHE or the Senior Deputy Head if you have any queries or concerns.

## **Heads of House / Head of Year 7 / Head of Sixth Form**

1. Should oversee student engagement with remote learning, intervening and escalating as appropriate.
2. Should proactively liaise with parents in their area to provide the personal touch.
3. Should work closely with students of concern in multiple subjects, provide the personal touch and closely oversee that they are completing their work.
4. Should deal with any reports of misuse of the system promptly.
5. Provide a House Assembly either live / pre-recorded on a Wednesday morning during tutor time.

## **SENCO**

1. Should connect with parents and/or students (every other week) on the SEN register to check how they are coping with remote learning.
2. Should coordinate the Teaching Assistant to reach out to students/staff and provide guidance / feedback as necessary.

## Students

1. Should be online logged in to Microsoft Teams and follow their normal timetable to enable teachers to respond to student needs and keep structure to the day. This includes tutor and assembly time.
2. Should attend registration sessions as usual.
3. Should be in a suitable area at home for school-work free from distractions (not bedrooms) with access to text books, notes, pens and paper etc.
4. Should be dressed appropriately, no pyjamas etc.
5. Should check that their camera and microphone are working but then disable these until invited to participate in the lesson as required by their teacher.
6. Should check the front page of their Teams at the start of each lesson to see the posts for each lesson.
7. Must only use Teams for School work and not for personal conversations.
8. Must complete all set work.
9. Must use the post facility in the first instance to communicate with their teachers and ask questions if they do not understand.
10. Report any absences to their Tutor via the Form Team
11. Report any technical issues to their Tutor via the Form Team. Please note that the school cannot be responsible for dealing with student technical issues.
12. Any emails sent to teachers should only be done so using the Halliford School email account.
13. Should not use any other forms of communication when in a lesson. As in a 'real' lesson, mobile phones should not be used.
14. Must not make any attempt to record the lesson or distribute any sections of a lesson outside the class.

## Parents

1. Should encourage and support their child's/ children's work, including: finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
2. Assist students in avoiding unnecessary distractions during on-line learning. E.g. no mobile phone use with friends / social media during lesson time.
3. Please carefully monitor the amount of screen time students are having and encourage rests away from all technical devices during break and lunch time and where possible after school.
4. Whilst we encourage parents to support their child, please refrain from taking too close an interest and respect the role of teachers and allow them to monitor the learning of the students without becoming overly involved. Parents are not there to observe online lessons.
5. Should contact the subject teacher / form tutor via email if there are any concerns. Parents should not use Microsoft Teams for communicating with teachers please.
6. If a child is having a one to one lesson via Teams Meetings (e.g. with a Music teacher) a responsible adult must be aware and within the house at all times. For individual Teams Meetings, the parent will be emailed details and times in advance.
7. Please do not record or share any face-to-face sessions.
8. Please refrain from commenting on public forums about individual teachers or the work being provided by Halliford School. Any concerns should be raised through the usual channels at the school.

## One to One Sessions with students

Halliford has a culture of always wanting to support and encourage each student as an individual. We therefore do not want to discourage any one-to-one opportunities between staff and students but we need to be mindful of the potential risks involved and ensure all measures have been put in place to mitigate such risks for the benefit of both staff and students.

1. One-to-one sessions may be required for one of the following reasons: SEN lessons, pastoral support, differentiation within academic delivery, UCAS and careers guidance, small classes where only one student attends, music lessons and academic feedback.
2. Any one-to-one sessions must be with prior arrangement and agreement with parents, and this must be recorded in email.
3. Parents should be asked to ensure that a responsible adult is at home during any one-to-one sessions. If this is not possible then either the session should not go ahead or another colleague should be asked to join the meeting simply as an observer.
4. Any one-to-one sessions must be calendared and recorded as one-to-one sessions. NO impromptu one-to-one sessions should take place.
5. One-to-one sessions must only happen between 8:30 am and 4:00 pm.

6. All one-to-one sessions must be recorded.
7. All sessions must take place on MS Teams, no other method is acceptable.
8. Staff will be prompted to say, at the start of each session *“just to make you aware this session is being recorded and will sit on a secure area within MS Teams”*.

## **Registration**

Establishing routine and structure is a key aspect of maintaining positive mental health when isolated and working remotely. Registration of attendance at School will take place each morning between 8:30 - 8:35 a.m. via Microsoft Teams, with Form Tutors recording the registration as usual on Schoolbase. Reception staff will then follow up on any absences by contacting parents in the normal way. There will be no afternoon registration during this time.

Parents are asked to email [reception@hallifordschool.co.uk](mailto:reception@hallifordschool.co.uk) to report student absence as usual during term time. Reception will then inform staff via email.

## **Safeguarding**

This guidance document is supported by the Safeguarding and Child Protection Policy in place at Halliford School (available via the website). Specific additions to note: the usage of video teaching is governed by the Responsible Use Policy for all members of our community.

## **Parental involvement during video meetings**

By bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the students alone.

## **Size of groups for remote learning video meetings**

Generally the minimum group size for a video session should be 3 (1 teacher and 2 students).

One-to-one video sessions are allowed but a responsible adult must be aware and within the house at all times. For individual Teams Meetings, the parent will be emailed details and times in advance.

## **Technology performance**

Please understand Halliford School cannot be responsible for the failure or slow running of any software system such as Microsoft Office etc. or internet service. The School will be alert to any issues which do arise and will communicate with parents and pupils as necessary.

## Key Contact Details

Reception		<a href="mailto:reception@hallifordschool.co.uk">reception@hallifordschool.co.uk</a>
Matron & Student Welfare		<a href="mailto:matron@hallifordschool.co.uk">matron@hallifordschool.co.uk</a>
Head of Year 7	Miss Foster	<a href="mailto:helen.foster@hallifordschool.co.uk">helen.foster@hallifordschool.co.uk</a>
Heads of Houses		
	Desborough	<a href="mailto:vincent.harden-chaters@hallifordschool.co.uk">vincent.harden-chaters@hallifordschool.co.uk</a>
	Greville	<a href="mailto:darren.howard@hallifordschool.co.uk">darren.howard@hallifordschool.co.uk</a>
	Russell	<a href="mailto:matthew.shales@hallifordschool.co.uk">matthew.shales@hallifordschool.co.uk</a>
	Wadham	<a href="mailto:jackie.butler-smith@hallifordschool.co.uk">jackie.butler-smith@hallifordschool.co.uk</a>
Head of Sixth Form	Mr MacLean	<a href="mailto:headofsixthform@hallifordschool.co.uk">headofsixthform@hallifordschool.co.uk</a>
Assistant Head	Mr Slocock	<a href="mailto:assistantheadcc@hallifordschool.co.uk">assistantheadcc@hallifordschool.co.uk</a>
Deputy Head Academic	Mr Fulford	<a href="mailto:deputyheadacademic@hallifordschool.co.uk">deputyheadacademic@hallifordschool.co.uk</a>
Senior Deputy Head	Mr Bown	<a href="mailto:deputyheadpastoral@hallifordschool.co.uk">deputyheadpastoral@hallifordschool.co.uk</a>
Bursar	Mrs Sanders	<a href="mailto:bursar@hallifordschool.co.uk">bursar@hallifordschool.co.uk</a>
Headmaster	Mr Davies	<a href="mailto:headmaster@hallifordschool.co.uk">headmaster@hallifordschool.co.uk</a>

## Appendix 1 - Microsoft Office Lens Instructions



This is an app that enables you to scan your work using the camera on your phone and then automatically save it to your Microsoft One Drive account or send it to email or save it as a PDF.

Once you have saved the document to your preferred location you can then attach or upload it to your Teams assignment or email it to your teacher depending upon their request.

Instructions are listed below for Android and iPhone with the relevant links to download the app.

### Lens for Android

[https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_GB)

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#### Step 1: Choose what to capture

As soon as you open Office Lens, you can choose a capture mode.

Swipe left or right near the bottom of the screen to select either **Whiteboard**, **Document**, **Business Card**, or **Photo**.

**Whiteboard** This mode is best used for capturing handwritten notes and sketches on a dry erase board or a similar surface. Office Lens will adjust your images so that the background isn't too bright and the ink strokes are easier to see.

**Document** This mode is optimized for small words that are written or typed on a page or on a note. It's also great for things like forms, receipts, posters, fliers, or restaurant menus.

**Business Card** This mode captures contact information from a business card and saves it to the Contacts app on your Android phone, as well as to [Microsoft OneNote](#). This feature currently works best with business cards in English, German, Spanish, or Simplified Chinese.

**Photo** This mode is best used for capturing images containing scenery or people.

## Step 2: Take a picture

After you've selected your capture mode in Step 1, you can either take a new picture with your camera or import an existing image from your device.

Do either of the following:

- To take a picture with your Android phone, point the camera at the item you want to capture and make sure that the orange frame in the camera outlines the item you want to capture. Your camera's flash is set to go off automatically (if needed), but you can change this setting by tapping the **Flash** icon in the upper right corner of the capture window. When you're ready to take the picture, tap the round **Camera** button at the bottom center of your screen.
- If you prefer, you can import an existing image from the Gallery on your Android device. In the Office Lenscapture screen, tap the **Picture** button near the lower left corner of the capture window. Navigate to the photo album containing the picture you want to use, and then tap it to import it into Office Lens.

If you want to retake the picture with your camera, or choose a different picture than the one you selected, tap the **Back** (left-facing arrow) button in the top left corner of the screen, tap **Discard Image**, and then start over by returning to Step 1.

## Step 3: Review and edit

Office Lens lets you edit a captured image before you save it, so it looks exactly how you want.

Tap any of the icons that appear in the upper right corner to begin editing or adjusting the captured image. You can **Crop** or **Rotate** the image, change the **Capture Mode**, or annotate the image with **Text** or with the **Pen**.

By using the **Crop** feature, you can trim away any unwanted parts of the image by excluding them from your selection.

When you have finished cropping the image, tap **Done** in the lower right corner. If you want, you can then continue editing the current image with any of the other editing tools.

When you're done editing the current image, tap the **Done** (orange check mark) icon in the lower right corner.

## Step 4: Save and share

If your image was captured in **Whiteboard**, **Document**, or **Photo** mode, you can save it to your Android phone's Gallery. You can also save the image as a PDF (Portable Document Format) file, or save it to Microsoft OneNote, OneDrive, Word, or PowerPoint. Check the option (or options) you want, and then tap **Save**.

## Lens for iOS

<https://apps.apple.com/gb/app/microsoft-office-lens-pdf-scan/id975925059>

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### Step 1: Choose what to capture

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**Document** This mode is optimized for small words that are written or typed on a page or on a note. It's also great for things like forms, receipts, posters, fliers, or restaurant menus.

**Business Card** This mode captures contact information from a business card and saves it to the Contacts app on your iPhone or iPad, as well as to [Microsoft OneNote](#). This feature currently works best with business cards in English, German, Spanish, or Simplified Chinese.

**Photo** This mode is best used for capturing images containing scenery or people.

### Step 2: Take a picture

After you've selected your capture mode in Step 1, you can either take a new picture with your camera, or import an existing image from your device.

Do either of the following:

- To take a picture with your iPhone or iPad, point the camera at the item you want to capture and make sure that the orange frame in the camera outlines the item you want to capture. Your camera's flash is set to go off automatically (if needed), but you can change this setting by tapping the **Flash** icon in the upper right corner of the capture window. When you're ready to take the picture, tap the round **Camera** button at the bottom center of your screen.
- If you prefer, you can import an existing image from any Photo Album on your device. In the Office Lens capture screen, tap the **Picture** button near the lower left corner of the capture window. Navigate to the photo album containing the picture you want to use, and then tap it to import it into Office Lens.

If you want to retake the picture with your camera, or choose a different picture than the one you selected, tap the **X (Close)** button in the upper left corner of the screen, tap **Discard Image**, and then start over by returning to Step 1.

### Step 3: Review and edit

Office Lens lets you edit a captured image before you save it, so it looks exactly how you want.

Tap any of the icons that appear in the upper right corner to begin editing or adjusting the captured image. You can **Crop** or **Rotate** the image, or annotate it with **Text** or with the **Pen**.

You can also tap **Filters** at the bottom center of the screen to quickly apply visual enhancements to selected image (for example, to remove all colors from a document).

By using the **Crop** feature, you can trim away any unwanted parts of the image by excluding them from your selection.

When you have finished cropping the image, tap **Done** in the lower right corner. If you want, you can then continue editing the current image with any of the other editing tools.

When you're done editing the current image, tap **Done >** in the lower right corner.

#### **Step 4: Save and share**

If your image was captured in **Whiteboard**, **Document**, or **Photo** mode, you can save it to your iPhone or iPad's Photo Library. You can also save the image as a PDF (Portable Document Format) file, or save it to Microsoft OneNote, OneDrive, Word, or PowerPoint. In addition, you can also send the image via Microsoft Outlook or the Mail app in iOS.