# Haileybury Almaty

## Online Education for the Senior School: Term 1 2020

# A Guide for Pupils and Parents

This is a live document and will be updated regularly in response to new guidance.

# Contents

# Introduction

As we return to the new academic year for 2020/21 we will be working strongly with all pupils to further improve their academic understanding and progress and strengthen their valuable digital skills. These are essential for all areas of adult life and are vital as we seek to underpin strong teaching and learning both in and outside school. There are considerable benefits with both online and offline education as a mechanism to help develop better independent learning skills. This is a valued approach in any environment both now, and later at university and in working lives too. We hope that all families will find that digital learning provides the opportunity for new ways of learning and consolidating understanding. I commend this Guide to you and wish you a very strong start to the new school year.

Mr Ian Hunt
Chair of Governors

In these unprecedented times, the continued education of our pupils is paramount to the aims of the school. At the time of writing these words, current Government regulations require that our older pupils must undertake distance online learning. Whilst we acknowledge the success of our online provision last term, we have been reviewing this over the summer and have identified areas for improvement. We will continue to deliver an academic programme which is enriching and engaged, designed to stretch and challenge our learners in all subjects and support them on their journey for academic success. Our provision will also aim to extend their digital skills, as well as promote greater self-independence which is essential in the modern world which we live in today. Whilst the challenges will remain, our pupils will be fully supported in preparation for when they return to off-line education.

Mr Simon Mills
Headmaster Haileybury Almaty

# Delivery of Senior School Online Education

All Senior Pupils are provided with an account for Google Suite for Education that includes:

- **Google Classroom** - online learning platform
- **Google Drive** - cloud storage
- **Gmail** - web email client
- **Google Meet** - video conferencing tool

Pupils who are entering Year 7 will be introduced to these at the start of term. There will be regular ongoing support available to ensure all pupils can access and use these proficiently.

**Concerns and Problems with the Technology**

If pupils have concerns regarding the use of **technology or digital tools**, they should report directly with their House Tutor who will ask the IT team to follow up within one working day.

**Daily Lessons, Homework and Submitting Work on Google Classroom**

Google Classroom will be the main platform for all the work at the Senior School during the online period, and will continue to be so when school is back in the classroom. It is a very powerful teaching and learning tool that creates a well organised, safe and robust

educational environment. The platform allows work to be set marked and returned. It also provides a place for important subject materials to be distributed and stored. Together with the linked Google Meet video conference platform it allows for live lessons to be streamed.
This helps any pupil working from home or on an offsite environment.

Subject teachers have created their Classroom classes and pupils will be invited to join these, which they should do upon logging in for the first time. They will have email invitations in their inboxes. Subject teachers will assist and guide the pupils in this process.

For each lesson teachers will set an assignment with clear instructions and materials on Classroom, as well as a registration question so that pupils are attending consistently. Homework will also be set on Classroom and will appear for pupils in a "To do" list which covers all their classes and is ordered by deadline so that pupils can plan their work appropriately. This helps pupils gain valuable organisational skills and allows them to review resources again and again as needed.

Depending on the homework set this can be returned on Classroom as pictures, PDF files, Word or Google documents, spreadsheets or videos. For many students the ability to scan handwritten work for example; essays or calculations, will be necessary and is possible.
There are many free apps available on a smart phone or device to do this - for example Genius Scan for PDFs. Help will be given to pupils to maximise their use of these tools.

Staff are naturally also encouraged to make use of the vetted educational tools the school subscribes to, and will direct pupils to use

these via their assignments in Classroom. If staff are referencing or linking to other online services or media, they have been advised to ensure these have been properly checked for suitability with a degree of professional judgement required (e.g. watching a full video etc.)

## Google Meet: Live Real Time Lessons

One key piece of feedback from last term is that pupils both enjoy and desire the environment of the classroom. It supports their learning and through social interactions with teachers and peers and in this way, it helps to support their mental well-being. In an online environment this interaction with other pupils and staff is most important and is provided by real time classes connecting via Google Meet.

Within Google Classroom, each class has its unique Meet ID., and teachers will regularly invite students into a live class via Google Meet. Google Meet is a secure videoconferencing option, and the ability to interact with teachers and get real time feedback to questions or work is invaluable. Regular real time interactions promote socialisation, curricular support and engagement.

In a Google Meet, teachers may use presentation programs such as Google Slides to deliver lecture-style lessons, write on a digital whiteboard to explore concepts and scaffold work, or use other specialist applications. Haileybury Almaty has invested in new classroom technology such as visualisers and webcams for all classrooms that help make the most out of this learning environment. Live input may not be continuous as pupils work on different activities but would include starters, input sessions during the lesson

or a plenary session at the end. Lessons will generally be a blend of live-teaching, written activities, games/interactive web-based activities, video or voice recording, questions and feedback.

**House Tutor Time / Assemblies** will compulsorily go ahead each morning with assemblies on Tuesdays as normal regularly throughout the term.

**The Senior SchoolDay**

Pupils will follow their normal timetable. These will be available on iSams as usual, and their timetable will not change when we return to school in person.

A generic day is shown below:

| Time | Period / Activity |
|---|---|
| 8:00 - 8:30 am | House Tutor Time |
| 8:30 - 9:30 am | Period 1 |
| 9:30 - 10:30 am | Period 2 |
| 10:30 - 11:00 am | Break |
| 11:00 - 11:30 am | Independent learning |
| 11:30 - 12:30 pm | Period 3 |
| 12:30 - 1:30 pm | Lunch |
| 1:30 - 2:30 pm | Period 4 |
| 2:30 - 3:30 pm | Period 5 |

There will be a 5-minute changeover / preparation time planned into all lessons.

## Attendance

Attendance will be recorded at the beginning of every period of the school day and Parents should continue to inform the Main Reception and their child's House Tutor by email of any absences in the usual way. Missed lessons and work will be followed up according to the Behaviour, Rewards and Sanctions policy in the normal way.

Parents will be initially informed about any failure to attend and/or complete tasks set during Online Learning by the Main Reception and your child's House Tutor. Repeated instances will be escalated to their Housemaster/Housemistress and the Deputy Head Pastoral who will discuss strategies with parents to support your child's academic progress at Haileybury Almaty.

# Expectations & Behaviour

The expectations for academic engagement, effort and behavior that the school holds its pupils to when at school equally still apply during Online Education. Pupils are advised that the IT Code of Conduct, which outlines the school's expectations on how technology should be used, and indeed the Senior School Behaviour, Rewards and Sanctions policy remain in effect whilst working online.

**Reporting Concerns**

If parents or pupils experience any **pastoral** or **behavioural** concerns whilst working online, they should report directly with their House Tutor who will inform their Housemaster/mistress if necessary and follow up within one working day. As a school we endeavour to resolve pastoral concerns as swiftly as possible.

# Supporting Pupils' Wellbeing

## Safeguarding

One of the core responsibilities the school has is for the safeguarding of pupils and their welfare. This does not change due to the shift to Online Education and digital learning requires the management of online risks.

The school has therefore compiled the <u>Online Education for the Senior School:  Term 1 2020 Safeguarding Guidance</u>, exploring potential safeguarding concerns raised by Online Education, how the school aims to mitigate these, as well as explaining the rationale for many aspects of the Online Education programme.

## Health and Wellbeing

Online Education is a new way of learning and social isolation can impact both physical and mental health. As a school, we aim to create safe working environments, dealing with anxiety, and caring for your mind and body. A variety of events will be organised to support the community with their health and wellbeing including:

- Well-being Week
- House Countdown
- House Maths Olympiad
- House Quiz
- Paradise Regained – Sustainability Activity

**Keeping active with the PE Department**

To further promote good physical health the PE staff will be regularly posting videos and suggested activities on relevant platforms in the Senior School to help pupils stay active both indoors and out.

**Suggested Daily Schedule**

Online Education is a new way of learning and to help pupils get the most from it we suggest the following five-point strategy.

Establishing a successful daily routine can be one of the most significant challenges for pupils. It is important that pupils balance their time between their academic commitments and ensuring to take the time for self-care. To support effective live-teaching sessions there needs to be a degree of structure to the day.

| 01 | Routine |
|----|---------|
| 02 | Communicate |
| 03 | Self-care |
| 04 | Be engaged |
| 05 | Honesty |

# Prepare at the Start of Term

## Checklist - hardware, software and logins

| Checklist Item | Contactfor Support |
|---|---|
| ✓ Electronic devices e.g. Laptop, Tablet Device working as expected. | House Tutor |
| ✓ Gmail, Google Drive and Google Classroom are working. Test your login. | House Tutor |
| ✓ Sign up to your Google Classroom classes | Teacher / House Tutor |
| ✓ Checked your Classroom classes against your iSams timetable | House Tutor |
| ✓ Know and check your login details | House Tutor |
| ✓ Have access to WiFi at home | House Tutor |

# Checklist - Online Working Best Practice

## Senior School Pupils

✓ Identify a comfortable and quiet place to learn.
✓ Be proactive and engaged in your learning.
✓ Review class posts on Google Classroom regularly.
✓ Complete all tasks set on Google Classroom

- All posts will have a due date to advise when it is expected you will complete the work. Ensure to submit work once complete.
- Contact your class teacher if you have queries regarding the work being set.
- If you are unable to complete work by a set due date due to illness, or due to other circumstances, email your class teacher as soon as possible.
  - Remember good email etiquette:
    - Address and sign off your emails properly.
    - Use proper spelling and grammar
    - Send emails during the normal working hours of the school.

✓ Etiquette for Live teaching - Google Meet lessons

- You will be notified that the lesson will take place on Google Meet in your assignment for that lesson
- You should login to Google Meet using the Meet link (or Meet Icon) for that class in good time
- You should answer the registration question in the Classroom
- You should have your video on and your mic muted
- You must be suitably dressed and have a neutral background

- Be aware of any private / personal visuals or background noise.
- You should have all your materials ready to participate in that lesson
- You should participate as directed, which may include live questions and answers, going into a new Meet with a group to work together, answering questions or quizzes set on the Classroom or another website and submitting work.
- You may also be using the chatbox to feedback or share, please maintain good etiquette when doing so.

✓ Complete all work with academic honesty (your own best effort).

✓ Take time to care for social and emotional well-being during the closure.

**Parents**

✓ Encourage and support your child's / children's work, including:
- finding an appropriate place for them to work
- reminding them to check that set work is completed on time (To do list)
- ensuring that lessons are attended as per their timetabled
- Engage with how your child's learning is proceeding in a supportive and non-confrontational manner

✓ Contact your child's / children's Teacher or House Tutor if there are any concerns.

✓ Check school emails for updates.

# Technical Guidance

## Google Classroom

## Classroom Stream

The Stream gives you an overview of posts that have been made. Your teacher may also occasionally post notices here, though **all work set should be done via the Classwork page.**

## Classwork Page

The Classwork page is where all lessons and registrations will be set. There should be an assignment for every lesson. Materials, Quizzes and Questions may also be posted or be set.

If you are submitting work for feedback, it should **always be submitted to the Classwork assignment where the work was set- Do Not Email it to the teacher.** All submitted work should be either a Google File (Docs, Slides, Sheets), a Microsoft file (Word, Excel, PPT), a scanned to PDF or an annotated PDF, or an image or video, unless otherwise specified by your teacher. **Please do not submit work in Apple Pages / sheets or video format.** Ensure whenever you finish a task you either mark it as **Done** or **Turn in**, if submitting documents for marking.

Subject teachers will be able to help with this.

### See what work is due (To Do List)

You can see a list of all the tasks that have been set for you on the

**Your Work** page. Here you can check your marks, review assignments and due dates, and see any work that's late or missing. You can filter your work by status: Assigned, Returned with grade, or Missing and see attachments or comments left for you.

<div align="center">

**Class > Classwork > View your work.**

</div>

You can also see all the work you still have to complete via the To-Do list.

<div align="center">

**Menu > To-do.**

</div>

**Creating multi-page submissions for marking**
Classroom posts may have Google attachments you are to complete and then **Submit** for marking. On other occasions you may be required to submit photographs of work or digitally-complete documents. To make it easier, and faster, for your teachers to mark **please submit these as a single document using any suitable software, or other suitable document management application. Or scan them with a PDF scanner like Genius Scan which can make a multiple page PDF.**

Due to family commitments your teachers may be marking and returning your work in the evening and outside of normal school hours. To ensure you are not disrupted by notifications at these times, it is recommended that the Do Not Disturb function is enabled overnight. **You are not expected to respond to notifications in the evening.**

# Frequently Asked Questions

**How do pupils access work?**

In the Senior School there will be a Google Classroom post on pupil's Classroom groups for each of their timetabled lessons.

**Can parents see work posted on Google Classroom?**

For parents of students in Year 7 you will receive an invitation to be a "Guardian" for the pupil. Once you have accepted this you will receive email summaries of: missing work, upcoming work due and class activities. See this link for more details.

**When do pupils need to return their work?**

All assignments come with a due date. The To Do List will then alert pupils to their next deadlines.

**How do pupils submit work for feedback?**

Pupils in the Senior School should submit all work via Google Classroom. Unless instructed differently by their subject teacher.

**How do pupils and parents contact teachers?**

Pupils can use email or Google Classroom to contact teachers. Information and or clarification about assignments should be done over Classroom. Parents can contact teachers by email or via their House Tutor.

**Where can we find more support in using Google for Education tools?**

Google has an excellent support bank of guides and tutorials for all

of its tools including <u>Classroom</u>, <u>Gmail</u>, <u>Hangouts</u> <u>Meet</u> and <u>Google</u> <u>Drive</u>.

## Who do we contact if there is an academic problem?

Please forward any initial concerns regarding class work to the subject teacher and copy in your child's House Tutor.

## Who do we contact if there is a pastoral problem?

As a school we endeavour to resolve pastoral concerns as swiftly as possible. In the first instance, we recommend that you contact your child's House Tutor who will liaise with their Housemaster/Housemistress to support. <u>Mr</u> <u>Darshak Pandya</u>, the Designated Safeguarding Lead, will be available in the event of any serious pastoral or safeguarding concern.

## Who do we contact if there is a technological problem?

Please in the first instance contact your child's Subject Teacher and House Tutor. Issues will then be addressed by the IT department.

## Where can I find more information to help support pupil's mental health?

Please refer to the [Health and Wellbeing document](#) for information on using digital tools in a healthy and safe manner, dealing with anxiety, caring for your mental and physical wellbeing and more.

# Other Useful Resources

**Google for EducationSupport**

- [Classroom Support from Google](#)
- [Hangout Meets Support from Google](#)

**Safety at Home**

- [Parents: Supporting Young People Online](#)
- [Parents' Guide to Technology](#)

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# Educating future leaders

*Haileybury is committed to safeguarding and promoting the welfare of children and
young people and expects all staff and those connected to the Schools to share this commitment.*