

Haileybury Almaty



Online Education for the Junior School

A Guide for Pupils and Parents

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

Contents

Introduction	3
Delivery of Junior School Online Education	4
Expectations & Behaviour	9
Supporting Pupils' Wellbeing	10
Prepare at the start of term	12
Checklist - online working best practice	13
Technical Guidance	15
Frequently Asked Questions	17
Other Useful Resources	19

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 Junior School Online Education

All Junior 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 will be reintroduced 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 Class Teacher 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 learning during the online period, and will continue to be integral to lessons when the pupils are back in the classroom. It is a very powerful teaching and learning tool that creates a well organised, safe and robust

educational environment. Learning tasks will be provided through the platform. Learning can also be completed, uploaded and feedback given. It also provides a place for learning resources to be shared. Together with the linked Google Meet video conference platform it allows for live lessons to be streamed, recorded and uploaded. This helps any pupil working from home or on an offsite environment.

Class teachers have created Google classes for each subject and pupils will be invited to join these, which they can do upon logging in for the first time. As always, Year Group Staff are available to assist and guide the pupils in this process.

Lesson content for each lesson will be available with clear instructions on Classroom which will support the live stream content.

Depending on the learning task 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 will be a preferred option.

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 which the children have access to through the subject Google Classroom. Google Meet is a secure video conferencing 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 technologies 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.

Class Tutor Time / Assemblies will compulsorily go ahead each morning. Regular Year Group, House and Key Stage Assemblies will be held throughout the term.

The Junior School Day

Pupils will follow a Year Group specific timetable. These have been shared but will also be reposted in Google Classroom

There will be a 5-minute changeover / preparation time planned into transitions between lessons for Class Teacher and Specialist Subjects.

Attendance

Attendance will be recorded at the beginning of every school day and Parents should continue to inform the Main Reception and their child's Class teacher by email of any absences in the usual way. Missed lessons and work will be followed up accordingly to ensure that full support is given and pupils continue to make progress.

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 Junior 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 Class Teacher who will 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 Online Education for the Junior School: Safeguarding Guidance, 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.

It is important that pupils remain physically active during this period of online learning. The P.E department provide regular content in accordance with timetabled lessons to support pupils in participating in physical activity.

Successful Online Learning

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 pupils should follow their Year Group timetable.

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	Contact for Support
✓ Electronic devices e.g. Laptop, Tablet Device working as expected.	Class Teacher
✓ Gmail, Google Drive and Google Classroom are working.	Class Teacher
✓ Sign up to your Google Classroom classes	Class Teacher / Subject Teachers
✓ Know and check your login details	Class Teacher

Checklist - online working best practice

- ✓ Identify a comfortable and quiet place to learn.
- ✓ Be proactive and engaged in your learning.
- ✓ Attend all live streamed lessons.
- ✓ 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. Submit work once it is 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
 - Access the subject Google Classroom so that you can see the link to the live lesson
 - You should click the Meet link for that class ready for the scheduled start of the lesson.
 - 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 be directed to use the chat facility to feedback or share, please maintain good etiquette when doing so.
- Complete all work with academic honesty (your own best effort).

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 timetable
 - Engage with how your child's learning is proceeding in a supportive and non-confrontational manner
- ✓ Contact your child's/children's Teacher 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 will be set. There should be an assignment for every lesson. Materials, Quizzes and Questions may also be posted or be set

Frequently Asked Questions

How do pupils access work?

There will be a Google Classroom post on pupil's Classroom groups for each of their timetabled lessons.

When do pupils need to return their work?

All tasks will come with a due date.

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 through Classroom. Parents can contact teachers by email.

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 [Classroom](#), [Gmail](#), [Hangouts](#), [Meet](#) and [Google Drive](#).

Who do we contact if there is an academic problem?

Please forward any initial concerns regarding class work to the class teacher or subject teacher.

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 Class Teacher.

Who do we contact if there is a technological problem?

Please in the first instance contact your child's Class Teacher or Subject Teacher. 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 Education Support

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

Safety at Home


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




T +7 (727) 355 09 88
+7 (727) 355 01 00 (ext. 240, 277, 300)
112, Al-Farabi Ave.


www.haileybury.kz

Educating future leaders

 Haileybury-Almaty

 @HaileyburyKZ

 @haileybury_almaty

 HaileyburyAlmaty

 HaileyburyAlmatyOfficial

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.