

# Heathfield@Home

Online learning  
COVID-19 Guidance



Heathfield  
School  
Ascot





## **Contents**

Online learning .....	3
Changes to timetables Forms I – III .....	3
Form V and UVI .....	3
IT Hardware and network problems .....	4
Pastoral Care and Wellbeing Programme .....	4
Updating Tutors .....	4
Safeguarding .....	5
Safeguarding during online lessons .....	5
Video calls .....	5
Recording of video calls .....	6
Children’s Mental Health Week .....	6
Co-Curricular and Extra-Curricular Provision .....	6
Critical workers .....	7
Contact information .....	7
Return to School and asymptomatic testing .....	7
FAQs .....	8



## **Heathfield@Home**

Online Learning begins on Wednesday 13 January for all pupils, following their usual timetable with adaptations appropriate to their year group. Based on our previous experience, these adaptations will reduce screen time and provide opportunities for time away from computers during each day. All subjects will be covered, and tasks set for all lessons; the sessions selected have been chosen for their adaptability for independent tasks or position within the timetable.

Single lessons will finish 5 minutes early and double lessons 10 minutes early to allow short breaks between lessons. Lessons will follow the Friday timings to allow for Tutor time and compline as usual.

## **Changes to timetables until Lent half term for Forms I-III**

Last year, we found that it was very important to give pupils time away from their computers during the working week as remote learning is an intense experience. This is particularly true for the younger year groups in Forms I-III, as they do not have study periods in their timetable. To allow time away from their screens, we will be making some small changes to their timetables and the way that some lessons will be run. The details of these and new timetables will be shared with you and your daughters before the start of term.

## **Form V and UVI**

We had planned for our mock examinations to recommence in the week beginning Monday 18 January. Given the UK Government's decision to close all schools in England on Monday, we are no longer able to run these examinations in School. Consequently, Form V and the UVI will return to remote online learning with their teachers on Wednesday 13 January. All mock papers completed in December will be marked, graded and returned to students by their teachers. We plan to run mock examinations again after February half term when pupils return to the School site, Government restrictions allowing. We already have a final set of assessments in the calendar for Form V and the UVI at the end of April / beginning of May. However, these plans will depend on the mechanisms the Government intend to use to calculate grades.

We also know that the UK Government has stated that public examinations will no longer take place in their current form in England this summer. While we are waiting for the Government to inform schools what mechanisms will be put in place to calculate grades this summer, we have chosen to delay the mock examinations, prioritising the girls' return to lessons.

We will update you as soon as we have more information from the Department for Education. In these uncertain times, it is important to provide you with as much certainty as we can while ensuring that all students move on to the next stage in their education with the skills, knowledge and grades that they deserve.

## IT hardware and network problems

If you experience any IT problems, please contact [systems@heathfieldschool.net](mailto:systems@heathfieldschool.net) and they will be pleased to help you.

## Pastoral Care and Wellbeing Programme

We are aware that the pastoral support we provide to our pupils will be imperative at this time of remote learning; helping them to stay positive, engaged and healthy is a priority to us. Providing stability and continuity matters; therefore, we want to maintain our interactions with them, reassuring the girls and yourselves that we are still here to support them, and you.

Much of the day-to-day pastoral monitoring that we conduct in School, from monitoring interactions with peers, changes in behaviour, comforting them in times of low mood or anxiety and sharing in their joy and happiness, are that much more difficult online, and we ask that we share this role with you during lockdown. Please let us know immediately if you have any concerns; we remain here for you to collaboratively care for each of our pupils.

We have a weekly pastoral support plan for your daughter, as outlined in the Pastoral Information document [here](#). Additionally, challenges and tasks will be emailed to the girls from the Pastoral team. Please do not hesitate to contact us should you have any concerns regarding your daughter's mental health. Alongside your daughter's pastoral team: Tutor, Head of House, Housemistress, Assistant Head of Pastoral and Deputy Head Pastoral, we will also have our Counsellor – [mjemmett@heathfieldschool.net](mailto:mjemmett@heathfieldschool.net), Surgery staff – [surgery@heathfieldschool.net](mailto:surgery@heathfieldschool.net), Life Coach – [Evelyn O'Kelly](#) on hand to support you and your daughter during this lockdown.

If you are abroad during this period of lockdown please do complete this form [International Pupil Lockdown update](#) to help us plan your daughter's remote learning within the restrictions of different time zones.

We also recommend that parents have in place set routines for wake up, and suitable bedtimes to ensure that all pupils are getting sufficient rest; recognising they are 'back' at School. Here are the times (UK GMT) we stipulate in boarding to give you an example of what we believe the girls should be adhering to. With cohorts following these guidelines will hopefully stop them disturbing each other late into the evening.

YEAR	QUIET TIME IN BEDROOM (Sunday – Friday)	LIGHTS OUT	SATURDAY
Form I	20:30	21:00	21:30
Form II	20:45	21:15	21:45
Form III	21:15	21:30	22:00
Form IV	22:00	22:15	22:30
Form V	22:00	22:30	23:00
LVI	22:30	N/A	23:00
UVI	N/A	N/A	

## Updating Tutors

We hope that you report back to us any issues regarding learning and/or pastoral concerns regarding your daughter and to do this in the first instance by emailing your daughter's Tutor. Your daughter's Tutor will communicate with you on a weekly basis.

## Safeguarding

Safeguarding remains as important in this virtual environment as anywhere else; our pupils come first. The School's duty and desire to safeguard and promote each pupil's well-being remains. If you have any concerns about any pupil's wellbeing, you must refer this to Mrs Whitton [rwhitton@heathfieldschool.net](mailto:rwhitton@heathfieldschool.net) the Designated Safeguarding Lead.

The School's safeguarding, anti-bullying, behaviour, acceptable use policy and other policies still apply, albeit with some necessary reinterpretation.

We learnt from the last lockdown how the dependence on social media and the risk taking via this medium increased and we therefore ask that you are vigilant in monitoring and discussing with your daughter about their use of social media. Pupils need to be cautious of the language they use online, the content of their videos and ensuring they are aware that sending images of themselves in a state of undress to another person is a criminal offence, and most importantly ensuring their accounts are private. Do use our [e-safety leaflets](#) and always ensure you have clear boundaries of use. Our recommendation is that you follow the digital device guidelines we have in place at School.

<b>Forms I and II</b>	Monday, Tuesday, Thursday, Friday – limited access, e.g. 20 minutes per day Wednesday 16:00 – 19:15, Sunday 13:00 – 19:15 All electronic devices must be handed in overnight
<b>Form III</b>	Monday – Friday 16:00 – 20:30 Sunday 13:00 – 20:30 All electronic devices must be handed in overnight
<b>Form IV</b>	Monday – Friday. Access from morning until 21:30 All electronic devices must be handed in overnight Access from Saturday morning until Sunday evening at 21:30.
<b>Form V, LVI and UVI</b>	We suggest that girls to not have their phones overnight. Recognising they need to switch off. It is too tempting to send a message, scroll through social media etc and it is essential they get the necessary rest to function at their best. As a minimum we suggest a digital detox once a week, where the girls do not use any form of social media.

## Safeguarding during online lessons

Please note all lessons will be recorded automatically and stored securely within the platform until the end of the academic year. Pupils will be able to access the recordings should they need them for educational purposes, but they should not be download or shared with others.

All pupils have been asked to complete the [remote learning contract](#) with you and we ask that you ensure that you have completed this form by Wednesday 13 January. We will regularly remind all pupils that they must be in a state of good dress, ideally not in their bedroom and ensure that no other members of the family, who would not normally be in the lesson, 'join' the lesson.

## Video calls

We recognise that the personal contact and 'seeing' the members of staff and peers the girls are so familiar with is a comfort at this time and we will try to incorporate this into our teaching and pastoral care, alongside our usual communication of regular emails home and telephone calls.

Part of the essence of Heathfield is the individual care that we offer, whether that be for tutorials or pastoral meetings, meaning that staff may need to 'meet' virtually with your daughter one to one. Where these can be planned in advance, staff will email the pupil and copy in the pupil's parent to ensure you are aware of this video call. However, there will be times where they are on a more ad-hoc basis, e.g. HOH checking in with a pupil, emergency contact. This will be predominately done through audio calls, but there may be reason to use video.

Should you wish your daughter not to be contacted using video, please inform their Tutor as soon as possible. We will accept a non-response as your consent for staff to communicate with your daughter in this way.

### **Recording of video calls**

Please be aware that live lessons will be recorded in order to facilitate pupils from different time zones or other reasons for pupils not being able to join in real time to review and access these resources and for pupils to look back over lessons as required.

Please reiterate to your daughters that they must not record these or any communication with a member of staff using their own recording devices.

The videos are stored within our private Teams accounts and not for public sharing and will be held until the end of the Academic year, June 2021, when they will all be securely deleted. I remind you to please ensure you have, with your daughter, completed the [remote learning contract](#)

If you have any concerns regarding our virtual contact with your daughter, do not hesitate to contact Mrs Rachel Whitton ([rwhitton@heathfieldschool.net](mailto:rwhitton@heathfieldschool.net))



### **Children's Mental Health Week**

Whilst good mental health is always one of our top priorities at Heathfield, especially in these difficult times, it will become a major focus for the School in the first week of February as part of Children's Mental Health Week. This year's theme is 'Express Yourself' and Heathfield will be encouraging pupils and staff to explore the different ways we can express ourselves, and the creative ways that we can share our feelings, our thoughts and our ideas.

### **Co-Curricular and Extra-Curricular Provision**

As you know, we place high importance of pupils' experience outside of the classroom and, as was the case during the Summer Term, co-curricular and extra-curricular activities will continue during this period of lockdown.

All music, LAMDA, musical theatre, ballet and dance lessons will continue online via teams, and staff will be emailing girls with regards to lesson times. Information can also be accessed via SOCS.

The links below access the SOCS log in page; the pupil's username is their Heathfield email address, and most have already set up their accounts. If they have not, they will need to 'activate their account' [SOCS - Pupil Log In](#)

As parents, your username is the email address we hold for you on the School system. If you have not already done so, you will need to activate your account. This will enable you to access your daughter's timetable and all their co-curricular clubs and activities, as well as any paid extras. [SOCS - Parent Log In](#)

Pupils will be able to sign up for clubs and activities from Wednesday 13 January. Clubs and activities will begin on Monday 18 January.

Should you or your daughter have any problems please do contact Miss Wendy Reynolds ([wreynolds@heathfieldschool.net](mailto:wreynolds@heathfieldschool.net)).



## **Critical Workers**

We can provide support for children of Critical Workers. A list of Critical Workers as defined by the Government can be found [here](#).

If you can provide adequate childcare at home, this is the safest and preferred option. In this case, no action is required. If, however, you are a critical worker as listed in the guidance and are unable to provide adequate childcare provision, please can we ask you to complete the [Critical Worker Request form](#) by Friday 8 January at 4pm.

Once we have established the number and ages of children requiring support, we will be able to consider how best to shape our provision. Please note, pupils in School will be supervised while completing their remote learning; face to face teaching will not be possible. Daily bus transport will not be available. Mr Andrew Valner, Assistant Head of Pastoral and Boarding ([avalner@heathfieldschool.net](mailto:avalner@heathfieldschool.net)), will be in touch to discuss the specific provisions required for supporting your daughter(s) in School.

## **Return to School and asymptomatic testing**

We are looking forward to welcoming your daughters back to School as soon as we are able; current guidance suggests that this will be immediately after February half term. The arrangements for asymptomatic testing on return to School remain, and we will update you with dates and timings as soon as we have confirmation.

Where our International pupils and parents wish to return home during the UK lockdown, we as a School are happy to support this. The lockdown guidance indicates that visitors to the UK may return home, and the self-isolation guidance states that those quarantining after arrival can exit their self-isolation early for the purpose of leaving the country.

Please be aware that flight schedules are severely restricted, and likely to be more so once the full impact of lockdown takes effect. Travel to certain countries requires negative COVID-19 tests before departure and I am sure you are aware that many countries impose quarantine on arrival, and much of this is on Government facilities, rather than at home.

The latest travel advice for the UK [can be found here](#). When planning your return to the UK, please do incorporate into your planning, as it is highly likely, that all International arrivals into the UK will have to present a negative coronavirus test as the government tries keep out new strains of the virus.

## **Contact Information**

Please do get in touch with us here at Heathfield if you have any questions at all.

**Sarah Wilson**, Headmistress [headmistresspa@heathfieldschool.net](mailto:headmistresspa@heathfieldschool.net)

**Rachel Whitton**, Deputy Head (Pastoral & Boarding) [pastoralandboarding@heathfieldschool.net](mailto:pastoralandboarding@heathfieldschool.net)

**Surgery** [surgery@heathfieldschool.net](mailto:surgery@heathfieldschool.net)

## **FAQs**

### **Will my child be taught broadly the same curriculum as they would if they were in School?**

Yes, with minimal adjustments to alleviate screen time in Forms I - III

### **How long can I expect work set by the School to take my child each day?**

In total, one hour for Forms I – II, 1.5 hours for Form III, 2.5 hours for Forms I – V and 2.5+ hours for Sixth Form.

### **How will my child access any online remote education you are providing?**

Via Microsoft Teams on their devices.

### **How will my child be taught remotely?**

Live teaching plus a small number of independent learning lessons of 30 minutes once per day on average in Forms I – III.

### **What are your expectations for my child's engagement and the support that we as parents should provide at home?**

To ensure your daughters have a space to work and access to a computer with internet connection and Microsoft Teams. Parents should have read the Heathfield@Home guidance sent out at the start of term very carefully.

### **How will you check whether my child is engaging with their work and how will I be informed if there are concerns?**

Teachers and tutees will monitor this daily and contact parents by email or phone if we have concerns.

### **How will you assess my child's work and progress?**

We will mark work submitted every two weeks as a minimum, as usual.

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

Spectrum and EFL lessons continue as normal, albeit online.