



Remote Learning Guidelines

Summer Term 2020



Dear Parents,

I trust you have had a lovely Easter weekend, albeit slightly different from what you may have previously planned. I was proud to be a Kiwi when I heard the New Zealand Prime Minister announce that the Tooth fairy and the Easter Bunny were classed as Key workers!

Dunhurst is not closed, though the building itself might be. Schools without children are very strange places. I have always appreciated the Dunhurst community; it's at times like these, when you really do have time to reflect on this, you realise that school is so much more than just a school. Teachers are irreplaceable and essential to learning and educating our children. Children are taught to count from an early age, but now is a time to teach what counts: Kindness, gratitude, resilience, courage, effort, integrity, politeness, generosity...

I am humbled to see the tweets of Dunhurstians' creativity in support of the incredible NHS workers. Being part of the #ClapForCarers on Thursday evening, standing at our front gate with my family, hearing the echoes over the Bedales community coming together in support is a memory I will cherish.

Timetable

I would like to take this opportunity to say a huge thank you to Andy, who has been beavering away behind the scenes to make the online learning come to fruition. Alongside two small children and his wife Susie being pregnant, this has been no small feat. His dedication and passion to create a tool to provide the best education for our children has been second to none.

Thank you for your feedback and understanding at this time. The timetable we feel captures the unique Dunhurst education taking into account these times of change. Nothing will ever replace lessons in the classroom, but these are the times we are in. I'm sure once everyone has got to grips with 'Microsoft Teams' learning, its functions will provide us resilience and the ability to manage the changing circumstances (though inevitably when technology is involved with one or two glitches along the way).

Also included in this document is a letter from Andy alongside a

guide for you as parents and one for your children too. This covers the way forward for the foreseeable future in regard to Dunhurst learning from home. For it to be a success, I appreciate there needs to be a level of engagement from families, changing routine and finding space and time to do so. It is an adaptation of life as we know it. We appreciate the modifications you are making in your own lives.

We have noted and utilised the government schemes in regard to furloughing, This has some impact on some of the support staff and a small number of teachers. If you do email one of the staff that have been furloughed, they will pass on your enquiry to an appropriate member of staff.

Events up until half term

Sadly all events up to half term have been cancelled or postponed. All events will be reviewed when the restrictions are lifted.

Communication

Each week we will still be producing the Friday report, so please do look out for this each week.

As I have mentioned previously in the Friday Report, bear in mind that these times are new territory for all of us. The reality of being away from school, not seeing friends and trying to find the new norm may start to take its toll. As adults, we are learning how to manage our own emotions during this time. We do not need to put on a 'happy show', children read our body language. Acknowledge your own feelings and those of your children. Talk out our worries, when we feel heard, we feel calm. Sift through the fake news and deal with facts, not fiction. Ideally, you would limit news exposure in your household. As the famous book, we all loved as a young child says 'We can't go over it, we can't go under it, and we have to go through it...'

What everyone needs right now is to feel comforted, connected, safe and loved. Everyone is in the same boat. We, as staff, are already planning a week of 'coming together' activities on our return to school. Home is not school, you are the parent, not their teacher. At the end of this, our mental

health is what's important, and how we all felt during this time will stay with us forever. Our children will be known as the children of 2020. Pick your battles, if your child is not in the right learning frame of mind, leave it and come back to it when they are. This is a good time to learn self-care, how to make your bed, make breakfast, use the washing machine, load the dishwasher...skills for the rest of their lives.

Please do keep the creativity coming so we can share on Twitter/Instagram. We are so proud of the work that has come in so far.

I am delighted to say that Graeme Thompson has officially started as Deputy Head Pastoral. A warm Dunhurst welcome to him and his family - wife Alex, children Oscar and Bea. We hope with time you will be able to meet Graeme in person.

Your child's tutor (Blocks), Class teacher (Groups) is your first port of call, then following this Head of Groups, Will Bray (wbray@bedales.org.uk), Head of Blocks, Su Robinson (srobinson@bedales.org.uk).

- Academic matters - Deputy Head Academic, Andy Wiggins (awiggins@bedales.org.uk)
- Pastoral/safeguarding matters - Deputy Head Pastoral, Graeme Thompson (gthompson@bedales.org.uk)
- iSAMS/Firefly enquiries - Senior Academic Administrator, Yvonne Fletcher (yfletcher@bedales.org.uk)

To note:

- Bank holiday- Friday 8 May
- Half Term starts Monday 25 May –Sunday 31 May

Looking ahead, let us use love, kindness and patience to keep us together while we are apart.

With kindest regards,



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Remote Learning Summer Term 2020

Dear Parents,

I am pleased to share with you the details for the format of remote learning for the foreseeable future.

On the first week of Remote learning, before Easter, we used Firefly which is a platform designed more for prep and basic tasks and not online lessons. Firefly did allow us to get through a week of remote learning at such short notice but is not a suitable platform for the longer term. Firefly will continue to have a role and some tasks may still be set via that platform as extension prep activities.

We are moving comprehensively towards delivering the majority of our Teaching and Learning through the Microsoft Teams interface. There are a myriad of platforms and apps that allow for video conferencing and remote learning, each one with slightly different functions on offer. Bedales School has already been running Teams with the older students of our community with great success, so it is sensible for us to be aligned across our three schools.

Microsoft Teams has an excellent range of tools that will allow us to interact with our pupils more fully and to deliver lessons in a 'live' context. Teachers will be able to deliver a more comprehensive 'digital classroom' that means we can truly replicate Dunhurst digitally in a meaningful way.

It is no small task to implement a complete platform such as this. Much work has already gone on behind the scenes to set up the infrastructure and adapt our curriculum to suit this new style. And while we are excited about what this will allow us to do, we do understand that it will not work seamlessly for everyone, and also understand that there are still limitations to remote learning.

Our aim now is to deliver the best standard of education that

the virtual world will allow, whilst keeping our Dunhurst ethos of a balanced, rich and broad curriculum.

Installing/Running Microsoft Teams

Alongside this email is a guide on installing Microsoft Teams for your child ready to use at the start of the Summer Term. The best device for Teams is on a laptop or PC, however it will work perfectly well on other digital devices such as tablets or smart phones.

I strongly recommend you action this as soon as you are able in readiness. We are still working on the setup of this over the next week, so classrooms/Teams will appear and disappear - you do not need to do anything about this and your child will not be able to access anything until Term begins.

New Timetables

You will receive more information over the coming week, including a new timetable for your child. We learnt a lot from one week of remote learning in the build up to Easter, and we have taken on board parent and pupil feedback. The new timetable has been designed with remote learning in mind and is a departure from your child's normal Dunhurst timetable.

Teething Problems and Remote Access Issues

No two households will have the same experience. Some pupils will have access issues to the internet or a device, especially accounting for siblings or parents working from home. We want to work with all pupils to create the best version of remote Dunhurst. This will mean we need to be flexible or make adjustments in various ways. We can do this, please just keep us informed of any limitations or difficulties you have. Please email me at: awiggins@bedales.org.uk for support.

Lessons and Curriculum

The need to be flexible has already changed our curriculum plans for the Summer Term and teachers have been working hard to redesign what they will deliver. This will of course change and evolve as our experience grows. What we learn and how, will be a



little different, but it will still be distinctively Dunhurst.

The sun is shining and spring has well and truly sprung. This seems like a difficult time to draw pupils' attentions to screens when we would normally like to encourage the opposite. We have designed a balanced curriculum that will not be entirely screen bound, and we would strongly encourage pupils to take regular breaks from screens as often as they are able to. Please encourage your children to start the day well with getting dressed and ready for learning as they would prepare for school, making their bed and having a healthy breakfast.

Absences

If your child becomes unwell and unable to work during this period, please let Juliet know dunhurstreception@bedales.org.uk so she can let teachers know.

There is no replacement for being at school, and we will miss being together at the start of the Summer Term. This is a new way of learning for the pupils, and teachers and we can see there will be lots of benefits for all, beyond the unusual times we find ourselves in.

Best wishes,

Andy Wiggins
Deputy Head Academic

Remote Learning Timetable

Guide for Parents

Curriculum

We are passionate about continuing to deliver the breadth and love for learning across the whole curriculum. However we also recognise the limitations of remote learning and have learnt a lot from the week building up to Easter. We have acknowledged that we need to reduce the amount we try to fit into a working week. The curriculum will also have to adapt and be flexible as we learn how best to deliver lessons remotely.

Parental feedback has already helped inform our practice and we think that online teaching will resolve lots of issues encountered. Other considerations, such as printing and resourcing, have also been factored into our planning.

Microsoft Teams

This platform is incredibly intuitive and has been proven to work with children as young as 5 years old. There will be time within the first week for pupils to be slowly trained up and taught how to use Teams effectively, we will all be learning together and teachers are mindful to help pupils in a natural and progressive way.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Learning Support				
9:05 - 9:20	Tutor Time				
9:30-10:15	P1	P1	P1	P1	P1
10:25-11:15	P2	P2	P2	P2	P2
Break – Non Screen Time					
11:30-12:15	P3	P3	P3	P3	P3
12:25 - 1:10	P4	P4	P4	P4	P4
Lunch – Non Screen Time					
2:05-2:10	Tutor Time				
2:10 - 2:55	P5	P5	P5	P5	P5
3:05-3:50	P6	P6	P6	P6	Tutor Time and JAW
Break – Non Screen time					
4:10-5:00	Green	Green	Green	Green	

A good metaphor to help when talking about Teams is to think of a Microsoft Team as a classroom. Pupils will have a Team for each class.



For the duration of the current remote learning situation a new timetable has been put in place for pupils. The school day has been reconstructed to enable these changes with timings in place for all Dunhurst pupils (Groups and Blocks; see timetable visual).

Tutor Time

A Microsoft Teams Tutor Time will take place every morning and after every lunch time where pupils will meet with their tutor and be registered. The morning sessions are a little longer and a chance for tutor groups to have a more detailed social catch up with each other. Assembly videos will be offered for Mondays and Thursdays as well.

Tutors will finish the week with a tutor time before the offered video JAW for the last lesson of the week. We are open to suggestions for good online talks or JAWs which would be suitable for Dunhurst students; please let Simon Kingsley-Pallant know if you have any suggestions. (skingsleypallant@bedales.org.uk)

Lesson Duration

Lessons are all 45 minutes which is longer than the normal Dunhurst single lesson to allow for

the practicalities of teaching online. With the exception of Art and Design and Blocks Science, there are no double lessons.

There is no 'standard' format of what an online lesson looks like, but one typical model might be:

- 5 minutes – introduction, sign in, establish conduct rules
- 10 minutes - input
- 15 minutes – independent task, teacher remains accessible in the 'team classroom', children can interact with a teacher in this time if needed or work off line.
- 20 minutes – plenary, marking, sharing of work etc

There is a lot of learning and refining for us all around how to use that 45 minutes so do not read that structure as fixed. Some lessons may not be a full 45 minutes long, but staff remain online and accessible for the entire duration of the lesson window- this will allow for natural differentiation through pace of students.

Changeover/breaks

There is a 10 minute window between every lesson. This will be necessary for a screen break and for staff and students to prepare and sign into their next team or lesson.

We strongly encourage children to have non-screen time at breaks.

Head Hand Heart (HHH)

Head, Hand, Heart- This is flexible time each day for pupils to catch up. This might include:

- Watching a recorded lesson they missed
- Time to continue with some work from a lesson that was incomplete
- Wellbeing based activities away from the screen (e.g. walk, time in the garden, writing a letter to a loved one)
- Helping others in their family (e.g. doing the dishes, tidying up family (or own rooms), household chores)
- 1:1 Learning Support lessons

Missed Lessons/Management of Time

Microsoft Teams has the functionality of recording and storing resources within a Team. Anything can happen that might interfere with accessing a class, and other factors like time zone, or multiple users might mean your child can't get online for a lesson. They will be able to access the resources and a recording of the lesson outside of the timetabled lesson. And we have timetabled the day to have some flexibility for when these occasions occur (see HHH and Greens). Teachers will not be guaranteed to be available to assist outside of the timetabled lesson, but they can be contacted and will make great efforts to reach out and assist with issues at a convenient time.

The main message is that we will work with families to make this work. No two households will be the same, keep the channels of communication open with us and we will work out how to support the variety of circumstances children might be facing.

There will be more to share as we develop and learn. This guide is a starting point for what is proven to be a successful remote learning model.





Remote Learning Safeguarding Guidelines for parents

By embarking on a timetable of remote learning, we are entering into a new and exciting way of teaching and learning. As per Andy Wiggins' (Deputy Head Academic) letter, we can assure you that a lot of thought has been given to the remote learning timetable and how best to support the school community through this process. However, with the advent of remote learning there is the potential for the boundaries between home and school to become blurred and, therefore, the guidelines written below are designed to keep children, parents and staff safe throughout.

Contact

- Please ensure that we hold the most up-to-date contact information for you.
- If you have any concerns of a pastoral nature, please continue to contact your child's tutor in the first instance.
- If you have trouble accessing the curriculum due to technical issues, please contact the ICT helpdesk (icthelpdesk@bedales.org.uk)
- Staff will be available throughout the working day between 8.30 am and 5.00 pm to reply by email to queries and requests.
- In the interests of the safety of everyone involved, any 1-to-1 interaction between your

child(ren) and a member of staff will be pre-agreed, will be recorded and a member of the Senior Management Team will be notified.

Learning Environment

- Your child(ren)'s learning space should be safe and appropriate.
- As a family, you need to decide where is best for your child to work with least distractions; we understand that this may well be tricky. Please do get in touch if you have any questions surrounding establishing a purposeful work space.
- Make sure that anything the webcam might capture is appropriate – e.g. family photos.
- Remember that anything said in the background may be picked up by the microphone of the device your child is working on and could therefore be communicated to the teacher and other children in the class.

Break times

- It is so important to respect the break-times built in to the timetable. Allow your child(ren) a break away from the screen. Inevitably, the children will be spending more time in front of screens but please focus on 'screen use' not 'screen time'.
- With this in mind, this might be a good time to ensure that you are having tech-free meal times.

Lesson Etiquette

- The children must be suitably dressed for the lesson.



- Staff will expect the same levels of engagement and conduct as they would do in the classroom.
- The children should not record the lesson. Staff will be doing this for them and sharing the recording via the Microsoft Teams platform.

Remote Learning Platforms

- We will be exclusively using Microsoft Teams and Firefly (Prep extensions) to deliver the online curriculum.

Control and Filtering Systems

- Please remain in control of the device your child is working on. Whilst the children have a right to their privacy, please ensure that you are aware of what your child is doing online.
- If you have concerns over your filtering system at home, please either contact the ICT helpdesk (icthelpdesk@bedales.org.uk) or use the following link to help you attain the required level of protection – www.internetmatters.org/parental-controls/

We are committed to ensuring that the remote learning experience is as positive as possible for staff, children and parents alike. Please do feedback to us if there is anything you are finding difficult or concerned about. Equally, do let us know what is working really well so that we can do more of it!

If you require any technical or online safety support, please do not hesitate to contact us. However, for further advice and guidance, we have provided a number of websites that you might like to consider visiting.

- NSPCC Net Aware provides information on popular trending apps and websites: net-aware.org.uk/
- Internet matters provides support for families to keep children safe online: internetmatters.org/
- London Grid for Learning provides support for families and guidance about staying safe online: lgfl.net/
- CEOP (associated with Childline), an offshoot of the National Crime Agency, provides advice and reporting signposting: thinkuknow.co.uk/
- Kiddle, a search engine filtered for younger users: kiddle.co/

Lastly, but importantly, if you have any concerns of a safeguarding nature about the remote learning process, please contact Graeme Thompson (gthompson@bedales.org.uk). We look forward to your continued support through this process and very much look forward to virtually welcoming everyone back for the start of the Summer Term!

Remote Learning Agreement

For Dunhurst children

Welcome to your Remote Learning Agreement! We are really excited about virtually welcoming you back for the Summer Term and teaching you all online.

This document is an agreement that you will be taken through by your class teacher or tutor. It sets out a code of conduct that your teachers will expect you to do your best to keep to so that the remote learning experience remains a positive one for all involved.

Before the lesson:

Am I ready to be heard?

- I will set aside somewhere quiet as my remote learning work space.
- I will keep my microphone turned off. I will wait to be asked to turn it on by my teacher.

Am I ready to be seen?

- I will wear clothes that I would normally wear to school.
- I will keep my webcam turned off. I will wait to be asked to turn it on by my teacher.

Am I ready to learn?

- I will have all the right equipment and the right attitude to be able to really enjoy and engage in the lesson – e.g. pencil case, books and folders.

During the lesson:

- I will keep any comments that I might write or say positive and friendly.
- I will be honest with myself and ask for help if I am finding anything hard to understand.
- I understand that the lessons will be recorded and shared with me so that I don't have to record anything.
- I will not take or distribute images or photos of anyone without their permission.
- I will only use the school email system to communicate with staff as appropriate. I will not use it to email other pupils for non-academic reasons.

After the lesson:

- I will complete any work set and make sure that I hand it in in good time so that the teachers can mark it and get it back to me for feedback.

Looking after myself:

- I will make sure I take my break times – I understand that getting away from the screen to let my

eyes and my brain have a break is important.

- I will register with my class teacher or tutor twice a day – (9.05 am and 2.00 pm). I will let them know how I am getting on and what is working well and what is not working so well.

What happens if I see or hear something that makes me feel uncomfortable?

If I feel comfortable doing so, I will tell a teacher – I know that I can always email a teacher with my concern or worry.

I know that I can also tell a parent or guardian and they may decide to email a teacher.

If I am still worried, I understand that I can also report anything online using the 'worried about something' button on the thinkuknow website.

You must follow the ICT Acceptable Use Policy at all times. A copy of this can be found in the files section of both Groups and Blocks teams.

Now, more than ever, is a really important time to remember that the School's motto of 'work for each, weal of all' is about each of us making a positive contribution to each other's experience and the community as a whole.

We know that you will do your best to make sure that the school community continues to be a happy and safe place for all. Enjoy your remote learning experience!



If you have any questions, please do not hesitate to get in touch.

We are all in this together and very much look forward to seeing everyone very soon! Be kind to yourself and the ones around you.

