

## **Distance Learning Expectations during the Coronavirus (COVID-19) emergency – A Guide for Parents**

We want to provide a degree of continuity for students in this difficult time so that their education is not compromised. We have put together the following protocols to support students, staff and parents in this process

- Students will be set work on Teams in accordance to their usual timetable. This should be so that students could complete work as they would have done during a typical school day. However, there is no expectation that students work during this specific hour.
- The length of the task should be commensurate with a usual lesson (i.e. 60 minutes + homework time).
- A reasonable deadline for the completion of each task will be set (approximately 48 hours to ensure that all students can access IT facilities at home and complete their work during this time).
- We will be using ClassCharts to help keep track of assignments, give opportunity for praising students and follow up on missed assignments.

**Teachers** will aim to set work according to the timetable and give feedback at an appropriate time. Teachers will also use Positives to praise work as they would if the student were in school.

**Students** should complete work as soon as they can. We understand there may be various calls on devices at home, especially if parents and other family members are working from home. We would urge students to let their teachers know if they are facing difficulties.

**Parents** can help support this process by keeping an eye on ClassCharts for Positives, as this is a really good indication that students are keeping up with their work schedule. If there are issues of late submission or non-compliance, teachers will let parents know via the Notes facility on ClassCharts.

We understand the complexities and pressure that the Coronavirus (COVID-19) will be placing on all of us. Please bear with us to help ensure continuity of education during this difficult time.

### **FAQs**

#### **1. What if my child cannot complete the work that is set on time?**

If your child is unable to complete the work for whatever reason, they should contact their teacher by email or via Teams if there is an issue. We can help if we understand the problems people are facing.

#### **2. How will I know how my child is doing in the work?**

Teachers will be checking the work submitted by students, and they will be giving feedback, where appropriate, as soon as is practical. You will also see Positives being awarded on ClassCharts for good work. If students are not accessing the work or not handing it in on Teams, teachers will be adding a note on ClassCharts. Please keep us posted if your child is ill or unwell so that their teachers do not expect work from them. Again, we can help if we are aware of the issues and problems that people are facing. If you would like to speak to a member of staff, please email us and we will try and help.

### **3. What if my child is ill?**

If your child is ill, please email [attendance@heckgrammar.co.uk](mailto:attendance@heckgrammar.co.uk) so that we can let their teachers know not to expect work to be submitted on this day. Please see below for additional information on this question.

### **4. What if my child has problems connecting through Teams?**

We recognise that there may be issues connecting to the Teams platform, due to unprecedented levels of demand. If this is the case, please encourage your child to try again a bit later. If there are continuing issues, and your child feel they are behind on their work, please encourage them to contact their teacher directly or their Student Support Manager on [ssm@heckgrammar.co.uk](mailto:ssm@heckgrammar.co.uk).

### **5. My child is in Year 11 or Year 13 and their exams have been cancelled. Will they have to complete work?**

We share the frustrations and worries of our students that exams were cancelled. Alternative arrangements are being put in place by the government to ensure that all students receive the grades that they deserve and progression to sixth form, university or apprenticeship is not compromised. We want to ensure we have the most up to date and accurate picture of your child's progress so coursework deadlines, submissions and coverage of the syllabus should be maintained. Therefore, all students, including those in years 11 and 13, should complete work set.

Please be reassured that mocks exams will be marked and appropriate feedback given as soon as possible. We are also aiming for marks to be submitted to our Data Analyst by the deadline of 21st April and will feed into DC2 reports that will come out the week after. We will take as much evidence as is available to us into account in establishing estimated grades.

Please bear with us at what is a very difficult and challenging time and please be reassured that we will do all we can to support year 11 and 13 students in getting the grades they deserve for GCSE and A level in Summer 2020.

### **6. What if my child is becoming anxious or worried?**

This is an anxious time for us all, and children will be facing these anxieties as well. We have a range of measures in place to support students. In the first instance, we would encourage students to email their Student Support Manager at [ssm@heckgrammar.co.uk](mailto:ssm@heckgrammar.co.uk). Students can request a call back, if needed.

### **7. What if I have a safeguarding concern about my child or another child?**

We take safeguarding issues very seriously. We have safeguarding protocols in place to cover such concerns while the school is temporarily closed. If you wish to speak to a member of staff, please telephone the school on **01924 402202** and ask to speak to a DSL (designated senior leader). You can also email us at [ssm@heckgrammar.co.uk](mailto:ssm@heckgrammar.co.uk).

**If a child is at serious or immediate risk of harm, please call 999.**

There are other support services available on the school's website.

**8. What if my child's teacher is ill?**

If your child's teacher is ill or unable to set work on Teams, work will still be set by another teacher.

**9. My child is in receipt of Free School Meals. How can I access support?**

If your child is eligible for Free School Meals we will be sending you a supermarket voucher card so you can purchase food and other essential items during the time the school is closed. Further details will be given separately, if this applies to you.