

Glendower Preparatory School



Remote Learning Curriculum Programme

Summer Term 2020

Headmistress' Message



At Glendower, we remain fully committed to providing your daughters with an excellent education that will enable them to continue to flourish and grow, both academically and emotionally. It therefore brings me great pleasure to bring you the Remote Learning Programme for the Summer Term of 2020. Together, over the Easter holiday, the teachers and wider staff have been working very hard to develop a programme that will enable your daughters to continue on their path of educational discovery. While this may not be in the physical locality of the school buildings, the high level of learning will continue. We recognise that this will come with a multitude of individual scenarios being played out in each home and this is why the pastoral considerations of this educational provision are every bit as important as the academic considerations. Please do take some time to look through this booklet, which we have produced to try to allay any concerns and answer all your questions on the academic and pastoral provision for the coming weeks.

While the whole country is in turmoil and many families face intolerable uncertainty and personal loss, we hope that you will be able to put into perspective some of the challenges you may face as you initially get to grips with this Distance Learning Programme. While we may find ourselves in a very different classroom environment, it is important to remember that life is filled with learning opportunities and we will be all the richer for having seized these opportunities and developed skills that would not have been possible under normal circumstances. We, as teachers, are also learning new methods of teaching and our IT skills are developing enormously as we work with new programmes and techniques. This will only serve us better in the future when normality is restored, and we hope that some of the skills that your daughters develop using these platforms, will do the same for them.

I believe wholeheartedly, that the biggest gifts we can give our children are confidence and independence, so my suggestion for your daughters is this; please spend the early days of this programme allowing your daughter to take the steps to log on, sign in or download information with your **guidance**, rather than doing it for her. The younger your daughter, the more she will need your help (initially) but if you allow her to do this for herself, you will ultimately reap the rewards. The more she does for herself, the more confident she will become. Please be close by to help if needed, but also stand back and allow her to take herself through the steps independently. In a class of 18 children, this is what teachers do daily and **your girls are incredibly capable!**

As the start of the term approaches, I am immensely proud of everything that has been achieved and remain committed to you all; pupils, parents, staff and governors; our wonderful Glendower community.

Warm wishes,

Nina Kingsmill Moore

Glendower's Aims

Our School Aims	Our Remote Learning Programme Will Deliver
To encourage our girls to be socially aware and responsible citizens, for themselves, their school and the wider community.	<ul style="list-style-type: none">• Girls will continue to work on a number of community initiatives which will broaden their understanding of the importance of making a difference in their community and beyond.• Our curriculum will touch on all that is happening in our world at present, providing our girls with a better understanding of how our world works.• Our Glendower girls will utilise their customary passion for others, to care for those in need at this current time.
To inspire our girls through specialist teaching to be autonomous and resourceful learners, beyond expected norms.	<ul style="list-style-type: none">• Our talented staff will continue to deliver exceptional lessons for our girls, regardless of the setting.• Our girls will gain an abundance of opportunities to engage with high caliber delivery and content of lessons, and for independent learning.• With an increased focus on independent learning, our girls will be even better equipped with skills required for the next stage of their educational journey and beyond.
To promote reflective learning and teaching, improving intellectual curiosity across the curriculum.	<ul style="list-style-type: none">• Our girls will draw on their existing knowledge to make connections to the new concepts delivered and reflect on their prior learning to master these skills.• Owing to current circumstances, our teaching staff are excited about the opportunity to learn new skills and be more creative in the delivery of their teaching.
To create an environment in which our girls are comfortable in taking risks with their learning, equipping them with the courage to take on challenges and the resilience to persevere when faced with difficulties.	<ul style="list-style-type: none">• Never have greater opportunities for this form of development presented themselves within a programme of study.• This experience will give the girls the confidence to flourish under new circumstances, work hard to overcome any difficulties and prepare them for when they face further unexpected challenges.
To foster positive and kind relationships between pupils, staff and parents in a happy and safe environment.	<ul style="list-style-type: none">• We recognise the importance of staying connected as a school community at this time and are providing many opportunities to do so.• Teachers will have regular interaction with pupils using a variety of forums.• We are keen to promote good mental health and wellbeing through
To promote an ethos of taking responsibility for one's own learning to encourage a greater depth of understanding and mastery of subject matter.	<ul style="list-style-type: none">• Despite the distance, remote learning will continue to offer an abundance of opportunities, with some in areas that pupils are currently unfamiliar with.• Remote learning will develop talents that pupils didn't know they had!
To encourage the girls to take responsibility for their own actions, enabling them to become caring members of the wider community.	<ul style="list-style-type: none">• Girls will continue to work on a number of community initiatives which will broaden their understanding of the importance of making a difference in their community and beyond.
To ensure that the wider curriculum, including sport, art, music and drama lessons are enjoyable, inclusive and nurturing, affording all girls the opportunity to compete against other schools and enhance their skills.	<ul style="list-style-type: none">• Pupils will have the opportunity to be creative in all that they do, in the delivery of their work and their approach to the Arts, PE, Music and Drama.

Remote Learning Overview

Summer Term begins on Tuesday 21st April 2020.

Academic



- A structured timetable which has flexibility to allow parents and pupils to adapt it to suit their individual and family needs
- Specific Digital Learning Platforms for each year group to suit their needs
- Regular teacher-pupil interaction both live and recorded
- Live lessons taught via Zoom with a follow-up question and answer time
- Booster groups to support learning
- Dedicated Learning Support as usual via live sessions
- Regular marking, feedback and reporting on progress

Pastoral



- Live Form time sessions to enable pupil and teacher interaction
- Assemblies
- Wellbeing challenges and activities
- Access to our school mentor Kate via Zoom sessions as required
- Charity Initiatives
- Fun, themed days to bring the community "together"
- Mrs Kingsmill Moore's random acts of kindness for the week

The Arts, Sports and Activities



- Afternoon sessions allowing for flexibility of timing of lessons
- Pre-recorded lessons and activities for flexible timing of lessons
- Opportunities to develop further skills and talents

Communication - Keeping in Touch



- Regular communication with class teachers, subject teachers and pupils
- Regular communications between teachers and parents
- Weekly White House Newsletter
- Weekly awards assembly for pupils
- Social Media
- Nightly stories for Lower School and Upper School pupils
- Appointments for Zoom session with Mrs Kingsmill Moore (via Mrs Pennick)
- SLT regular check-ins with pupils

The Structure of a 'Remote Learning' Week

• Work will be set each day as per the timetable provided, the core lessons will be taught in the morning and non-core lessons in the afternoon. The girls are expected to attend 'core lessons' and complete the work. There is no expectation to stick rigidly to the timetable given for non-core lessons.

• Work will be uploaded in advance of the next working day, but pupils **must not** start this work until the allocated day. In the event that a pupil completes the work before the lesson the teacher will not set extra work. The work will be made available by 6pm on Seesaw.

• Upper School core lessons are approximately 50 minutes. There are some exceptions where additional breaks have been included and the last lesson of the morning in Y3 is one hour. If your daughter is finding it difficult to complete the work set in the given time, then please do contact their subject teacher in the first instance.

• The time spent on lower school lessons should be determined by interest, continued focus and should take into account personal circumstances.

• In Upper School there will be two compulsory form sessions held each week through Zoom. This will be on a Tuesday and Thursday morning at 8.30am – 9.00am and further details will be communicated with your daughter by their Form Teacher. The first form session of the term will take place on Thursday 23rd April.

• In Upper School there will be one compulsory tutor session. Each girl will be assigned a tutor and will be in a group of six within their year group. The tutor will contact the girls in their group and make arrangements for the session. Many of these sessions will take place on Wednesday mornings. Mrs Maher will be running several groups so she will not be able to schedule all her sessions on a Wednesday morning; she will contact her groups to arrange these sessions at another mutually convenient time. These sessions will begin week commencing 27th April.

• Lower School form/tutor groups sessions will be with Mr Tucker. The purpose of these will be to have a catch up and identify any concerns. These sessions will begin week commencing 27th April.

• For both Lower and Upper School, assembly will take place on a Monday morning. A member of the Senior Leadership Team will deliver Monday morning assembly. All girls are expected to listen; the details will be sent to the girls via Seesaw the evening before assembly. Due to the fact that we do not return to school until Tuesday, the first assembly will take place on Tuesday 21st April at 8.30am. This will be delivered via Zoom and information for how to log in will be sent via Clarion. The assembly will be for both Upper and Lower School.

• On Fridays, Mrs Kingsmill Moore will deliver an Upper School assembly. The Upper School Friday assembly will be our usual 'Celebration Assembly'. All girls are expected to listen; this will start at 8.30am.

• On Fridays for Lower School assembly, the girls should watch Mr Tucker's story time video and there will be an announcement of the 6 weekly star certificates, birthday wishes and any messages. The girls can access this assembly from 8.50am on Friday morning.

Academics

During these times of remote learning, we want to continue our excellent and engaging curriculum and to provide every possible opportunity, through a virtual school environment, for the girls to enjoy their academic studies and make progress.

We understand that learning from home presents multiple challenges for every family with parents working from home, siblings with differing needs, multiple devices and space.

Whilst we will continue to respond to feedback and adapt the remote learning timetable where necessary, we trust that the timetables outlined below will help to overcome some of these challenges and will allow for helpful patterns to be established at home, fitting in with work and family schedules.

Teachers will set work each day but we do understand the need and importance of flexibility. The girls will receive their work through their online platforms where there will be a mixture of live lessons, pre-recorded video clips, written tasks, internet links, videos and PowerPoints. We believe it is of high importance for our pupils to respond and complete these tasks on a variety of mediums both online and offline.

Lower School Programme Overview (Reception - Year 2)

- Tasks will be sent out via SeeSaw in advance to allow parents time to print off worksheets and resources where necessary.
- Class teachers will provide daily notes/video clips to help clarify the tasks each morning.
- Tasks will be set in accordance with the timetable. Subjects in the morning will focus on core subjects along with RE/PSHE and Humanities.
- Tasks in the afternoon will be set by the specialist subject teachers. These tasks will all be optional and should be selected as and when appropriate. They can be completed at any time and should be viewed as an opportunity to keep girls engaged if family circumstances require this.
- Tasks will be set using SeeSaw and any live lesson elements will use Zoom.
- There will be no set amount of time to complete any task – please be led by your daughter and adjust the time depending on interest, family circumstances and any other issues.
- Short breaks should be taken throughout the day with an additional 30 minutes in the morning and at least an hour at lunchtime. Weather permitting these breaks should be taken outside to give the children the opportunity for fresh air and exercise.

Upper School Programme Overview (Year 3 - Year 6)

- Work will be set each day as per the timetable.
- Pupils will be using SeeSaw, Zoom or Microsoft Teams.
- Lessons will be 50 minutes.
- As per the timetable, compulsory core lessons are in red; non-compulsory lessons are in green.
- **Mathematics, English, science and PSHE will take place in the morning.**
- **Games, PE, the Arts and humanities will take place in the afternoon allowing families to participate and collaborate if they wish to do so.**
- Work will be posted by 6.00pm in the evening in advance, but pupils must not start this work until the allocated day.
- When there is a break between lessons, we want to encourage the girls to spend time away from their screens.
- We understand the need for flexibility and each family's differing needs; please do not hesitate to contact the subject teacher if your child is finding it difficult to complete the work set.
- Assembly videos will take place via Zoom on Monday and Friday mornings at 8.30am.
- Form Time will take place on Zoom on Tuesday and Thursday mornings at 8.30am.
- Smaller tutor groups will take place on Zoom on Wednesday at 8.30am.

Technology Platforms

Our staff will deliver our Remote Learning Curriculum Programme using the following technology platforms:

Microsoft Teams Year 5, Year 6
Seesaw Upper School
Atom Learning Year 4, Year 5, Year 6
Zoom Upper School



Microsoft Teams

Microsoft Teams is a collaboration space for use in both education and business. It is part of the Microsoft Office 365 suite that the students at Glendower have an account for.

Teams is currently made available to Year 5 students only.

As we move forward with remote teaching and learning in maths, I think we need to develop a more interactive interface for working together. I would like to incorporate Microsoft Teams as a system which can initially run alongside Seesaw but eventually supersede it. This will initially be for maths lessons, although we shall also look at integrating Teams in other subjects as well.

You all have an Office 365 account and this is accessed by using your school email and the password you use to log onto the school computer network in the ICT room. Your email address is usually your first name and initial of last name followed by @glendowerprep.org

I would like to run lessons using Teams from Tuesday morning, so it would be very helpful if you could follow the below video to get yourself set up with Teams before then. Click on the link here:

[Getting started in Teams](#)

To access teams, as well as the other Microsoft office tools you are entitled to download onto your devices for free, navigate to <https://office.com> in any web browser. Teams is also available as an app for PC, Mac, iPad, and Android as well as an extension in Chrome.

If you require any help or support with this, please let me know. ludwickj@glendowerprep.org

Seesaw

At Glendower, we use the Seesaw platform to communicate between teachers and students. This includes teachers handing out course materials, setting activities and giving instructions. Students can also use the platform for submitting work, asking questions and responding to activities set.

Seesaw can be accessed on any computer (Mac / PC / Chromebook/ Linux) by visiting: <http://app.seesaw.me> or by downloading the Seesaw app for iOS or Android Devices.

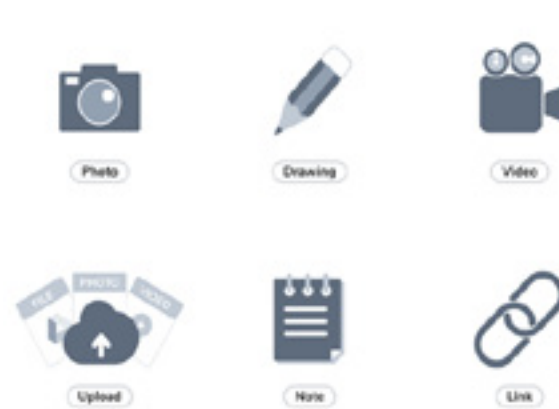
Students log on to Seesaw using their school email addresses and the password supplied to them by their teacher. If at any time you need reminding of these, please let your daughter's form teacher know or ask me ludwickj@glendowerprep.org

Each of your daughter's classes will have its own Seesaw but these are all accessed through the one login. To change classes, click on your name in the top left-hand corner and choose the class you want from the drop-down list.

Seesaw is made up of three main areas: **Journal** - a repository of your daughter's work and where teachers may post items to be looked at; **Activities** – where your daughter's teachers can set activities and tasks to be completed; and **Inbox** - where you may receive messages from your daughter's teachers.



To initiate a piece of work or share something created at home, your daughter can click on the big green bubble with the + sign in it. Here she is able to post items to her journal in the form of PDF, picture and movie from your device by using the upload button. You can also draw a drawing, write a note or even put in a link to a web page you may have found.



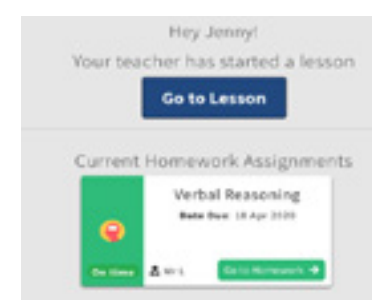
Your daughter is also able to comment on things that have been posted, but these comments will always be moderated by a teacher before they go live on the platform. By default, the system is set that students can only see their own work, although there may be some subjects or classes where it is decided that the ability to see other's work is beneficial.

Atom Learning

Girls in Years 4, 5 and 6 have access to Atom Learning Prime which is Atom's schools-based platform. Many of you will have also subscribed to Atom Nucleus which is their home platform and the two can be linked easily by following the instructions supplied by Atom.

The Atom platform is web based and can be accessed using most web browsers (although I have tended to favour Chrome over Internet Explorer) by navigating to <https://app.atomlearning.co.uk>

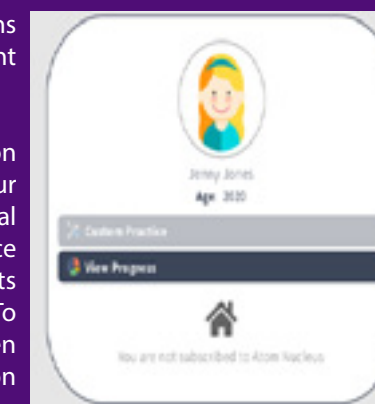
Your daughter will have been allocated a username and password which they should have noted. If this has been mislaid, please do contact me, ludwickj@glendowerprep.org.



When on the school's platform your daughter will have two different types of work set by her teachers: **homework assignments** and **lessons**. Homework assignments consist of set questions which will either have a level of difficulty set by the teacher or by Atom's adaptive algorithm. Homework assignments will be set largely for times when there is no teacher. Lessons will be driven by the teacher - they are made up of an instructional video and practice questions which have to come from the teacher's console, then a set of questions again with either set difficulty or using the adaptive algorithm. Finally, there will be an opportunity to look at answers at the end and review.

It is very important that you allow your daughter to answer Atom questions on her own as assistance will skew the algorithm, making subsequent questions more challenging and requiring even more help.

Once your daughter has completed a question, she will see an explanation which can be used as a learning tool. Again, it is important that your daughter looks at this and I recommend that this is the point of parental intervention. Following each lesson and each homework assignment, once the teacher has closed the task and had a chance to look at transcripts themselves, you will be able to look at the full transcript of the exercise. To view these transcripts, click on view progress on the right-hand side, then on the next page click Atom School in the top left-hand corner. This section also provides statistical analysis of progress.



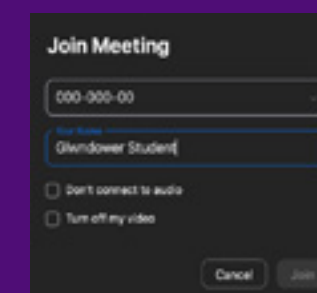
Zoom

Over the upcoming weeks teachers will be using Zoom to conduct class video sessions and lessons. Glendower has an enterprise subscription to Zoom so that there is enhanced security over the free version.

To access the Zoom sessions, your daughter will be supplied a zoom code for that particular session - this is usually a 9-digit number. Zoom meeting codes will be released through either Seesaw or Teams just before the lesson and students are expected to be prompt to meetings, as they would a normal class.

Zoom can be accessed using the web interface at: <https://zoom.us> or by downloading the Zoom app for PC / Mac / iOS / Android. Once connected to Zoom, you should click on Join a Meeting and add the code for the meeting.

When you join a meeting, you will be prompted to join with audio turned on which you should accept. Once in the meeting, you will have the option to turn on video. Before doing so could you please ensure that everything within the video frame is acceptable. Please use your real name as nicknames can become confusing, especially in a lesson of up to 18 other students.



Once in the meeting you will be able to see the following controls at the bottom of the meeting window:



To show video click on the start video button. You will be instructed by your teacher as to how the lesson session will go. Sometimes you may be muted and have to use one of the reaction buttons to "raise a hand." You may also be encouraged to use the chat function to reply in lesson to any questions.

Core Lessons

Core subjects are English, Maths and Science. For the duration of the Remote Learning period, PSHE will also be a core lesson, the rationale behind this is so that we have an opportunity to speak to the girls about any issues or topics that we think are pertinent to the current situation.

The girls should endeavour to attend all core subjects, however we understand that due to location, time differences and technological issues this may not always be possible. Please do keep us informed of your situation.

Non-Core Lessons

The non-core subjects are Sport, the Arts and Humanities which will take place in the afternoon, allowing families to participate and collaborate if they wish to do so. We would encourage the girls to access as many of these subjects as possible to ensure that they are receiving a wide and varied curriculum, however this is a personal and family choice, as we understand that it may not always be possible.

Additional Information

The timetable has been adjusted so that, where possible, core lessons take place in the morning and non-core lessons in the afternoon. We have also given a small break between lessons to allow the girls to go to the loo, have a drink and snack.

The lessons will be taught using a variety of approaches and technology, the approach is dynamic and will change over the coming weeks as we all adapt to changing needs and reviewing best practice.

Additional Support

If your daughter currently has access to one-to-one support via the Learning Support Department, with Mrs Dennis, parents will be contacted directly. Support will be offered through the platform Zoom and will be built into the timetable.

To ensure that we meet Safeguarding guidelines and best practice, some of the sessions will be changed to be small group sessions. In the event that your daughter is still having a one to one session with Mrs Dennis, a member of the Senior Leadership Team will log in to the session to ensure compliance with safeguarding best practice.

Booster sessions in Maths and English will continue, these sessions will start the week commencing Monday 27th April. Parents will be contacted directly by Mrs Dennis with further details.

Future Schools and Year 5 11+ Preparation

Preparations for 11+ in Mathematics, English, Reasoning and Science will continue to run as normal during this period of remote learning. If you have any questions about preparations and how we can support your child further, please contact the Deputy Head Academic, Laura Rodgers (rodgersl@glendowerprep.org).

Whilst continuing with the curriculum, the subject teachers will also provide examination practice as what would be expected at this time of year.

In Year 5 Mathematics, the girls will be using the additional platform of Microsoft Teams to access and submit their work. As well as classwork, the girls will also be set online quizzes and exam papers to apply and demonstrate the week's learning. Atom Learning and Doodle Maths will still be used to enrich and embed various topics.

In English, as well as using Atom Learning and Doodle English, the girls will be following this schedule as a general guide to ensure complete curriculum coverage:

Monday	Weekly Spelling/Vocabulary/SPAG Activities
Tuesday	Exam Skills
Wednesday	Comprehension
Thursday	Creative Work
Friday	Creative Work and Presentation

Reading

Lower School

In the Lower School girls should continue to read each day for between 10 and 20 minutes. Although there is no access to the reading schemes we use in school, there are numerous other ways to access books at home, including free audible downloads (www.audible.co.uk), as well as via Kindle and the Kindle app, which can be downloaded to a phone or tablet. There is also huge benefit to be derived from revisiting favourite books from the bookshelf and reading non-fiction accounts, newspapers and magazines. We will aim to inform parents as more opportunities come on line in the coming weeks.

Upper School

Whether it is reading a book on paper, a Kindle, Audible or on tablet, we want our girls to continue to read for enjoyment as widely and as much as possible during this period. This will only enhance their comprehension, vocabulary, opinion and creative ideas. Reading lists are available through the Parent Portal and Mrs Cadenhead will continue to recommend excellent reading activities and books on SeeSaw.

Additional Resources

We are fortunate to have access to a number of online educational providers. Below is a list of such platforms, which your children may be familiar with and are welcome to access at any time.

Lower School and Upper School	
Literacy	Forest Phonics (Reception)
	BBC Bitesize
	Pobble365
	Literacy Shed
	Comprehension Read Theory (Year 2)
	Vocabulary Ninja
	Primary Resources
Numeracy	Atom Learning
	Atom Learning
	NRICH Maths
	TopMarks Maths Games
	Hit the Button
	Maths Playground
	Khan Academy
Reading	BBC Bitesize Maths
	Audibooks via Audible
	Pie Corbett's Reading Spine Book Suggestions
	General Reading Tasks from Primary Resources
	Astronauts Reading from Space
	BBC 500 Word Competition Stories
	Oxford Owl Free Reading and Audio
General	National Geographic Kids
	The Week Junior Show
	The Kids Should See This - Videos for Curious Minds
	RSPB Nature Activities
	BBC iPlayer: Horrible Histories and Blue Planet
	Twinkl
	World Geography Games
	Virtual Field Trips

Pastoral

We are very aware that these current times could be difficult and unsettling for our girls, and it is therefore crucial that we collectively look out for their mental health and wellbeing. In the absence of physically seeing the pupils each day, it will be important to stay connected. Consequently, we will be providing the following:

Form Time Sessions

In Upper School there will be two compulsory form sessions held each week through Zoom. These will be on a Tuesday and Thursday morning at 8.30am – 9.00am and further details will be communicated with your daughter by their Form Teacher. The first form session of the term will take place on Thursday 23rd April.

Tutor Sessions

All girls will be invited to attend a tutor group session, the purpose of these will be to have a catch-up and identify any concerns.

In Upper School there will be one compulsory tutor session. Each girl will be assigned a tutor and will be in a group of six within their year group. The tutor will contact the girls in their group and make arrangements for the session. The first tutor sessions will take place the week commencing Monday 27th April.

Lower School form/tutor groups sessions will be with Mr Tucker. Mr Tucker will contact the girls with further details. These sessions will begin the week commencing 27th April.

Assemblies

Although girls and staff will be unable to come together as a school, Mrs Kingsmill Moore, Mrs Maher, Miss Rodgers and Mr Tucker will deliver an assembly message on a Monday. It is expected that all pupils will listen to these assemblies. They will be delivered via Zoom for the Upper School and as a recorded message for the Lower School.

Kate Ludlam - School Mentor/Coach

We will continue to use the services of Kate Ludlam. Kate provides 1:1 mentoring sessions for girls dealing with subjects personal to the student, such as self-worth, social and friendship issues, study skills, anxiety management, resilience and achievement and skilling self-mastery. If you feel that your daughter would benefit from a one-to-one session with Kate, please contact Mrs Maher at mahers@glendowerprep.org to discuss further details.

Kate will also be running workshops for Y5 and Y6 during the summer term, as well as delivering an assembly to the girls. Kate will also be delivering a session later in the term to parents about her services and how she supports girls at Glendower. Mrs Maher will provide further details nearer the time.

The House System

We will continue to use our House Reward System. Staff will continue to give recognition for hard work and kindness shown to others. Mrs Kingsmill Moore will continue to recognise ‘random acts of kindness’ using Seesaw. We hope that this sense of community will continue through competitions, activities and the collective acquisition of ‘positives’.

Charity Initiatives and Serving Others

Prioritising a selfless attitude towards others is paramount and we shall be encouraging this as pupils look to serve those in their home, their community and also their world. We have already been using our Glendower kitchen facilities with some of our staff volunteering to help provide food for children and the elderly who are in need in our community, in addition we are also providing food for some NHS workers.



Pastoral Concerns

It is important that pupils and parents know that we are here to support them during our Remote Learning Programme. If you have any pastoral or wellbeing concerns, please do contact your daughter's form teacher or Mr Tucker (Lower School) or Mrs Maher (Upper School). From here, we will be able to use our school resources to ensure that your daughter receives the very best pastoral care, support and guidance.

The Arts, Sports and Activities

During this period of staying at home, we recognize the positive impact and necessity of the arts and sport for happiness and wellbeing.

With an increase in the amount of time spent on screens, it is important that we spend time outside where possible, exercise and engage in activities that promote creativity.

With the flexibility of the remote learning timetable, we want the girls at Glendower to strike a healthy balance with their academic studies and dedicating time each day these optional enriching activities.

In the Lower School, most of the specialist subject teachers will provide tasks and activities which will be optional. It is intended that this are engaged with in the afternoons.

We want to ensure that as a school we continue to provide the same broad and balanced curriculum that we offer in our school setting, but we appreciate that in these challenging times families are finding that there are increasing demands on how they are required to structure their days. Consequently, by making these tasks optional we can hopefully provide a range of activities which can be used as families feel is most useful to support their daughter/s and their learning.

Communication - Keeping in Touch

Communicating with Glendower Staff

- We will continue to have regular interaction between pupils, teachers and subject teachers.
- Staff will endeavour to reply to all emails as soon as possible.
- Important messages to parents will be sent out via Clarion email.
- Communication with pupils will be predominantly via Zoom or Seesaw.

The White House and the School Website

- The White House will be used to share information and news from the preceding week.
- Important information about the week ahead will also be shared in The Whitehouse.
- The parent portal on the school website will be used to store important documents and information sent out to parents.
- The school website calendar will be updated to reflect any events for the Remote Learning Programme.

Events and Activities

Please check the White House and the school calendar on the website for the most up to date information on events. Some events to look forward to may include:

- Charity fund raising initiatives
- Community Events
- Online performances

Social Media

Do follow our social media and website pages for photos and highlights of Glendower's Remote Learning Programme highlights.

- *Twitter* @GlendowerPrep
- *Instagram* @GlendowerPrepSchool

Parent Workshops

Alicia Drummond will be offering a workshop on Parenting during Lockdown on Monday 20th April @ 17.30. Registration is essential.

Code of Conduct

The Learning Environment

- Pick a room in the house that is quiet and free from distractions.
- Arrive to online lessons appropriately dressed in home clothes for the day ahead.
- Your daughter may wish to use headphones to listen to your teacher online to avoid distractions.
- Try to have a neutral backdrop.
- When there is a break in lessons, take time away from the computer screen.

Expectations of Pupils

- Please participate as fully as possible and contribute positively to the online classroom environment.
- Always follow Glendower’s expectations for behaviour and conduct.
- Follow the timetable and endeavor to complete work set by your teachers.
- Communicate with peers, teachers and others using technology in a responsible and respectful manner.
- Do not deliberately browse, download, upload or forward material that could be considered offensive.
- Your form tutor is available if there are any concerns or worries.

Live Lessons and Recorded Lessons

- Pupils should arrive on time to their live lessons- please aim to be there 5 minutes beforehand.
- Pupils should **NOT** record or take photographs of their teachers or peers.
- Lessons should **NOT** be shared publicly.
- Ensure that messages sent on all platforms are appropriate and directed towards learning.
- Please mute or unmute your microphone and video as directed by your teacher.

Expectations of Parents

At Glendower, we want to ensure that both parents and pupils are aware of the expectations surrounding the approach to online learning.

All pupils are expected to have read and understood the expectations and they will have a chance to discuss this in their tutor groups with their form teachers after the Easter break.

We deeply appreciate your continued support for the online learning platform and we ask that parents help to facilitate where possible:

- Provide a quiet workspace that is free from distraction.
- If you have any concerns, please contact **the subject teacher** for subject specific queries.
- Ensure that your child attends the all Live Teaching sessions where possible.

- Minimising parental involvement during sessions. The interactions in sessions should be between the teacher and pupils.
- Encourage your child to work independently as much as possible.
- Discuss the learning outcomes that have been achieved each day. Inform **the subject teacher** if you are experiencing concerns about the progress your child is making.
- Encourage your child to complete all tasks to the best of their ability.
- Remaining patient and flexible as children and teachers adjust to this new way of working.

*****Privacy Notice:** The terms of GDPR state that no information or personal data should be shared with any third party without their explicit consent. You are therefore politely reminded that any recordings or images of teachers or pupils are NOT permitted and may NOT be shared with anyone without their prior consent. Doing this would be deemed a serious breach of GDPR regulations.

Safeguarding

We recognise that our girls may have increased access to the internet, as they spend more time at home and as they access our Remote Learning Curriculum Programme. We would therefore recommend the following guidelines:

- Where possible, please ensure that you have the appropriate settings in place on the devices that your children will be using.
- We will be treating the online environment as part of the school day. Children should be aware of their use of language and ensure that they behave appropriately whilst online.
- Please be vigilant about the sites that your children are visiting. You may need to check their work as well as having a good understanding of the tasks that they are undertaking.
- We ask that parents supervise online sessions in an appropriate manner.
- At the beginning of the session the subject teacher/Form Teacher/Tutor will set out some ground rules for how each session will run.
- If your child is unwell or unavailable at the time of their assigned session, please inform their Form Teacher in advance of the session.
- Ensure that they have adequate breaks from devices. Children will be set a wide variety of tasks by staff to encourage the use of mediums other than electronic devices.
- If you have any queries about the platforms being used, or if you have difficulty accessing a platform, or even a device, then please do contact Mrs Verma at verman@Glendowerprep.org or Mr Ludwick at ludwick@Glendowerprep.org.
- Our school safeguarding policy remains in place, with an addendum given the unprecedented times and the allowances that need to made due to the change in working practices and environment. If you have any concerns of a safeguarding nature then please contact: Mrs Maher as Designated Safeguarding Lead mahers@glendowerprep.org or Mr Tucker tuckerd@glendowerprep.org or Mrs Dennis denniss@glendowerprep.org as Deputy Designated Safeguarding Leads.

General Contact Details

Please be assured that staff are contactable each day during our term times and fully available to support pupils through their Remote Learning Programme.

- Please contact your daughter's class teacher for general questions.
- If there are questions about any work, please contact the subject teacher in the first instance (staff emails take the format surnameinitial@glendowerprep.org).
- If you have general questions about the academic provision, please contact Mr Tucker for the Lower School at tuckerd@glendowerprep.org and Miss Laura Rodgers for the Upper School at rogersl@glendowerprep.org
- If you have general questions about pastoral issues, please contact Mrs Sharon Maher on mahers@glendowerprep.org
- If you have a safeguarding concern, please contact mahers@glendowerprep.org or denniss@glendowerprep.org or tuckerd@glendowerprep.org
- For the Headmistress, Mrs Nina Kingsmill Moore, please contact pennickl@glendowerprep.org in the first instance.
- For administrative queries please contact office@glendowerprep.org
- For bursary queries please contact thawksley@glendowerprep.org or philippa@glendowerprep.org



Remote Learning Curriculum Programme
Summer Term 2020

Glendower Preparatory School
86/87 Queen's Gate
London
SW7 5JX

020 7370 1927

office@glendowerprep.org



www.glendowerprep.org