

Hull Collegiate School

Online Learning

Guidance for Prep School Parents



HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

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A message from the Head of Prep



Dear Parents and Guardians,

Thank you for your support at the start of this academic year. This guide sets out all the information your child will need to continue their learning during this period of National lockdown and has been updated today, 05.01.2021.

To access remote learning pupils should log on using their School email address and associated password. Please follow the sequence of steps in this guide to access all of the areas needed to continue learning at home.

Logging onto the web-based version of Office 365 allows access to Microsoft Teams, the platform that all remote learning is performed on at HCS. Class work and homework can be submitted via The Hub.

Through Teams, pupils can access live lessons taught by their teachers. Through the Hub and Teams pupils can access voice-over PowerPoints created by their teachers and remote tutor group sessions, including form time, as well as assemblies and clubs.

We will do our utmost to support all of our pupils to ensure that their learning and wellbeing are maintained during a period of absence from the School building.

A handwritten signature in cursive script that reads "Antje Kell".

Mrs Antje Kell

Head of Prep, BSc Liverpool, SLE

How to keep in contact with us

Year Group	Email Address
Nursery	tracy.escreet@hullcollegiateschool.co.uk
Reception	mark.dyson@hullcollegiateschool.co.uk janet.maltby@hullcollegiateschool.co.uk
Year 1	hannah.rowley@hullcollegiateschool.co.uk joanne.hamilton@hullcollegiateschool.co.uk
Year 2	heidi.silk@hullcollegiateschool.co.uk harriet.taylor@hullcollegiateschool.co.uk
Year 3	caroline.crossland@hullcollegiateschool.co.uk tracey.malthouse@hullcollegiateschool.co.uk
Year 4	andrew.north@hullcollegiateschool.co.uk andrew.sandilands@hullcollegiateschool.co.uk
Year 5	karen.dent@hullcollegiateschool.co.uk declan.whitfield@hullcollegiateschool.co.uk
Year 6	sarah.stokes@hullcollegiateschool.co.uk sarah.maynard@hullcollegiateschool.co.uk

Foundation Stage Coordinator – Mrs Maltby
Phase lead Pre-prep Year 1 and 2 - Mrs Hamilton
Phase lead Year 3 and 4 - Mr North
Phase lead Year 5 and 6 - Mrs Stokes

All personal, academic and pastoral matters will be communicated to you directly by your child's class

Contacting your teacher

All pupils' communication with teachers should be via their School (@hullcollegiateSchool.co.uk) email address or through Microsoft Teams.

Relevant Primary Contact mailings will be emailed as and when required.

The text message number (07581 992 882) is in operation as normal.



The School Day

	Monday	Tuesday	Wednesday	Thursday	Friday
08:50 - 09:00			Registration		
09:00 - 09:50			Period 1		
09:50 - 10:40			Period 2		
10:40 - 11:00			Break		
11:00 - 11:20	Assembly	Assembly	Assembly	Assembly	Assembly
11:20 - 12:10			Period 3		
12:10 - 13:10			Lunch		
13:15 - 14:05			Period 4		
14:05 - 14:55			Period 5		
14:55 - 15:45			Period 6		

The School timetable is based on a bi-weekly schedule - Week A and Week B.

Pupil absence scenarios - National Lockdown

Scenario 3: COVID-19 Wider School Isolation/ Local lockdown/ National Lockdown resulting in school closures

Reception

Daily welcome and challenge introduction film and task instructions set via the Hub

Daily tasks set across the curriculum areas, including: short films of your teacher, PowerPoints, website links and downloads

Feedback given for work submitted by @HCS_Reception twitter or by direct email to the class teacher

Pre -Prep (Year 1 and 2)

Live Registration via Microsoft TEAMS @08:50 and @13:30

Pupils will follow a daily timetable, all work will be set via the Hub

Daily live English and Maths lessons on TEAMS

All other subjects - A blend of live inputs, voice-over Power points and tasks set via the Hub to be introduced during afternoon registration

Regular assemblies including inter-house activities via Microsoft Teams

Daily story time via Microsoft Teams

STEM and other enrichment activities regularly via Microsoft Teams, where suitable

Prep (Year 3,4,5,6)

From the first day, pupils will follow their daily timetable live, as appropriate, with their timetabled teachers, including registrations and assemblies, delivered via Microsoft Teams at 09:00.

Lesson timings are as follows:

Registration: 8:50; Period 1: 09:00; Period 2: 09:50; Period 3: 11:20; Period 4: 13:20; Period 5: 14:05;

Period 6: 14:55.

Using Microsoft Teams

Here is a short video guide on how to access Teams.



Please note that Safari does not support Teams. We would highly recommend using Chrome as your browser for School related work.



Online Learning

Adopting an Online Learning Strategy detailed in this guide ensures that:

- there is face-to-face interaction between teachers and pupils
- there is greater structure in place for pupils with the ongoing expectation of high quality work being completed; no passive learning
- guidance and support will be available from their class teacher for every lesson
- regular pastoral support from class teachers and form group interaction
- clear expectations of what pupils need to do
- recognition postcards (via email) for excellent work or effort will be sent by teachers

When logging on and accessing Teams, pupils should, for reasons of safeguarding, be appropriately dressed and in a suitable working environment.

Ongoing pastoral support will be available through your child's class teacher and phase lead.

Any technical difficulties should be emailed to: helpdesk@hullcollegiateSchool.co.uk

MUSIC LESSONS

If pupils receive music lessons, online lessons will be arranged directly with them.

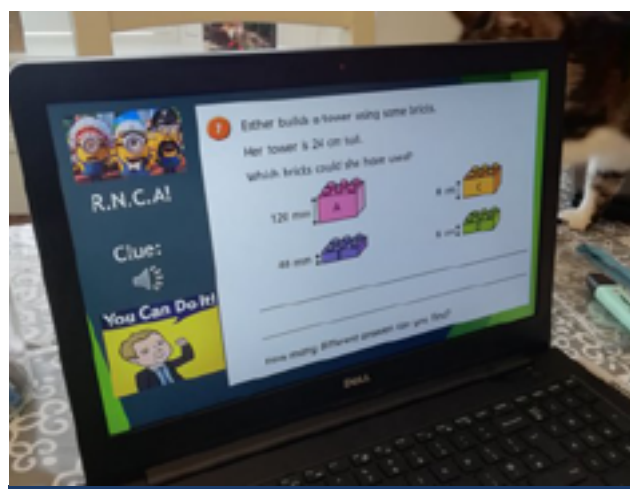
CONTACTING YOUR TEACHER

Teachers will not provide personal mobile numbers or email addresses to pupils or parents.

Expected Online Behaviour

Pupils are expected to behave online as they would in the classroom: politely and sensibly with unconditional respect.

It is vital that all pupils listen carefully to instructions from teachers and to wait for an explanation about the task in hand. It is also important to listen with respect and patience when other pupils express their ideas in lessons, and to use appropriate language at all times.



E-Safety and Safeguarding

We always do our utmost to ensure your child stays safe online, but we ask that you support us in this by being aware of what they are doing online.

If you have any concerns regarding your child's safeguarding, please do not hesitate to contact our School's Designated Safeguarding Lead as below:
sarah.maynard@hullcollegiateschool.co.uk



#HCStogether



HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

MON - FRI: 8.30AM - 5.00PM

(01482) 657016

enquiries@hullcollegiateschool.co.uk

www.hullcollegiateSchool.co.uk

Address:

Hull Collegiate School

Tranby Croft

Anlaby

East Yorkshire

HU10 7EH