

# Hull Collegiate School

Online Learning

Guidance for Senior School Parents



HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

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# A message from our Headmistress



Dear Parents and Guardians,

Following the latest government announcement, we will be providing remote learning for all pupils from Wednesday 6 January, which will continue for as long as the national lockdown continues. A full curriculum with live teaching, as well as pastoral form times, assemblies and extra-curricular activities will be provided. All pupils are now well-versed in learning remotely and I am confident that their learning and progress, whilst different, will continue apace.

This guide sets out all the information your child will need to continue their learning if for any reason they cannot attend School. 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:

1. Can access LIVE lessons taught by their teachers
2. Can access Voice Over PowerPoints created by their teachers
3. Can access remote tutor group sessions, including form time, as well as assemblies
4. Can attend mentoring and support sessions

The following pages outline the expectations for the different scenarios that cause pupil absence so that you are clear as to what is required of pupils on a daily basis whilst learning from home.

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.

Mrs Alex Wilson  
Headmistress BA (Surrey) PGCE (Cantab) MA (London)

## How to keep in contact with us

Year Group	Email Address
Year 7	<a href="mailto:andrea.asbury@hullcollegiateschool.co.uk">andrea.asbury@hullcollegiateschool.co.uk</a>
Year 8	<a href="mailto:fiona.wells@hullcollegiateschool.co.uk">fiona.wells@hullcollegiateschool.co.uk</a>
Year 9	<a href="mailto:fraser.henderson@hullcollegiateschool.co.uk">fraser.henderson@hullcollegiateschool.co.uk</a>
Year 10	<a href="mailto:nicola.lough@hullcollegiateschool.co.uk">nicola.lough@hullcollegiateschool.co.uk</a>
Pre-Sixth and Sixth Form	<a href="mailto:annabel.robinson@hullcollegiateschool.co.uk">annabel.robinson@hullcollegiateschool.co.uk</a> <a href="mailto:james.windeatt@hullcollegiateschool.co.uk">james.windeatt@hullcollegiateschool.co.uk</a>
Assistant Head (Pastoral)	<a href="mailto:katherine.bloomfield@hullcollegiateschool.co.uk">katherine.bloomfield@hullcollegiateschool.co.uk</a>
Technical Help	<a href="mailto:helpdesk@hullcollegiateschool.co.uk">helpdesk@hullcollegiateschool.co.uk</a>

All personal, academic and pastoral matters will be communicated to you directly by your child's Head of Year or the relevant member of staff.

### 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	Form Time	Form Time	Assembly	Form Time	Assembly
11:00 - 11:20			Break		
11:20 - 12:10			Period 3		
12:10 - 13:00			Period 4		
13:00 - 14:10			Lunch		
14:10 - 14:20			Registration		
14:20 - 15:10			Period 5		
15:10 - 16:00			Period 6		

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

# Pupil absence scenarios - Individual

When contacting School about your child's absence, please indicate whether your child is 'AA' or 'AU':

- AA = Absent and Able to join live Teams lessons
- AU = Absent and Unable to join live Teams lessons.

We appreciate that pupils might be unable to join Teams lessons for a variety of reasons (illness, tests, appointments etc.) and we trust parents/guardians to inform the School accordingly.

Below sets out the expectations of pupils should your child be expected to work from home.

## Scenario 1: COVID-19 Individual Isolating Pupils

On Day 1 of isolation, please contact School to inform us of your child's absence (see above).

From Day 1:

- Access Teams, and find your class Team as per your timetable
- Attend all LIVE lessons following your normal timetable. Follow the instructions set by your teachers in Teams and on The Hub
- Submit all class work and homework through The Hub. Pupils are expected to complete all homework set on The Hub where applicable
- Attend form time and assemblies from your Year Group Team
- Pastoral Welfare calls will begin twice a week.

## Scenario 2: Other Medical/Injury Absence

On Day 1 of isolation, please contact School to inform us of your child's absence (see above).

From Day 1:

- Access Teams, go to your Year Group portal for registration at 8:50am
- Attend all LIVE lessons following your normal timetable. Follow the instructions set by your teachers in Teams and on The Hub
- Submit all classwork and homework through The Hub. Pupil are expected to complete all homework set on The Hub where applicable
- Attend form time and assemblies from your Year Group portal on Teams.

# Pupil absence scenarios - Group Isolation

The School will assume that pupils will be Absent and Able (AA) unless we are told otherwise.

Pre-prepared communications will be sent out in the event of scenario 3 or 4.

Below sets out the expectations of pupils should your child be expected to work from home.

## Scenario 3: COVID-19 Year Group Isolation

From Day 1:

- Access Teams, go to your Year Group portal for registration at 8:50am
- Attend all LIVE lessons following your normal timetable. Follow the instructions set by your teachers in Teams and on The Hub
- Submit all classwork and homework through The Hub. Pupil are expected to complete all homework set on The Hub where applicable
- Attend form time and assemblies from your Year Group portal on Teams
- Pupil welfare will be monitored by teachers and tutors.

## Scenario 4: COVID-19 Wider School Isolation

From Day 1:

- Attend all LIVE lessons following your normal timetable. Follow the instructions set by your teachers in Teams and on The Hub
- Submit all classwork through The Hub.
- Attend form time on Tuesday and Thursday and assemblies on Friday from your Year Group portal on Teams
- Tutors will call home individually every 2 weeks; Heads of Year will also call home periodically
- Pupil welfare will be monitored by teachers and tutors.

# Using Microsoft Teams

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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

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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 tutors and tutor group interaction
- clear expectations of what pupils need to do
- recognition postcards (via email) for excellent work or effort will be sent by teachers
- notifications (via The Hub) will be applied for non-attendance or non-completion of work (parents will also be informed if this becomes an ongoing issue).

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 the Heads of Year and Mrs Bloomfield; their contact information can be found on the [How to keep in contact with us](#) page.

Any technical difficulties should be emailed to: [helpdesk@hullcollegiateSchool.co.uk](mailto:helpdesk@hullcollegiateSchool.co.uk)

## MUSIC LESSONS

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

## CONTACTING YOUR TEACHER

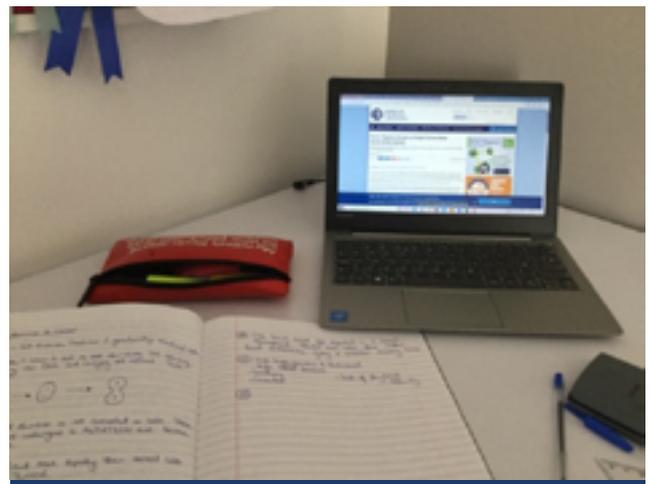
Teachers will not provide personal mobile numbers or email addresses to pupils or parents.

## 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.

When pupils join Teams, they need to ensure that their video and audio is turned off and only activated when the teacher requests them to do so (relative to Senior School pupils only).



## 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.

We understand that you cannot be expected to sit with them throughout the day due to your own work commitments, but we advise that you, when possible, take time to discuss their online learning and activities.

If you have any concerns regarding your child's safeguarding, please do not hesitate to contact our School's Designated Safeguarding Lead as below: [katherine.bloomfield@hullcollegiateSchool.co.uk](mailto:katherine.bloomfield@hullcollegiateSchool.co.uk)



# #HCStogether



## HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

MON - FRI: 8.30AM - 5.00PM

(01482) 657016

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[www.hullcollegiateSchool.co.uk](http://www.hullcollegiateSchool.co.uk)

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