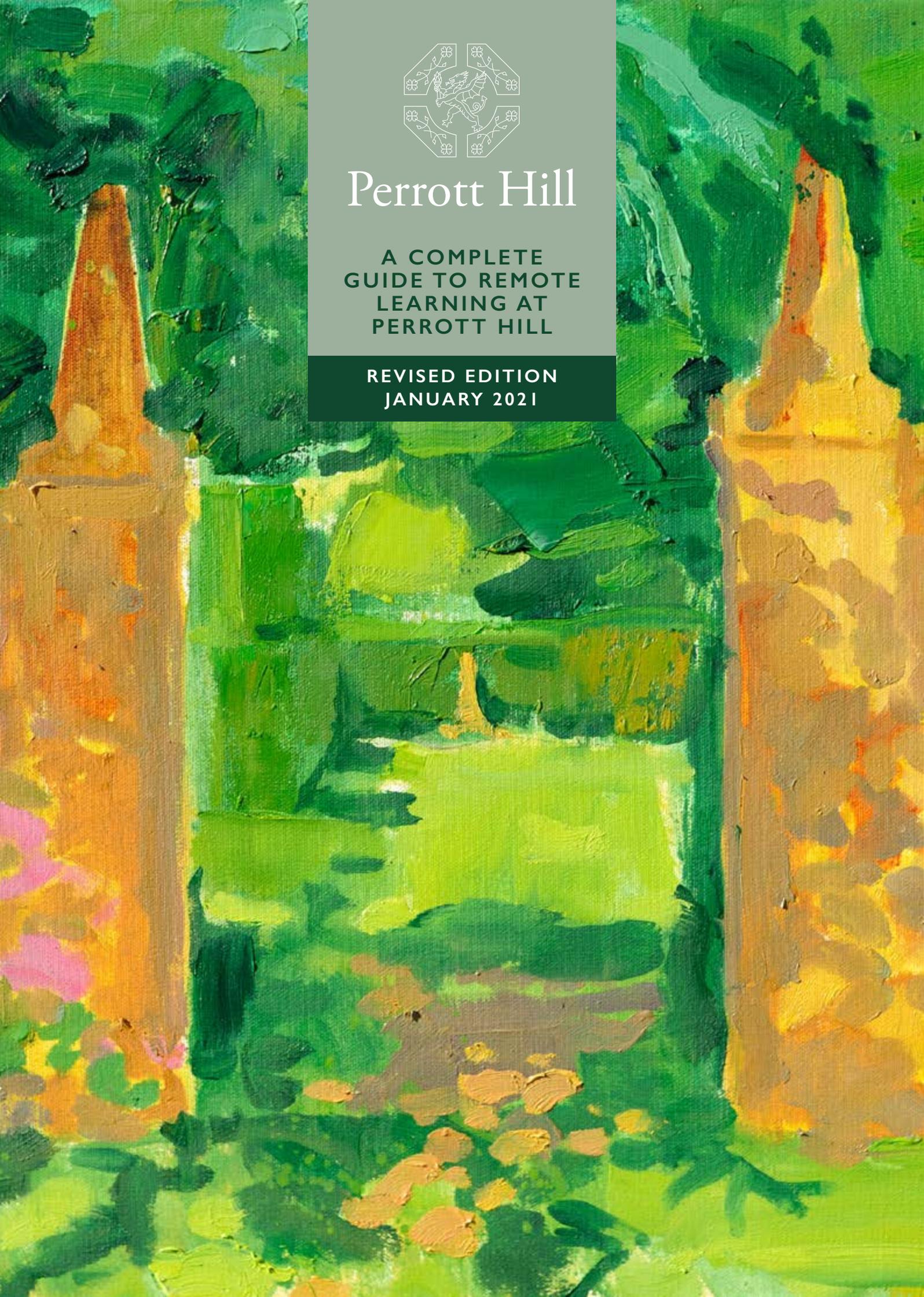


# Perrott Hill

A COMPLETE  
GUIDE TO REMOTE  
LEARNING AT  
PERROTT HILL

REVISED EDITION  
JANUARY 2021





# From the Headmaster

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The start of any new year brings its own set of challenges and goals and this, of course, is a new year like no other. The life skills we aim to equip our children with during the course of their education at Perrott Hill – skills such as resilience, perseverance and independence – are needed much sooner than planned (and by staff and parents, too!).

Those of you who were at Perrott Hill for our original remote learning programme last summer will know that we adapted quickly to the new way of learning and we all learnt much along the way. I am pleased to say that our revised approach includes an increased focus on live lessons and interaction. For those families joining the remote learning programme for the first time – and especially to those families new to the school this term, to which we extend a very warm welcome - I hope this guide will answer any questions you might have. All the staff at Perrott Hill are here to help you and your child(ren) navigate their way through this period and there is no question too small so please don't hesitate to get in touch.

As a refresher, I have included on this page a series of 'How To' videos produced by Mr Andrews as an introduction to Microsoft Teams. I hope you will find these as helpful as I did. As ever, please remember that we are only ever an email or phone call away and we are here to help each and every child get the most out of remote learning. I am confident that, in true Perrott spirit, we will all pull together to provide an excellent virtual school experience once again and that our pupils will gain valuable life skills in the process.

With very best wishes,

A handwritten signature in black ink, which appears to read "A. McCullough".

Alex McCullough

## *How to use Microsoft Teams*

Mr Andrews has put together a series of simple 'How to' guides for parents and pupils. Just click on the links below:

[An introduction to Teams](#)

[How to submit assignments](#)



# The Perrott Hill Plan for Remote Learning

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## *How Lessons Will Work*

The majority of academic subjects (English, maths, science, history, geography, French and Latin) will run as live and interactive lessons, with the teacher explaining the work, staying online for the duration of the lesson and ending with a live plenary. These lessons will also be recorded for those pupils who are unable to attend at the 'live' time. Some non-academic lessons will also run as live/interactive lessons; the remainder will be pre-recorded and with weekly set work as before. Mr Shortman will continue to oversee the provision of remote instrumental and performance arts lessons for pupils. Pre-Prep will be operating in a slightly amended format; please see the Pre-Prep section on the next page for further information.

## *When Lessons Will Take Place*

The school week will run from 0820-1745, Monday to Friday, with no Saturday school or exeat weekends. Teachers will be available to help pupils and parents during these times and lessons will end at 1610 (1600 for Pre-Prep). Pupils should follow their usual timetable, with Saturday morning lessons for pupils in Years 5-8 taking place on Wednesday afternoons instead; Form Tutors will provide an updated timetable for this on Monday. The week will start with the Headmaster's Assembly at 0840 and lessons will start at 0900 (except for on a Wednesday when they start at 0820).

## *How Work is Set*

Work will be set through 'Assignments', so that it is easy to see what has and hasn't been completed on any given week. In general, the increased focus on live lessons will reduce the number of assignments being set, as pupils will complete their work during their lesson. Non-academic subject work should be submitted via 'Assignments' as before. Workload will be monitored by teaching staff, who will take into account individual circumstances so do please keep in touch and let us know if your child is having difficulties.

## *Live Tutor Time*

There will be Live Tutorials from 0820-0840 each day, except for Wednesday when lessons start at 0820. During these sessions, Form Tutors will make sure pupils are prepared for the day and that they understand what they are doing. Parents can contact Form Tutors via email or via Teams if they have any particular issues or concerns.

## *Pre-Prep*

Pre-Prep children will follow a similar programme of remote learning to the Prep and in Reception, Years 1 and 2 there will be a sensible balance of live and pre-recorded lessons. Children will follow their usual timetable where possible, starting with a Live Tutorial each day at 0900 and a Head of Pre-Prep Assembly every Monday. The school day will finish at 1600 (with no after school activities), although staff will be available to help with queries during normal school opening hours (0820-1745 Monday to Friday).

## **What Your Child Will Need**

Ideally, all children will have their own device so that they can access Microsoft Teams. We request that all children have their usual pencil case and some plain and lined paper with them for all lessons, in case they need to make notes or work something out. Any work that requires a printer will be made available as an editable Word document where possible; where this is not possible, pupils without access to a printer are able to complete their work on a separate sheet of paper and take a photograph of it for submission.

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## **Differentiated Work**

Please note that work will be differentiated as it is in class, and those requiring extension work will receive it as usual so please do not assume that all the children are completing the same work. If your child needs further breadth, please see the 'Websites' section on page 7.

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## **International Pupils**

International pupils will be contacted by Head of EAL, Mrs Grieve, as part of their remote learning plan and will be fully supported by teaching staff and Mrs Grieve.



## *Enrichment*

A Perrott Hill education is about more than just academics and, as such, we would be delighted to hear about and celebrate any extra-curricular work pupils take part in or create during this period. This could be anything from short story writing to an artist study based on a tour of a virtual art gallery – or the simple pleasures of gardening, helping their parents or learning a new skill. We want to hear about it all! Interaction, enrichment and engagement is even more crucial in the virtual environment and staff will be awarding commendations to pupils for any innovative projects and outstanding extra-curricular work.

## *Accelerated Reader (AR) Scheme*

We would especially like to encourage pupils to complete AR quizzes on the books they are reading while at home and will be celebrating any new word millionaires and other achievements in the usual way. The AR Scheme can be accessed via Teams and is found in Pupil Resources.

## *Recommended Websites*

To aid enrichment, we have updated our list of recommended websites on Teams for pupils to access if they wish to extend their learning. This is particularly helpful for those pupils with a keen passion or interest they'd like to explore further. The list includes everything from BBC Bitesize and BBC Sounds to mindfulness sessions and some incredible museums, art galleries and zoos you can explore at home.

## **How do I contact my child's Form Tutor?**

You can contact your child's Form Tutor via email as you normally would, or you use the chat function on Teams. If you would prefer to speak to your child's Form Tutor, you can make an arrangement to speak with them.

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## **What do I do if my child is ill?**

Please email your child's Form Tutor and they will let staff know.

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## **What if I'm having trouble using Teams?**

Mr Andrews is available during normal school hours (0820-1745, Monday to Friday) to assist those pupils or parents having trouble with using Teams. He can be contacted via email on [landrews@perrotthill.com](mailto:landrews@perrotthill.com). He has also made some 'How to' video guides for pupils and parents, which can be found here:

[An introduction to Teams](#)

[How to submit assignments](#)

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## **Additional Support**

Teaching staff will be available via email or via the live chat function on Teams during usual school hours (0820-1745 Monday to Friday), for those children or parents requiring further support.



## *Mental Wellbeing*

With remote learning comes an inevitable increase in screen time and a decrease in social interaction, so looking after our pupils' mental health and wellbeing is especially important over the coming weeks. Last term we proudly supported YoungMinds, a brilliant charity dedicated to the health and mental wellbeing of young people; their website [www.youngminds.org.uk](http://www.youngminds.org.uk) - has a breadth of information for those who may be struggling including interactive quizzes and a helpline for parents. We also recommend the Charlie Waller Trust which can be found at [www.charliewaller.org](http://www.charliewaller.org); the website has online training sessions and resources to support mental health during the pandemic. If parents are concerned about their child's mental wellbeing, they should refer to their child's Form Tutor in the first instance who can arrange further support from Surgery as needed.

### *Provision for Vulnerable and Critical Worker Children*

In accordance with government guidelines, we remain open for vulnerable and critical worker children, with on-site children following the same programme of learning as those at home. Please note the following key points:

Drop off is between 0800-0820 in Top Car Park for Prep children and between 0820-0840 in Front Car Park for Pre-Prep children. Tick off will be at 1610 in Top Car Park for Prep children and 1600 in Front Car Park for Pre-Prep children. Any parents with children across both Prep and Pre-Prep can collect at 1610.

Children are asked to wear their school uniform and bring with them their trainers, football boots if they have them, wellies, boiler suit, school coat, hat, scarf and gloves. In addition to this, Pre-Prep children are asked to bring their PE kit.

Prep children should bring in their pencil case, reading book, remote learning device and headphones, ensuring all equipment is named.

A hot meal will be provided at lunchtime (including a vegetarian option), along with water and snacks at morning break.

Please note, there are no school buses running this term and there are no after school activities taking place.

## TIPS FROM TEACHERS

"Look after yourself by taking regular breaks - a change of scenery, some fresh air and a drink will help to keep you motivated. We are here to support you and your family so if you find that you are struggling in any way please get in touch."

**Mr Silk**

"Help yourself by getting all your equipment ready before the day begins and making your work area suitable and distraction free. Make sure you read any instructions carefully. Don't panic or get upset if you can't access or understand something - we, your teachers, are here to help."

**Mr Finch**

"Look out for your class timetable which will be posted on the Teams class page. We will be giving live inputs for English and Maths and be available throughout the lessons. There will be plenty of time for breaks between lessons so make sure you drink lots of water to keep your brains active!"

**Ms Williams**



# Guidelines for Remote Learning

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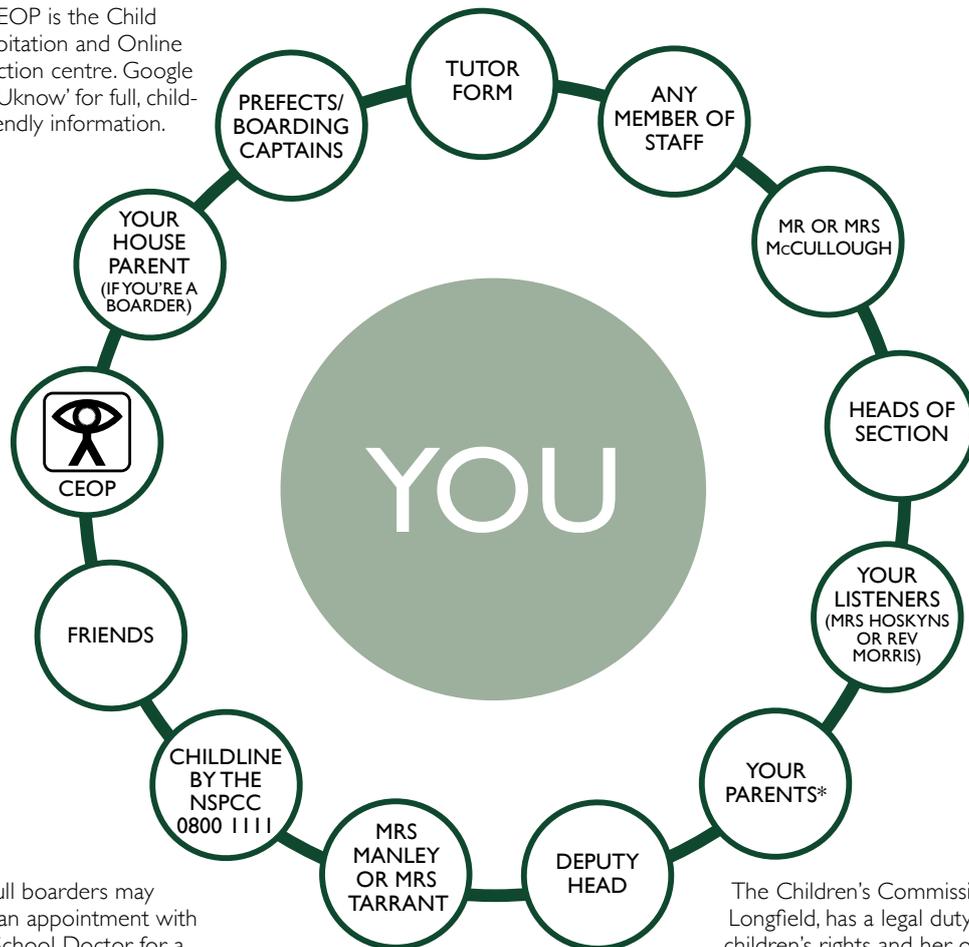
## *Safeguarding Information*

All online activities will be conducted to the same standards of effort and behaviour that is expected in the classroom at Perrott Hill. If any pupil feels uncomfortable or feels that anything inappropriate has happened in the virtual environment, we would be grateful if you could contact the Designated Safeguarding Lead (DSL), Mr Silk, on [wsilk@perrotthill.com](mailto:wsilk@perrotthill.com) with your concerns.

## *The Perrott Hill Circle of Care*

At Perrott Hill we provide a Circle of Care for children in order to safeguard their welfare. This care exists 24 hours a day and will continue in the remote learning environment. All children are made aware that there is always somebody they can talk to in times of trouble. By maintaining close communication in our Circle of Care we can detect and act upon any worrying behaviour from individuals or groups.

CEOP is the Child Exploitation and Online Protection centre. Google 'ThinkUknow' for full, child-friendly information.



Full boarders may make an appointment with the School Doctor for a Wednesday at 0830 if they would like.

The Children's Commissioner, Anne Longfield, has a legal duty to protect children's rights and her office can be contacted on 020 7783 8330.

\*Remember, this is something to do after talking to a member of staff, if it's during the school day.

## *Remote Learning Rules for Pupils*

We will be asking all pupils to read these rules and agree to them on the first day of term, so would be grateful if parents could read them with their children in advance.

1. Pupils are expected to behave online as they would in a class;
2. Pupils should communicate with teachers with the same level of formality and respect as they would in school; high levels of literacy are a key component of a Perrott Hill education and this is not confined to an exercise book. This is especially important when taking part in live-typed chats with teachers;
3. Pupils should be polite and courteous at all times when using the 'chat' function with their friends on Microsoft Teams, and should be aware that teaching staff have access to these messages;
4. Pupils should not take part in any 'live' lesson or chat from their bedroom. Please use the dining room, kitchen, study or any other appropriate room;
5. Pupils should not have a mobile phone with them while taking part in a lesson;
6. Pupils are not permitted to take photos or screenshots at any point during live chats or lessons;
7. All work uploaded to Teams should be the pupil's own work and submitted via the Assignments section;
8. Pupils should not eat or drink during a lesson;
9. Pupils should not seek to disrupt or distract either their own learning or those of others with inappropriate use of the digital tools;
10. Be kind and try hard.

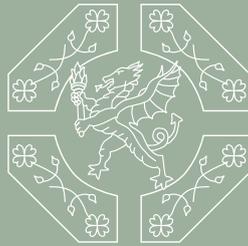
## *Remote Learning Guidance for Parents*

Parents can play a vital role in supporting their children during this period. We would appreciate it if you could read these guidelines in advance of the term starting next week.

1. Keep in regular contact with your child's Form Tutor;
2. Get to know your child's timetable, and check which lessons they have and when;
3. Ensure your child has all the appropriate materials for constructive learning: pens, paper, fully-charged laptop, reliable wifi connection, calculator, textbooks, and so on;
4. Be mindful of their learning environment; ideally your child's work should be completed in a place where interruption and distraction is kept to a minimum, such as a dining room or study. A bedroom is not appropriate;
5. Parents are advised to stay in sight or sound of their child/ren during remote learning;
6. Check that work being set by teachers is being submitted and that deadlines are being met;
7. Keep asking questions of your child: this is new for all of us, so get suggestions from them about how it could be improved, and feed this back to your child's tutor;
8. Encourage your child to take regular breaks to drink water, eat healthily and get some exercise, just as they would do at Perrott;
9. None of us will get everything right this term and we appreciate the enormous strain all parents are under. Don't put too much pressure on yourself! If you need help, we are here.

### *And Finally...*

Please do not hesitate to get in touch with your child's Form Tutor if you or your child are experiencing any difficulties. All members of staff are here to help pupils and parents through this period of remote learning, which we all know is far from easy. We will do everything we can to support your children.



# Perrott Hill

*Time and space for a full education*

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