

Godstowe



Virtual School

Phase I

Monday 23rd March - Tuesday 24th March

Following the Government's decision to close schools from Friday we are writing to you to outline the procedures the school will put in place to facilitate the continuation of your daughter's education during Godstowe term time:

Monday 23rd - Tuesday 24th March
Thursday 23rd April - Friday 22nd May
Monday 1st June - Tuesday 7th July

Lodge

If your child is in Lodge you will receive communications via email from your child's form tutor or Mrs Gillett. Parents will receive Literacy and Numeracy work every day along with weekly humanities and creative tasks. Given the age of the children we understand the burden placed on parents and thank you for your support in helping to deliver this material to your children.

Main School

In Main School all lessons will be delivered using Google Classroom and the planned curriculum will be adhered to. Following a very successful trial of remote learning earlier this week we believe that we have done our best to prepare for this contingency. Inevitably as we turn our theoretical preparations into practice, there will be some teething problems which we will endeavour to resolve as quickly as possible. We are very keen to receive feedback from both you and your daughter about what is working well and what is not, please contact me on asellers@igodstowe.org. Tutors will be in regular contact with girls to see how they are getting on and to provide personalised support as necessary. If you have any specific concerns about academic subjects please contact me on the email address above.

Academic Provision

Our online provision will centre on academic subjects but we believe that a Godstowe education is much broader than this and we will therefore endeavour to provide a framework for the week encompassing pastoral, social and co-curricular subject matter. The key points for pupils to take on board are as follows:

- The structure of the timetabled day will be maintained from Monday to Friday during term-time to retain an important sense of routine. For overseas pupils, who may be operating on different time-zones, the sequence of the school day should be preserved as far as possible, but we would anticipate this occurring within sensible working hours.

- Tasks will be set for each forty minute lesson a pupil would ordinarily have on a given day. They should move on to their next lesson after forty minutes rather than continuing with unfinished work.
- If your daughter has difficulty in understanding the instructions or the work please ask her to contact her teacher via a private message on Google Classroom. Please note that staff should only be contacted during normal school hours and not in the evening although this rule will not apply to those children operating in a different time zone.
- Staff will set tasks in line with our normal timetable, however, some subject teachers may set tasks for a whole week but will clearly outline what is expected in each lesson. The subject teacher will check-in with their teaching group to ensure that children understand what is expected of them.
- The submission of work for marking and the provision of feedback will happen as normal except that work will be submitted online by submitting it through Google Classroom. Pupils may be asked to submit work by photographing or scanning their work and uploading it onto Google Classroom. Pupils are asked to follow their teachers' instructions carefully in this regard.
- Pupils involved in Learning Support at school will be contacted directly by their Learning Support teacher.

The majority of pupils have taken their exercise and textbooks home with them. If a pupil does not have their exercise books at home it would be helpful for parents to provide a lined workbook for each subject to enable pupils to collate work from each subject in one place. A4 files and lined paper would also be acceptable. Teachers will ensure that all girls have access to textbook pages should their online lesson require this by uploading an electronic copy of the relevant pages.

Structure Of The Day - Establishing Routines

Every morning at 8:30 am the school will deliver a Morning Message containing our *Theme For The Week*. This message will follow the lines of our morning assemblies and tutor times and will endeavour to set the agenda for the day and give advice to pupils. Important messages from staff will also be delivered at this time.

After this initial session we will expect girls to follow their normal timetable for the day, however, we understand that families will have other commitments which may require flexibility. We suggest the following as an outline:

8:45 Log on and join the Godstowe community for the Morning Message and daily updates

9:00 - 9:30 Live workout with Joe Wicks [Click here to join the Live Workout](#)

Lessons 1 & 2

Break

Lessons 3 & 4 (Lower School)

Lessons 3, 4 & 5 (Upper School)

Lunch

Lessons 6, 7 & 8 (Lower School)

Lessons 7 & 8 (Upper School)

Lessons are normally 40 minutes long usually comprising explanation, discussion, questioning, written tasks etc. In a virtual learning environment it will be very difficult for the pupils if teachers set 40 minutes of tasks for every period within the day. Please bear with us as we develop a balance that allows our pupils to continue their learning without becoming overwhelmed by the quantity of work they are being asked to complete. We are aiming to challenge them, but not to overburden them. Please email Mrs Sellers asellers@igodstowe.org or Mr Whitworth cwhitworth@igodstowe.org should you have any concerns as to the quantity of work your child is receiving.

In order to maximise learning it is important that girls have regular breaks in between lessons and we would encourage you to allow your children to have as much fresh air as possible.

How You Can Support Your Child

Most children have been using Google Classroom at school for some time and are familiar with how to access and submit work.

- Google Classroom - all work will be issued on this platform including video content. Your daughter can access Google Classroom by entering her school email address (eg. 12asel@igodstowe.org) and her school password. Every new assignment generates an email so it is very important that you help your daughter disable this function:
 - In one of your daughter's classes select the **three horizontal lines** in the top left hand corner of the screen
 - Scroll down to the bottom and select the **Settings** button
 - Select the **Disable emails** button
 - This will disable emails for all classes
- Timetables - to access your child's personal timetable please follow this link: [Main School Timetables](#) which will take you to the school website Parent Portal. Login information for the Parent Portal:
 - Login: parents@godstowe.org
 - Password: Shrubbery-2016
- Email - individual and group emails have been set up and will be used when necessary to communicate with pupils during the remote learning period. It is important that pupils are checking this regularly. It would be very helpful if parents could help their daughters check and organise their emails so that they can pick up messages in a logical manner.
- Should the remote learning period move into an extended phase, it is possible that the school will choose to introduce new and different systems to maintain freshness and a sense of diversity in the learning landscape. If this happens, detailed instructions will be emailed to pupils and parents.

You can support your child by ensuring that they have a defined place to work at home. This could be a quiet corner where they have secure internet access and where their learning resources are available to them. Gently encouraging them not to become too distracted by activities which would not be consistent with the learning environment. We advise that, where possible, pupils should work in a public area rather than in their bedrooms. We are mindful that there may be other children undertaking online lessons and adults working from home so this may not always be possible.

The room should preferably be free from distractions and the rest of the family should be aware that a lesson is taking place and to avoid loud interruptions.

Pupils should be dressed appropriately for a day of work and standard classroom behaviour is expected from all pupils. In particular, content may only be shared that is appropriate and directly related to the subject.

Please remove any electronic device from your daughter during the 'working day'. They would not have access to their mobile phones if they were at school and the temptation to regularly check them is likely to be enhanced during this period of remote learning.

Pupils should be aware that when using Google Classroom and other applications provided by the School, the lessons and their content are recorded and individual use can be monitored and logged.

Pupils must ensure that any communication with other pupils and staff using school-provided technology is responsible and sensible. Pupils must use email or comment within Google Classroom to communicate with their teachers and to ask questions if they do not understand.

Pupils should follow their normal timetable although some teachers may set extended project work if they deem it necessary and appropriate.

Pupils must not deliberately browse, download, upload or forward material that could be considered offensive or illegal.

Pupils must adhere to the school's ICT Acceptable Use Policy at all times.

This guidance document is supported by the school's Safeguarding Policy.

If you have any concerns about the behaviour or conduct of a member of staff, please contact Mrs Kenyon on ikenyon@igodstowe.org.

If you have any concerns about technology please contact ICTHelp@igodstowe.org.

Reading and Accelerated Reader

Reading is likely to be an activity that everyone has more time for over the coming weeks. We would like girls to continue to read every day and hope that families will take the opportunity to share books together.

As part of our contract with Renaissance Learning, suppliers of Accelerated Reader, we have an agreement not to allow girls to take quizzes outside school. This is because consistent supervision is necessary in order to ensure that our data, and therefore the girls' reading levels, are as accurate as possible. However in these special circumstances we have temporarily suspended these rules and will allow quizzing at home.

Girls can access their Accelerated Reader account as they would in school, through the Godstowe Bookmarks tab when they have signed into Google Chrome. Alternatively you can save this link as a favourite: [Renaissance Learning](#). In order to follow the the AR guidelines as closely as possible we request the following:

- Pupils should only take a quiz on books as they finish them
- Attempting quizzes on books that were read more than a week or two ago are likely to result in poorer quiz scores
- Quizzes should be taken without referring to the book
- It is a good idea to glance back over the book before logging in, but not during the quiz
- Quizzes should be done without help

If parents/carers wish to support their child, they can do so in the following ways:

- Ask your child to read the question aloud
- Reword questions for your child, if necessary
- Ask you child which answers are **not** correct

Please record books read and quiz scores in the school diary as usual, so that any rewards can be claimed on returning to school.

We realise that most people will not be aware of the AR levels of the books on home bookshelves or in public libraries, and we appreciate that this may mean that girls take quizzes on books that are outside their normal reading range. If you would like to check the levels of your books or get suggestions for titles in the right range, please go to www.arbookfind.co.uk. Public libraries across the country lend ebooks free of charge - see the [Bucks County Council Libraries](#) page for more information.

Pastoral Support

Tutors will communicate with their tutees at least once a week and are the first point of contact should parents have any academic or pastoral concerns. Tutors will ensure that an appropriate amount of academic work is being set and completed. If your daughter is ill during the period of remote learning please contact her tutor so that provision can be made for submitting work late.

Our pastoral team, Mrs Rycroft, Mrs Reynolds and Mrs Kenyon, will be available should your daughter require pastoral support during this time.

Our Boarding Staff will maintain contact with members of their House on a weekly basis and will be responsible for maintaining the house community remotely. Parents may contact Housemistresses/Houseparents by email. Our independent listeners are available through the usual channels.

Given the temporary shift to virtual school arrangements, it is important that pupils remain connected with friends, try to follow school routines as far as possible and build in outdoor physical activity into each day, if possible. It will also be a great opportunity to undertake creative activities within families.

We encourage pupils to engage, under the supervision of an adult as far as possible, with your local community especially those who are self-isolating or who find it difficult to access support. This is a time for communities to come together and support each other.

Mental Health And Wellbeing Links

Links For Parents (not necessarily suitable for children)

You will find up-to-date advice and information on websites such as Mind and Young Minds which is specifically aimed at young people should your child be worried about COVID-19. These websites also have information about the importance of staying healthy, eating well, staying hydrated and hand washing:

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing>

<https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus>

<https://parentzone.org.uk/membership>

Other sources of advice:

<https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>

<https://childmind.org/coping-during-covid-19-resources-for-parents/>

Useful school email address links:

cwhitworth@igodstowe.org - Deputy Head Academic and Organisation

ikenyon@igodstowe.org - Deputy Head Pastoral

asellers@igodstowe.org - Director of Learning & Teaching

freynolds@igodstowe.org - Director of Upper School & Senior School Liaison

rrycroft@igodstowe.org - Head of Lower School

cgillett@igodstowe.org - Head of Lodge

headofboarding@igodstowe.org - Head of Boarding

turner@igodstowe.org - Turner House

walker@igodstowe.org - Walker House

highlands@igodstowe.org - Highlands House

Charles Whitworth and Anna Sellers
20th March 2020