

Godstowe



Virtual School

Phase 2

Wednesday 22nd April- Introductory and Welcome Day
Thursday 23rd April - Friday 22nd May

Term Dates for the Virtual School are as follows:

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

Lodge

Lodge will be following the timetables that are outlined in the *Timetables* link, which are similar to the ones they would follow at school, covering all of their curriculum. Parents will receive an email the evening before, outlining the various activities and tasks for the next day. There will be attachments to various worksheets, PowerPoints and audio clips. Work can be submitted by email so that staff can provide feedback. Nursery and Beginners will be using [classdojo.com](https://www.classdojo.com) to share work and give feedback. Kindergarten and Transition will be using Google Meet to meet with their classes at the start and end of the day. Further details can be found in the letters to parents for each year group.

Nursery

We have thought very hard about how best to bring Nursery life and learning to you virtually and in a way that is fun and engaging, whilst being mindful of the children's emotions around such a new experience, and have made the following decisions:

Class Dojo- We have decided to use an online learning tool called Class Dojo to deliver our learning experiences to Nursery. During the week commencing 20th April, all parents will be sent details of how to log in to their child's new Class Dojo account and how to access the work and activities we will be putting on there.

Class Dojo has two main areas, a 'class story' where we can upload video clips, comments and links for everyone to see within our class and a 'profile' where we can assign activities or tasks to each individual child. Each account is password protected and only you, your child and your child's teachers can see what each child has done within their profile. With adult support, the children can then respond to these activities with a photo, journal entry, voice note or drawing. We will then receive notification of this response and can respond to your child with comments and Class Dojo awards.

Children in Nursery like routine and this is an important part of the Nursery day. With this in mind, we will be sharing with you a suggested timetable that you may wish to follow with your child each day. We recognise that for some of you this won't be possible and we therefore hope that you just try to enjoy as many of the activities with your child that you can. We also understand that this style of teaching and learning is very new to you and your child (as it is to us!) and we want this to be a journey that we all take together. We will be able to respond to your messages via Class Dojo or via email if you should need any support or guidance. We also understand that each child normally attends a different amount of sessions per week - so may complete less activities than others.

On Class Dojo, we will be sharing the following:

- A daily physical activity
- A selection of activities to choose from to complete over the week. These will represent each area of learning and just like our Nursery day, can be chosen by the children at any point in the week, with the aim of completing them all by the

end of the week. Allow your children to take the lead here. Children respond best to an activity when they have chosen it.

- A daily phonics activity or video - each day we will either post a phonics activity or a video lesson clip of one of the Nursery teachers for the children to respond to.
- A specific learning challenge for each day, that follows the same timetable as the afternoon tasks each week in Nursery. For example, art on a Wednesday.
- Music videos - don't panic, Mrs Gwiazda is not going to allow Nursery being closed to put a stop to her music lessons! She will be sharing fun videos for the children to watch and follow.
- A question of the day. This is an activity we often complete each day in Nursery to develop thinking skills. Each day I will post a question of the day, and the children can respond in one of the ways listed above.
- Stories - we love stories in Nursery and we hope that some video recordings of some of our favourite stories with a familiar voice might bring some joy and comfort to the children in these uncertain times.
- A recipe each week - in Nursery we enjoy cooking every Tuesday morning. We will be sharing the recipe each week, should you like to continue this at home.
- Birthday celebrations - we hope that we will be able to continue birthday celebrations in Nursery virtually. If your child has a birthday during the summer term, they will not miss out.
- Wow moments - please continue to share your wow moments with us, so that I can share them with the class on our Class Story.

Whilst assessing the children's progress in Nursery we don't just consider what they have achieved but also how they have achieved it and their attitude to learning. This is what we call 'Characteristics of Effective Learning'. It is important to be mindful of these whilst supporting your child's learning. The three main characteristics of learning are:

- Playing and exploring - children investigate and experience things and 'have a go'.
- Active learning - children concentrate and keep on trying if they encounter difficulties and enjoy achievements.
- Creating and critically thinking - children have and develop their own ideas, make the link between ideas, and develop strategies for doing things.

With this in mind, it is important to try to allow the children to take the lead in completing activities. Allow them some choice in which activity to complete (where possible), try not to dictate too much. As frustrating as it can be to watch them explore their own way of doing something and knowing that it's 'wrong', it is so important to their learning to allow them to discover themselves that it might not be working and think of new ways of completing a task. Most importantly, allow them to be proud of their achievements when they have worked hard, even if they have not turned out quite right. Praise is so important and this is why we encourage you to share with us their achievements so that we can praise too. Finally, value the importance of play and free time in your child's learning. Play allows them to practise what they know and explore new ideas in a comfortable and relaxed environment where they are not afraid of getting it wrong.

Another important aspect of the Summer term for some of the children in Nursery is preparing for their next steps, moving into Beginners. This term allows us very important time to put the 'icing on the cake' to ensure they are ready for these next big steps. Some of the things that you can do to help ensure they are ready are:

- Perfect independent toileting - encourage the children to go to the toilet and wash their hands without help now.
- Listening skills - each week in Nursery we will try to extend the amount of time your child can listen to an adult for and also concentrate on a task for. Lots of the tasks

we will assign over the next few weeks will develop this area. When completing activities, help them to develop this skill by ensuring they stick with a task they have chosen and don't give up too easily. Storytime is also an important time to develop listening skills.

- Getting dressed and putting shoes on. Next year, the children will need to change into PE kit and trainers every day. Help them prepare for this by encouraging independence when getting dressed and undressed each day. Allow them to put their own shoes on and off.
- Sleep time. Last term lots of the children still relied upon their afternoon nap to get them through the day. This is very normal at their age, though this term we would try to reduce the amount of time they slept for each week, in preparation for Beginners, where they do not have an afternoon nap.
- Daily routine - although it may be more difficult for you in the coming weeks, where possible try to stick to a routine, where your child understands the importance of being ready for the start of the day, completing certain tasks and a regular bedtime. This will really help their emotions too during this uncertain time.
- Tidy up time - encourage your child to help tidy up after each activity and certainly at the end of each day.

We hope that this letter may help you have a clearer understanding of what these next weeks will bring. We are mindful of the fact that this may be a particularly challenging time for both you and your child and we want to remind you that just as we have an open door policy in Nursery and are always available to discuss and guide you through any difficult situations or behaviours that so often crop up with Nursery aged children, we still remain available now to do the same, either via email or if needed via phone. Please ask for help if you need it and keep in touch.

Beginners

These are unprecedented times in education and as a result of the uncertainty caused by the coronavirus outbreak, we are working hard to ensure that how we equip and resource you for the next few months will ensure that your child can and will get the most out of learning at home. We have thought very hard about how best to bring Beginners' life and learning to you virtually and in a way that is fun and engaging, whilst being mindful of the children's emotions around such a new experience and as a result, we have made the following decisions:

Class Dojo- <https://www.classdojo.com/>.

We have decided to use an online learning tool called Class Dojo to deliver some of our learning experiences and to keep connected with the children and you as parents. During the week commencing 20th April, all parents will be sent details of how to log in to their child's new Class Dojo account and how to access the work and activities we will be putting on there.

Class Dojo has two main areas, a 'class story' where we can upload video clips, comments and links for everyone to see within our class and a 'portfolio' where we can assign activities or tasks to each individual child. Each account is password protected and only you, your child and your teachers can see what each child has done within their profile. With adult support, the children can then respond to these activities with a photo, journal entry, voice note or drawing. We will then receive notification of this response and can respond to your child with comments and Class Dojo awards.

Timetable- In a separate document, you will be receiving a copy of the Beginners' timetable, which is similar to the one that we follow at school. This will enable you to see the areas of learning that your child will be covering each day, and will help you to structure his or her day. Ideally, we would like you to see the timetable as guidance for your week but we do not expect you to stick to the times religiously. Our day in Beginners is generally more fluid and certainly, we want you to use the guidance as you see fit. If you are working from home or you have other children, feel free to choose when best to complete the assigned activities for that day. In addition to the timetable, we will be sending you an overview for the half term so that you gather books and resources that will be used for learning throughout the first half term. There is no need for you to buy additional resources, just utilise what you have already at home.

Supporting your child- The teaching and learning that happens in Beginners is different to the learning your child will encounter in Kindergarten and we feel it is important for all Beginners' parents to understand why. We also know that this new role forced upon you is not easy and we want to support you as best as we can. We know you are not teachers. We just want you to do your best using the resources and tools available. The positive interaction you have with your children at this time is key to making this successful so here is a reminder of the main principles and values behind our teaching and learning.

The **Early Years Foundation Stage** (EYFS) curriculum is the stage in your child's life that gets them ready and prepares them for more formal schooling as well as for their future learning and successes. The **EYFS** was created to ensure your child's first 5 years are happy, active, exciting, fun and secure, as well as to support their development, care and learning needs.

Your child has learnt new skills, acquired new knowledge and demonstrated their understanding through 7 areas of learning and development.

Children have developed learning in the **3 prime areas**:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, these prime areas help them to develop skills in **4 specific areas**:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

In Beginners, we plan activities to suit your child's uniqueness. They learn by playing and exploring, being active and through creative and critical thinking, which will take place indoors and outside. This part of the curriculum is known as the **Characteristics of Effective Learning** which focuses on how your child is learning rather than what they are learning. These remain vital throughout the whole of your child's learning journey so it is very important to remember these principles in the context of home learning too.

Take a look at the Characteristics of Effective Learning (listed below). Playing with family in a relaxed atmosphere is the ideal opportunity to develop lots of these skills.

Playing and exploring

Finding out and exploring

Playing with what they know

Being willing to 'have a go'

Active learning

Being involved and concentrating

Keeping trying

Enjoying achieving what they set out to do

Creating and thinking critically

Having their own ideas

Making links

Choosing ways to do things

Spontaneity - Primarily the EYFS is a curriculum that is based on and around following children's interests. If at any point, spontaneous learning takes over, then we would encourage you to let your child 'go with it.' Allow them some choice in which activity to complete (where possible), try not to dictate too much. As frustrating as it can be to watch them explore their own way of doing something and knowing that it's 'wrong', it is so important to allow them to discover for themselves. It might not be working but allow them to have a go and think of new ways of completing a task. Most importantly, allow them to be proud of their achievements when they have worked hard, even if they have not turned out quite as expected. Praise is so important and this is why we encourage you to share with us their achievements so that we can praise too. Finally, value the importance of play and free time in your child's learning. Play allows them to practise what they know and explore new ideas in a comfortable and relaxed environment where they are not afraid of getting it wrong.

Phonic teaching- We are also keen to ensure that you understand our phonic curriculum so we will be sending you a separate document that explains how it all works. It will give you information about the sequence of sounds and how new sounds can be introduced and taught.

How it will work- Each evening, you will receive an email outlining all the activities for the lessons that your child will be doing during the following day. This will include detailed instructions with worksheets and PowerPoints. We thought it would be useful for you to see this the night before, to read through it and check that you can access resources. Some activities require worksheets; however, if you are unable to print anything at home, please encourage your child to use the exercise book which we sent home with the packs of work to record answers. This book can also be used for some of the other more open-ended tasks, or if you have other paper at home, this can also be used.

If you have any questions about the work set, please email your child's teacher, and they will be able to respond to you. On Class Dojo there is a messaging facility that can be used as well as a means of getting in touch.

Any general comments or feedback about the work can also be emailed to your child's teacher. This is a new experience for all of us, teachers, children, and parents, and so communication is essential.

You may find that some tasks do not take the full allotted time to complete. Please do not be overly concerned about this. We do not want to overburden the children and some free time or playtime will encourage imagination and add to their enjoyment of the whole process. Similarly, if your child is unable to complete all of the work for whatever reason, please don't worry, but just communicate this to your child's teacher.

If your child is unwell, please email Mrs Armstrong as usual, so that we won't be expecting to see any work from them on that day.

Beginners will be able to watch Ms Green's whole school assembly on a Monday morning at 8.50am and further to this, Miss Smart will be sending morning messages on a Tuesday and Mrs Gillett on a Friday for all of Beginners to listen to. On Tuesday, these will include the names of children who have been working particularly hard, and who will be receiving Achievement Certificates, as we would usually do at our achievement assemblies. On Friday, we will be having an audio version of our Birthday Prayers, so especially listen out if you have a Birthday approaching!

We hope that this will be an enjoyable experience for your child and we look forward to seeing how their learning journey is progressing.

Class Dojo Information

There are two parts to the Class Dojo account. The first is the parent account, where you can send and receive messages from teachers and the second is the child's account, where you/they will be able to view the work or input set by teachers and respond where appropriate.

In the first instance, we need to connect with you. On Monday, we will be emailing you a link to sign up as your child's parent on Class Dojo. Please follow this link and register. Please check your junk email and should you not receive this email by Monday evening please contact your class teacher. Email links are personal so please don't try to use another parent link should yours not arrive.

Once that step is in place, we can send you a message to your parent Class Dojo account with a link to allow your child to access their account, with your help. We will send this message to you on Tuesday. Hopefully, you should also get an email to tell you that the message is waiting for you on Class Dojo.

This link will give you 3 options from which you can choose the best option for you. When choosing which option, be mindful of how you may want to access the account when using it with your child. It will be easier for you if you choose this option now.

Option 1 - From parents phone (app)

Option 2 - Ipad (app) or device with camera

Option 3 - Device without camera

Once you have chosen one of the above options you click on it and follow the instructions.

You will be able to switch between your account and your child's account, but will only be able to see any work on the child's account. There are 2 main elements to your child's account that they will use. The first is the Class Story, where we will post messages, stories

or tasks for the whole class. The second is your child's profile. The tasks set in here can only be viewed by them and their responses to those tasks can only be viewed by us.

Work will be posted onto Class Dojo the evening before, as we know with younger children it is sometimes easier for you to be prepared. We also understand that although there is a timetable set, you may need to complete the tasks at different times and that is fine. In the Early Years, spontaneity is also very important and if your child suddenly takes a different direction with the task (or their own task) don't be afraid to follow it and feel free to share that with us.

We hope that receiving these login details a few days before the start of term will give us a few days to iron out any technical difficulties and help with any login problems. It will also give you a chance to explore the new app and start to understand a little more about how to use it prior to the first activities being posted ready for the start of term on Thursday. If you have any difficulties at all, please contact your class teacher in the first instance via email.

Kindergarten

You will find a copy of the Kindergarten timetable in the link to *Timetables*, which is similar to the one that we follow at school. This will enable you to see the subjects that your child will be covering each day, and will help you to structure his or her day, following the timings. A PE session has been timetabled every day before lunch, with a variety of activities provided by the PE department, and these will aid your child's mental health as well as her physical development.

In addition to the timetable, we expect that children should be reading for at least fifteen minutes a day. This can be a mixture of individual reading, reading to a sibling or shared reading with a parent, and this time at home is an opportunity to reread favourite picture books, or to try a more challenging book that has been sitting on the shelf. In terms of scheme reading books, some e-books can be freely accessed through the following website:

<https://www.oxfordowl.co.uk/>

To find your child's level, please look for the selection of books on the coloured band that matches their current home reader.

Each evening, you will receive an email outlining all the activities for the lessons that your child will be doing during the following day. This will include detailed instructions with worksheets, PowerPoints and audio resources as attachments. We thought it would be useful for you to see this the night before, to read through it and check that you can access the resources. Some activities require worksheets; however, if you are unable to print anything at home, please encourage your child to use the exercise book which we sent home with the packs of work to record answers. This book can also be used for some of the other more open-ended tasks, or if you have other paper at home, this can also be used.

At 9.00am each day, there will be an opportunity for each Kindergarten class to meet with their class teacher, using Google Meet. This will be a chance for the class teacher to take the register, and to go through the planned activities for the day. There will also be a designated time for class teachers to meet with their classes in smaller class groups, at the end of the school day between 3.00 - 4.00pm, to see any work, answer any questions and provide feedback. This will also encourage the children to still feel part of their class and see some of their friends.

Google Meet can be accessed by your child signing into Google using their Godstowe username and password. Kindergarten's username begins 18 followed by first initial and first three letters of surname @igodstowe.org eg. for Ruth Lawrence use 18rlaw@igodstowe.org. (If your child has a double-barrelled name, they need to use the first three letters of their second surname). Their password is \zxcvbnm. Please let us know if there are problems logging in. Class teachers will send the pupils invitations to join the daily meetings and your child will just need to click on the invitation to join.

If you have any questions about the work set, please email your child's teacher, and they will be able to respond to you. We would also encourage you to send any work to be marked by scanning it or taking a photograph, and sending it by email. Any general comments or feedback about the work can also be emailed to your child's teacher. This is a new experience for all of us, teachers, children, and parents, and so communication is essential. You may find that some tasks do not take the full allotted time to complete. Please do not be overly concerned about this. We do not want to overburden the children and some free time or playtime will encourage imagination and add to their enjoyment of the whole process. Similarly, if your child is unable to complete all of the work for whatever reason, please don't worry, but just communicate this to your child's teacher. If your child is unwell, please email Mrs Armstrong as usual, so that we won't be expecting to see any work from them on that day.

Lodge will be able to watch Ms Green's whole school assembly on a Monday at 8.50am. Mrs Gillett will be sending morning messages on a Tuesday (for Kindergarten and Transition) and on a Friday (for Beginners to Transition) to listen to. On Tuesday, these will include the names of children who have been working hard, and who will be receiving Achievement Certificates, as we would usually do at our achievement assemblies. On Friday, we will be having an audio version of our Birthday Prayers, so especially listen out if you have a Birthday approaching!

We hope that this will be an enjoyable experience for your child and we look forward to seeing their work!

Transition

You will find a copy of the Transition timetable in the *Timetables* link, which is similar to the one that we follow at school. This will enable you to see the subjects that your child will be covering each day, and will help you to structure his or her day, following the timings. A PE session has been timetabled every day before lunch, with a variety of activities provided by the PE department, and these will aid your child's mental health as well as his or her physical development.

In addition to the timetable, we expect that children should be reading for at least fifteen minutes a day. This can be a mixture of individual reading, reading to a sibling or shared reading with a parent, and this time at home is an opportunity to reread favourite picture books, or to try a more challenging book that has been sitting on the shelf. In terms of scheme reading books, some e-books can be freely accessed through the following website:

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To find your child's level, please look for the selection of books on the coloured band that matches their current home reader.

Each evening, you will receive an email outlining all the activities for the lessons that your child will be doing during the following day. This will include detailed instructions with worksheets, PowerPoints and audio clips as attachments. We thought it would be useful for you to see this the night before, to read through it and check that you can access resources. Some activities require worksheets; however, if you are unable to print anything at home, please encourage your child to use the exercise book which we sent home with the packs of work to record answers. This book can also be used for some of the other more open-ended tasks, or if you have other paper at home, this can also be used.

At 9.00am each day, there will be an opportunity for each Transition class to meet with their class teacher, using Google Meet. This will be a chance for the class teacher to do the register, and to go through the planned activities for the day. There will also be a designated time for class teachers to meet with their classes, in smaller class groups, at the end of the school day between 3.00 - 4.00pm, to see any work, answer any questions and provide feedback. This will also encourage the children to still feel part of their class and see their friends.

Google Meet can be accessed by your child signing into Google using their Godstowe username and password. Transition's username begins 17 followed by first initial and first three letters of surname @igodstowe.org eg. for Claire Gillett use 17cgil@igodstowe.org. The children should know their passwords, but they are usually either the top line of the keypad (q - p) or the second line backwards (l - a). Please let us know if there are problems logging in. Class teachers will send the pupils invitations to join the daily meetings, and your child will just need to click on the invitation to join.

If you have any questions about the work set, please email your child's teacher, and they will be able to respond to you. We would also encourage you to send any work to be marked by scanning it or taking a photograph, and sending it by email. Any general comments or feedback about the work can also be emailed to your child's teacher. This is a new experience for all of us, teachers, children and parents, and so communication is essential. You may find that some tasks do not take the full allotted time to complete. Please do not be overly concerned about this. We do not want to overburden the children and some free time or playtime will encourage imagination and add to their enjoyment of the whole process. Similarly, if your child is unable to complete all of the work for whatever reason, please don't worry, but just communicate this to your child's teacher. If your child is unwell, please email Mrs Armstrong as usual, so that we won't be expecting to see any work from them on that day.

Lodge will be able to watch Ms Green's whole school assembly on a Monday at 8.50am. Mrs Gillett will be sending morning messages on a Tuesday (for Kindergarten and Transition) and on a Friday (for Beginners to Transition) to listen to. On Tuesday, these will include the names of children who have been working particularly hard, and who will be receiving Achievement Certificates, as we would usually do at our achievement assemblies. On Friday, we will be having an audio version of our Birthday Prayers, so especially listen out if you have a Birthday approaching!

We hope that this will be an enjoyable experience for your child and we look forward to seeing their work!

Main School

In Main School all lessons will be delivered using *Google Classroom* although a revised timetable has been devised to ensure girls do not become overwhelmed with the amount of work expected of them. Regular breaks have been built into the day and a team of tutors have been assigned to ensure the wellbeing of every pupil.

Academic Provision

Over the course of the Easter holidays Godstowe staff have been developing our virtual teaching skills and working out how best to deliver the curriculum to our pupils. We have decided to use several different methods to ensure the pupils remain focused and engaged despite being required to learn from home. Pupils will be engaged in passive, active and interactive activities over the course of the week, each of which develops a range of valuable skills. Passive learning involves work set via Google Classroom; instructions, resources, independent work. Active learning will involve the teacher using a prerecorded audio or video to instruct pupils and provide a model for the pupils to follow. Interactive learning involves a teacher using a live video feed to speak directly to the pupils in which resources can be discussed and shared, questions can be answered and individual support can be provided. Although interactive lessons sound the most useful when it comes to teaching children they should only form part of a pupil's learning experience as independence in learning is a very important skill which is often underdeveloped.

Lodge pupils in Kindergarten and Transition will follow similar timetables to those being followed in Main School with a range of subjects being taught each day and a strong focus on core subjects. Pupils in Beginners and Nursery will also follow a new timetable but with an approach more suited to the age and needs of very young children. Lodge teachers will be writing to these year groups separately.

The pupils' timetables have been redesigned in order for them to have longer, more regular breaks in which they can move away from their desk, get a drink, have a run around in the garden etc. When the pupils are in school they often move from one classroom to another every 45 minutes, this allows them some 'time-out' from learning, a chance to switch off and chat to their friends as well as improving the quality of their focus in the next lesson. We will be encouraging pupils to get up and move around in between sessions and would value your support with this.

The new timetable has been structured to enable the core subject material to be covered so that we are able to deliver the whole curriculum should this situation continue for the duration of the term, and you will see that there is a focus on English, Maths, (Main School and Lodge) with Science and French (Main School). Virtually all other subjects will be taught throughout the course of the week and some project work will also be set.

We will continue to use Google Classroom and have chosen Microsoft Teams in Main School (Years 3 - 8) as our platform for enabling video lessons to take place. Main School pupils all have Microsoft accounts and can log in using their school email address without the i, for example,

14asel@godstowe.org rather than **@igodstowe.org**
(the 14 is for children in the Lower Thirds, each year group has its own number)

If you are struggling to log in please try typing **portal.office365.com** into your browser.

Your child's password will be *Godstowe2020* (not her Google password). Pupils will be informed about an interactive session via their Google Classroom and will receive an email invitation from their teacher. In this email pupils will find a link which will allow them straight into the live video lesson and so should join via their email at the appropriate time. The lesson will begin once the teacher has enabled the video and pupils will find that if they join early they will be in a 'waiting room' and should wait patiently for the teacher to be ready.

Teachers will be setting up video sessions for some, but by no means all, lessons as we understand the difficulties that many families will experience with shared devices, shared bandwidth etc. If a teacher wishes to set up a video lesson they will make this very clear in their Google Classroom thread.

We also appreciate that we have some children currently living in different time zones and, therefore, unable to participate in the interactive lessons. All videos will be recorded and uploaded onto Google Classroom for girls to access at a later date.

In some cases a teacher may set the whole week's work on a Monday and indicate what should be done in each lesson throughout the week. The teacher will be available for online support during each timetabled lesson so if your daughter needs additional support please encourage her to contact her teacher during the pre-arranged lesson time. This will enable teachers to focus on a particular class at a given time each day (core) or week (non-core). Please remember that the teachers will continue to work all day every day to cover the full timetable of lessons, prepare lesson content and mark any submitted work.

If your child has difficulty in understanding the instructions or the work please ask them to contact their 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.

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 into Google Classroom.

We have set up a team of staff who are primarily focused on the wellbeing of our pupils and, therefore, have a slightly lighter teaching load. At the top end of the school many pupils will find that their tutor group has been assigned a new tutor who will be taking their morning and afternoon tutor sessions. Once we have settled into a routine, should you find that your child is struggling to cope with the workload please ask them to contact their pastoral tutor who will listen to their concerns and provide help and support. Mrs Reynolds and Mrs Rycroft will provide more information about pastoral tutors in their letters to Upper School and Lower School later this week.

The Daily Routine

At 8:30 am for Main School each day the school day will start with a virtual MS Teams meeting with Pastoral Tutors. The tutor will take a register and chat to their tutees answering questions and generally helping and supporting the group. Three mornings a week an Assembly will take place for Main School children immediately after the tutor session and before lessons begin. On Mondays there will be an Assembly given by Ms Green at 8:50 am for the whole school including Lodge about the theme for the week. On

Tuesdays Mrs Reynolds will give an assembly to Upper School and Mrs Rycroft to Lower School. On Friday there will be an assembly for Main School to celebrate pupils' achievements given by Ms Green.

In Lodge the tutor periods will start at 9.00am and will take place via Google Meet. Lodge will also have three assemblies: Ms Green's assembly on Mondays at 8.50am, Mrs Gillett's assembly on Tuesdays for Kindergarten and Transition, focusing on achievements, and Lodge Birthday Prayers on Fridays.

In Main School the daily timetable begins at 9:00am and your child should follow their new timetable (see attached timetables) and carry out the tasks detailed in the Google Classroom lessons or meet online using MS Teams for an interactive lesson. In most cases, work for the day will be posted by 9:00am although for children in Lodge it will be emailed the night before, and pupils will be expected to follow their new daily timetable, although there is some freedom for them to work at a pace and time suited to other family members. Should a pupil require help from their subject teacher they will be able to contact this teacher at the allotted time on the timetable. Teachers will let pupils know when and if work should be submitted and it will be marked or assessed by the teacher. Unless specifically directed by the teacher, all work should be submitted in Google Classroom not via email because it cannot be collated within the Google Classroom if received by email.

A PE lesson has been timetabled every day with a variety of different activities provided by the PE department via Google Classroom, please encourage your daughter to participate fully in these activities as it will help her mental health as well as her physical health throughout this challenging period of her education.

You may find that some tasks set by teachers do not take the full allotted time to complete. Please do not be overly concerned about this. We do not want to overburden the children and some free time or playtime will encourage imagination and add to their enjoyment of the whole process.

At 3:30 pm pastoral tutors will be contacting their tutees again. This may be via MS Teams for a virtual meeting or by Google Classroom for a quick catchup on the day's lessons.

If a pupil fails to submit work or a teacher feels that work is not being completed properly, the subject teacher, the pastoral tutor or reception will contact both the pupil and their parents to find out if there is a good reason for this. If your child is ill please let reception know so that teachers are aware and will not chase up absence from virtual lessons or unsubmitted work.

Should your child have any difficulties logging into Google Classroom, MS Teams or Gmail please contact reception@igodstowe.org and your email will be passed to the relevant member of staff so that the problem can be resolved as quickly as possible.

You may have noticed from the timetables that our Virtual School has necessitated several changes of teaching staff in English & Maths. This is to allow whole year groups to be taught simultaneously and to establish a sensible workload for individual teaching staff.

Please can I draw your attention to the following changes?

Upper Thirds

7M's English teaching will transfer from Ms de Villiers to Mr Whitworth (cwhitworth@igodstowe.org)

Middle Thirds

Mrs Scragg's Maths set will transfer to Mr Scriven (pscriven@igodstowe.org)

6D's English teaching will transfer from Mrs Baker to Mr Whitworth (email as above)

Lower Thirds

Mrs Rycroft's Maths set will transfer to Mrs Procter (gprocter@igodstowe.org)

Mrs Humphries' Maths set will transfer to Mr Scriven (email as above)

Form II

Mrs Sellers' Maths set will transfer to Mr Scriven (email as above)

Mr Hanson's Maths set will transfer to Mrs Smith (asmith@igodstowe.org)

In each case, the same syllabus will be delivered, resources will be shared, and progress will be closely monitored across the year group.

How You Can Support Your Child

Please see the information provided in Virtual School - Phase One for information about logging into Google Classroom and disabling emails sent automatically whenever a lesson is posted. The girls are not used to receiving as many emails as we are and may well become overwhelmed if they see 10 messages in their inbox.

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 check these 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.

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 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 reception@igodstowe.org.

Lower School Information

I hope that you have found time to relax with your families this Easter holiday and have stayed safe and well.

The Summer Term is on the horizon and I am sure that your thoughts are turning to the new term, as mine are. You will have received letters already explaining the Virtual Godstowe School and other important aspects of your daughter's education this term. For the Lower School girls, much remains the same.

The Form I tutors are the same and teach their own form for English, Science, RS, Geography, History and Topic. French lessons retain the same teachers and Art, DT, Music and PE will be taught by subject specialists as was usually the case in previous terms. The exception to this is that Mrs Rosie Lake will be teaching IM for History and Geography, although Mrs Moore will plan this lesson.

The Form II tutors are as they were, and for these girls, their subject teachers also remain the same. The exceptions to this are that Mr Button will be teaching all the Music lessons; Mrs Sloggett will teach all forms Art; and in Maths, Mrs Seller's group will be taught by Mr Scriven, and Mr Hanson's group by Mrs Smith.

In the LIIs, LIIB will be tutored by Mr Phillip Scriven and LIIS by Mrs Genny Proctor. These new tutors have had conversations with both Miss Bennett and Mrs Sellers and will continue to do so to ensure continuity in the pastoral care of the girls in these forms. LIIM remain with Miss Morris and LIIL is shared by Mrs Hawley and Mrs Lee-Metcalf who we welcome back from maternity leave. Mrs Hawley will tutor on Monday, Thursday and Friday and Mrs Lee-Metcalf on Wednesday and Thursday. The LIII girls keep their subject teachers with the following exceptions. Mrs Rycroft's Maths group will be taught by Mrs Proctor and Mr Scriven will teach Mrs Humphries' Maths group. The Head of Music, Mr Serpetti will teach all forms Music and the Head of History, Mr Emm will teach all forms History. Mrs Proctor will assist Mrs Rosie Lake as Head of RS to teach all the RS.

The well-being of your daughters is very important to us. One purpose of the daily interactive tutor periods is to encourage the girls' sense of being connected with their classmates and tutors. During these sessions, amongst other tasks, tutors will be able to assess how lessons are going and how the girls are coping. Girls and parents can and should also email tutors in the first instance with any concerns they have. (Tutor first initial and surname@igodstowe.org). Please also contact me if your concern is a wider one (rrycroft@igodstowe.org). It is likely that the afternoon sessions will be divided between smaller groups of the form to enable a more personal experience with the technology available.

I hope that you have experienced that whilst the restraints of the current time are undesirable, they have had unexpected positive consequences. Whether this is spending more time with your own family, increased well-being through helping others in our communities, or a sense of relief when we no longer seek to influence something over which we have no control, these unanticipated effects have been welcome. Likewise, although the Virtual School is not our first choice for educating your children, there will be positive outcomes which we hope will include increasingly independent pupils. We are very conscious that parents may not be able to assist their children and we have planned lessons assuming that the children are working without adult assistance.

As the Easter holiday draws to a close, we are quite excited about starting our Virtual Godstowe School and teaching and communicating once again with your daughters. I look forward to hearing from the tutors about the introductory tutor sessions on Wednesday the

22nd April, starting my teaching on Thursday the 23rd and 'seeing' all the girls in my first assembly of the term on the following Tuesday.

Upper School Information

Welcome to the Summer term via our Virtual School. I do hope that you have managed to have an enjoyable Easter break despite the circumstances. These are, indeed, extraordinary times. Your daughter will have received her new timetable for the Summer term and you will note a number of changes. Pastoral care is extremely important and we need to look after your daughters' mental health and wellbeing during this uncertain period. To assist with this, we have allocated dedicated tutor periods at the start and end of each day. There are new tutors for every class, allowing other staff to focus on the role of remote teaching, whilst prioritising communication with pupils throughout the week.

Upper School tutors for this term are listed below:

MIIIB - Mrs Village

MIIIE - Mrs Western-Kaye

MIIIL - Sra Navarro

MIIIM - Miss Hedley

UIIIA - Mrs Hedley

UIIIB - Mrs Bennett

UIIIL - Mrs Wober

UIIIS - Mrs Warner

IVA- Miss Hearnshaw

IVP - Mrs Goss

IVV - Mrs Reynolds

During this term, I will oversee all of the Middle Third Dove Diploma groups and I will schedule a virtual meeting with each group within the first two weeks of term.

Although the next few weeks will be challenging for everyone, the Godstowe school community will work together to ensure the girls achieve a balanced programme that maintains a sense of routine and an opportunity for creativity. The girls will no doubt become more resilient and better equipped to deal with new challenges faced in the future. An inevitable focus on independent learning will also provide pupils with valuable life skills and perhaps give them the opportunity to discover some hidden talents!

In the absence of physical interaction, it is important to stay connected and we hope that the tutor sessions will enable this to happen. The first tutor session will take place on Wednesday 22nd April and lessons commence on Thursday 23rd April.

Boarding Information

I hope you and your families are all safe and well. I imagine it has been a slightly different Easter holiday for most of you but I hope you have enjoyed spending time at home with your families or with your guardians. It was lovely to hear from several of you; I enjoyed finding out what you have been up to and how inventive you have been with your time.

Mr Scriven and I are at our family home now, as are most of the boarding staff. Mrs Procter, Mrs Whitley and their families, together with the gap students, are keeping the heart of Godstowe ticking over until we can all return.

Several of the adults who care for you in the boarding houses will be involved in the Godstowe virtual school next term, both teaching and as Form Tutors. For example, my job in the PE Dept. is to set a weekly challenge for you. If you have any good ideas of things you have seen on-line or would like to try, please let me know. Mr Scriven and Mrs Procter will both be teaching Maths and we shall all have a form to look after.

As boarding staff, our most important role is to be there for you girls if you need us. Please do not hesitate to email us using the addresses below and if you would like to speak on the phone then email us with a time which would suit you. If we cannot respond immediately, we shall get back to you within a day.

highlands@igodstowe.org

turner@igodstowe.org

walker@igodstowe.org

Music Information

In response to our current situation, we have designed a Music Curriculum for Distance Learning which provides music educational activities for the weeks ahead. We intend to offer useful and enjoyable tasks with clear, achievable learning objectives but not too cumbersome or time consuming for pupils and families.

In broad terms, our curriculum will focus on aural awareness, aural training and listening, and music appreciation. Most tasks consist of the integration of pupils' aural skills with notation, graphs, hand signs or movement (eurythmics), and pupils will not have to upload any documents. Below is this term's curricular content, at a glance.

- Y3: learning songs aurally, using scores and hand signs
- Y4: learning songs aurally and distinguishing duple from triple-time using eurythmics
- Y5: describing texture in music and using this to identify music from the European Baroque and Classical periods
- Y6: aural training pitched at ABRSM grade 4 and 5 standards of difficulty
- Y7: creating musical textures in a cross-curricular project with Art and DT
- Y8: listening and appreciating musical forms of the European Baroque, Classical and Romantic period

Pupils will find all lesson information in Google Classroom and we ask that all communication between pupils and teachers happens via Google Classroom. Access to a quiet area and headphones will be beneficial to pupils completing their set work, as they will be using audio files in mp3 format and, occasionally, audio-video files in mp4 format or safe links to recordings on Youtube. Rarely, files might need unzipping and pupils might need a little parental support to complete this procedure.

We will set one Assignment per week. We will also set one single open Performance Assignment, where pupils can freely upload one recording of themselves performing on their instrument or singing, if happy to do so. Pupils could upload a piece currently studied during their instrumental/vocal lessons with peripatetic teachers or an instrumental piece or song of their own choice. The quality of the recording is not important and the simple voice recorder available on their PC will suffice for this elective task.

Assessment in Music will consider holistically the progress made in Music so far this year.

Finally, a quick word on Orchestra. We will offer the opportunity to participate in a group video-recording of a piece. This should be a fun project. A similar elective project will be offered later in the term to Y8 pupils wishing to engage in a group audio-vocal recording of a pop song.

We sincerely hope our pupils will enjoy the above musical activities. Please feel free to contact the Director of Music at fserpetti@igodstowe.org for any further explanation.

PE Information

The Physical Education department has had an interesting time planning material for virtual PE lessons.

- OUR AIM is to encourage and facilitate the girls in their endeavour to keep active.
- WE RECOMMEND that your daughter does ONE HOUR of physical activity a day. (30 minutes fitness and 30 minutes on another activity).
- FITNESS, SKILLS, FUN CHALLENGES and Wellbeing tips will be posted each Monday
- SPORTS DIARY, we will be asking the girls to write their own Sports Diary for each day to include how long she exercised for and what sports she did. This can be handwritten or typed with pictures/videos included.
- EQUIPMENT hopefully your daughter has a tennis racket and balls of some kind. We would recommend having 4 tennis balls and a skipping rope - maybe a quick Amazon order?
- SPEND TIME AWAY FROM THE SCREEN! To reduce screen time any task set consists of short videos and quick instructions and in some cases that task can be practised every day, so that there is no need to go back to the computer for instructions each day.
- FLEXIBILITY, the exercises and tasks can be done at any time of the day to suit your daughter and your family.
- CHOICE, your daughter can choose the activities that suit her but we would encourage her to 'have a go' at most of them.
- ALREADY ACTIVE? If your daughter has already successfully planned and executed her own daily workout then she is free to carry on with that. You may already be going on family walks, bike rides or runs - all this can count!
- REGULAR QUESTIONNAIRE, the girls will receive questionnaires. This will give them a chance to let us know how they're getting on.
- EVALUATION, we will be evaluating our material and the girls' progress and making adjustments where appropriate as we go along.
- COMMUNICATION, PE staff will be available during their PE lessons but obviously we want them outside running around and not at the computer, so we will regularly check the comments stream and our emails throughout the day.
- PERMISSION - we will be inviting the girls to upload videos onto Google Classroom but only with your permission.
- SAFETY please help your daughter understand how to make her environment safe e.g nothing near her feet to trip over, no running on slippery surfaces etc.
- OUR HOPE is that the girls stay active, enjoy trying new activities and have FUN!

Art & DT Information

As you may have seen from the new timetables that your daughter has received, Art and DT are sharing the same time slot over the next few weeks.

We have decided to teach this in alternating weeks, so in order to make it easier for your daughter to access the correct lesson, we have set up new Google Classrooms for each year group. Your daughter will, therefore, only need to look in one place for both her DT and Art lessons. In the Upper Third and Fourth Form, the allocated time is also shared with Music, so the lessons will be every 3 weeks. Links to the Google Classrooms should have been sent by email to each pupil, but failing that the class codes are as follows:

Form 1 - 6bjjz73

Form 2 - zjqogtj

LIII - aadpomo

MIII - p4tv5bt

UIII - gjzv2jq

IVths - 6ufzu5p

Please note that these codes replace any that were previously given to the pupils at the end of the last term.

There may also be a few changes as to who teaches your daughter this term. The teachers/year groups for virtual teaching are as follows:

DT

Form 1 - Mrs Lee-Metcalf

Form 2 - Mrs Hawley

LIII - Mrs Lee-Metcalf

MIII - Mrs Hawley

UIII - Mrs Hawley

IVths - Mrs Lee-Metcalf

Art

Form 1 - Mrs Goss

All other years - Mrs Sloggett

As these are practical subjects, we understand that you may be worried that you do not have the correct equipment to access the work, so we will try to make the lessons as adaptable as possible. If your daughter is struggling, please let us know and we can suggest alternatives.

In Art, materials will be kept to a minimum and, in general, she will just need some of the basic materials e.g. plain paper, a pencil, rubber, glue, colouring pencils and felt tip pens. If she has access to paints, of course, we would be very happy for her to use these too. Some of the older girls will also need access to a computer and a phone/camera. In DT they will be

cooking; this may not be suitable for some girls and, if this is the case, other work will be set for them to do. All we ask is that she does her best to complete the work.

We would like the girls to feedback their results to us; however, we understand that this may not be possible on the day the work has been set and we will be very happy to receive it later in the week! We would also like them to keep the work safe and bring it in when we are all able to come to school again.

We do hope that your daughter enjoys producing some creative work alongside her academic curriculum. If we can be of any further assistance please do not hesitate to contact us.

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 daily. Registers will be taken in the morning tutor period. If for any reason your daughter signs in later in the day she can be registered then too. Tutors will be the first point of contact should parents have any academic or pastoral concerns. 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. Any absences which we are not informed about will be followed up by Reception.

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. Due to some staffing changes, Mrs Western-Kate and Mr Scriven will be remotely responsible for both Walker and Turner Houses. Mrs Procter and Mrs Whitley will be remotely responsible for Highlands House. 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 - for any questions about Senior Schools and also Buckinghamshire Transfer Tests for Lower Parents

ikenyon@igodstowe.org - Deputy Head Pastoral

asellers@igodstowe.org - Director of Learning & Teaching

freynolds@igodstowe.org - Director of Upper School & Senior School Liaison - responsible for the Dove Diploma

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

Anna Sellers
20th April 2020