



# Heathcote School & Science College

Normanton Park, Chingford, London E4 6ES. Tel: 020 8498 5110 Fax: 020 8529 3935

E-Mail: [heathcote.school@heathcote.waltham.sch.uk](mailto:heathcote.school@heathcote.waltham.sch.uk) Web: [www.heathcoteschool.com](http://www.heathcoteschool.com)

Headteacher: Emma Hillman NPQH, MSc, MA

Dear Parent/Carer



Please find below important information specific to your child's remote education and home learning. Your child's Google Classroom login details were issued last week via the SIMs Parent App.



These **same** details are used by parents/carers to log in and see the work and resources for your child's learning.



If you need the username and password sent again please email your child's name and form to [teaching.learningadmin@heathcote.waltham.sch.uk](mailto:teaching.learningadmin@heathcote.waltham.sch.uk).



It is important to point out the school has now moved to Google Classroom entirely, and as of half term Show My Homework will cease to be used at Heathcote school. We have developed our offering of remote learning to ensure we are future proofed against the following two *potential* scenarios in the coming months, as well as to enable pupils to benefit from this tool to support learning and working independently at home at any time.



## Scenario 1: Individual Pupil Absence

Should an individual pupil have a period of absence where they are well, the following protocol is required to take place:



### Event

### Action

Teachers will provide all resources online via Google Classroom.



Pupil Absent

This will include specific reference to activities that would need to be completed at home (and if required, submitted).



Where possible, if the lesson can be accessed via a live Google Meet, the link will be visible.

Teacher to acknowledge, through appropriate levels of feedback, receipt of work within 24 hours.



Pupil to access Google Classroom

and, if required, submit any work via this platform as requested

Different forms of feedback can be provided based on Google Classroom features but it is the expectation that at least one piece of work has written feedback during the course of the pupil absence.



Pupil fails to engage with work

Class teacher to contact home.

Pupil fails to submit work on more than one occasion

Head of Department/ Key Stage post holder inform Head of Year.

Head of Year to plan further action.



## **Scenario 2 - Class or Bubble Absence**

Should an entire class/bubble have a period of absence and are well, the following protocol is required to take place:

<b>Event</b>	<b>Action</b>
Should an entire class/bubble have a period of absence	Teachers are to provide all resources online via Google Classroom. This should include specific reference to activities that would need to be completed at home (and if required submitted). Teachers will teach their timetabled lesson live and pupils access as per their current timetable.  Teacher's cameras can be on as teachers will be in classroom locations.
Timetabled lesson time	Pupils should have cameras and microphones turned off. Pupils can contribute via the chat facility.  Any pupil found to deliberately disrupt the learning of others, either through misuse of camera or other feature, should be removed and will not be able to re-join. This will be followed up and the Behaviour Policy will be applied as appropriate. Teacher to acknowledge, through appropriate levels of feedback, receipt of work within 24hours
Pupil to access Google Classroom and, if required, submit any work via this platform as requested	Different forms of feedback can be provided based on Google Classroom features but it is the expectation that at least one piece of work has written feedback during the course of the absence.
Pupil fails to attend lessons	Class teacher to contact home. Head of Department/Key Stage post holder inform Head of Year.
Pupil fails to attend all lessons	Head of Year to plan further action.

Google Classroom is an important platform to familiarise yourself with. In the coming weeks various methods of support and advice, for parents/carers, will be posted on the website to enable you to maximise your understanding of the system and ensure you feel enabled to support your child with home learning. This will include video and podcasts.

Following feedback, parents can access a short video explaining some of the aspects of Google Classroom. This can be found under the parent information section on our website. Should you have

further questions not covered in the video then please contact the Learning and Teaching Admin Team on [teaching.learningadmin@heathcote.waltham.sch.uk](mailto:teaching.learningadmin@heathcote.waltham.sch.uk).

In the weeks leading up to Challenge Week pupils should be preparing themselves for revision by reviewing all their previous learning.

### **Year 7/8 Specific**

It is important to point out the importance of the Knowledge Organiser in supporting any virtual learning. This manual has an overview of all subjects for the current term, and included within it are details of pre reading and any homework projects to be undertaken.

If you have any questions or require further information please contact the Learning and teaching team on [teaching.learningadmin@heathcote.waltham.sch.uk](mailto:teaching.learningadmin@heathcote.waltham.sch.uk).

Kind regards

Ross Gallacher – Assistant Headteacher