

The Harefield Academy

Achievement through Active Learning

Northwood Way, Harefield, Uxbridge, Middlesex, UB9 6ET

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Headteacher: Tash Hurtado BA PGCE



16th October 2020

Dear Parents/Carers,

We have been robustly planning to support students in the case of isolation, year group closure or full school closure. You will have seen from previous communication that we have transitioned to Google Classroom. We have planned for different situations, to support students if they are not in school.

London Tier 2 restrictions- Face masks - Saturday 17th October

It has been announced today that London will be moving into Tier 2 restrictions from **Saturday 17th October**. As a Hillingdon Local Authority, all **staff and students will be required to wear face coverings in all indoor communal areas (unless there is a medical reason why they cannot be worn)**. Face coverings will not need to be worn in lessons, due to the adverse impact on learning. We would also like to make clear that there will not be an expectation for face coverings to be worn in outside communal areas.

If you would like to discuss a specific medical issue that would exempt your child from the face covering expectation, we request that you contact Mrs. Pertl, or Mrs. Barrett, who will explore the medical evidence that you provide.

Plans are in place for student communication of this change, to focus on clarity of expectation as well as reflection on our THA Values of *Resilience*, *Respect* and *Friendship* as we work together as a school community in response to the Public Health directive. Students will also be alerted to changes in the Ladder of Consequence to factor in failure to bring an appropriate face covering to school as a 'C3: Lack of Equipment' sanction. Students who do not come equipped to school with a face covering will have one provided by a Student Manager and a 20p charge for this will be added on to their Parent Pay account. Furthermore, any inappropriate behaviours, or non-compliance in relation to face coverings, will be built into current C4 & C5 Ladder of Consequence sanctions for extreme defiance or risk to the Health & Safety of The Academy as appropriate.

Academy staff will proactively reinforce and model good habits in the use of face coverings and we request that correct mask use is also reinforced at home - with an emphasis on not wearing the mask hanging below the nose or mouth and carefully removing masks using the ear straps whilst avoiding touching the face at all times. There will be limitations on style/colours and we request that face coverings need to be either surgical style (disposal) or plain coloured - black, white, or grey - with no patterns, motifs, or writing. We would like to thank parent/carers for your support with these adjustments and pastoral health and safety considerations.

Students isolating at home

Work will be provided from the teachers for the students on Google Classroom. There is a mobile application for this on Google Play and the Apple I Store. As well as direct access on

all computers/laptops – via google. Work will be set daily so that the student can work from home. Should students be struggling with the work, they can message the teacher directly



for more support or clarity on the work provided. Students are expected to upload the work and teachers will provide feedback on the work provided.

To support students with using Google Classroom you will find a student guide to Google Classroom [here](#).

Remote learning during a lockdown of a class/year group or local lockdown inclusive of school closure:

Should there be a period of local lockdown or lockdown of a bubble/class, remote education will be implemented using Google Meet to ensure that high quality learning remains high priority and that students are supported at home during this period. Lessons will follow the traditional timetable but be slightly reduced in length to support set up and preparation (see below). Homework will be set as normal, as per our homework policy, on Class Charts.

Key Stage	Original lesson time	Google meet lesson time
Key Stage 3 Year 7 - 9	8.15-9.00	8.25 -8.55
	9.00-9.45	9.10 -09.40
	10.05-10.50	10.15 -10.45
	10.50-11.35	11.00 -11.30
	12.00 -12.45	12.10 -12.40
	12.45-13.30	12.55 -13.25
Key Stage 4 – 5 Year 10 - 13	9.15-10.00	09.25-9.55
	10.00-10.45	10.10-10.40
	11.10-11.55	11.20-11.50
	11.55-12.40	12.05-12.35
	13.00-13.45	13.10 -13.40
	13.45-14.30	13.55 -14.25

Students will be asked to log onto Google Classroom at the times shown in red and join the Google Meet lesson. Where video lessons do take place, to protect students and staff we have rules in place to ensure safeguarding is prioritized for staff and students. Should the code of conduct for virtual learning not be followed then this will be sanctioned according to the Ladder of Consequence. We will be regarding students for positive remoted learning via Class Charts.

When students join a Google Meet lesson, they must ensure that:

1. They join the meet at lesson time promptly and make sure you leave at the end.
2. Before tapping 'Join now' make sure your **video and audio are turned off**.
3. **Video must remain switched off for the whole lesson.**
4. To join the lesson tap 'join now' instead of 'present'.
5. Only use the chat function if you are asked to do so.
6. Only unmute your audio if you are asked to do so.

To protect staff and students throughout the remote learning section of the website [here](#) for all the details of our:

- Virtual Code of Conduct
- Google Classroom guide

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Students are not expected to complete work if they are feeling unwell due to symptoms of Covid, though like all absence's students do need to ensure that they catch up on work missed once they feel better.

Students must also consider their own wellbeing and understand that being away from friends and social interaction can have a negative impact. Try to moderate screen time and include fresh air and exercise into your daily routine.

Students have received training in school to access their G suite account. However, should your child need further support with logging on to their G suite account and the password needs resetting please contact our IT department on Jared.Martin@theharefieldacademy.org.

We hope these changes will support student in the event of any further disruption to education caused by Covid 19.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Timmins'.

Helen Timmins
Deputy Headteacher