

# The Harefield Academy

*Achievement through Active Learning*

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

T: 01895 822108 F: 01895 822414 E: info@theharefieldacademy.org

W: www.theharefieldacademy.org

Headteacher: Tash Hurtado BA PGCE



18<sup>th</sup> December 2020

Dear Parents/Carers,

As students in Years 7 to 10 and year 12 will be remote learning from the 5<sup>th</sup> to the 8<sup>th</sup> January 2021, all our remote learning will take place via google classroom. Students will need to be able to access this from their phones or a laptop. Google classroom can be downloaded from the Google Play Store or the Apple App Store. A full student guide to using Google Classroom can be found [here](#). Should you not have computer access please ensure that you complete the google survey [here](#) as soon as possible.

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 timetable below).

Our timetable for January 2021 has changed and students will be able to see which lesson each child has on the class charts app, under the timetable heading:

ORK		DETENTIONS		ATTENDANCE		TIMETABLE	
Apr							
DATE	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri		
09:15 - 10:15	13A/Ft1 Miss G Ratcliffe Room 15						
10:15 - 11:15	13A/Ft1 Miss G Ratcliffe Room 15						
12:35 - 13:35	13D/Ar1 Mr T Smith Room 17						
14:30 - 15:30	13B/Bs1 Mr C Yates Room 9						

Homework will be set as normal, as per our homework policy, on Class Charts.

Teachers will take a register of students who attend the google meet and you will be contacted if the students are not attending the sessions and completing work that has been set.



## Timetable of Google Meet lessons January 2021

The timings of the google meet lessons are shown below in red, some lesson stagger 2 periods so please look carefully at the highlighted lessons start and end time for the Google Meet Lesson. Where a class has a double lesson – the first lesson will be taught on Google Meet and the teacher will confirm if work will be set for the second period, or if students will be required to log in for google meet.

Key Stage	Original lesson time	Google meet lesson time
<b>Timetable 2021 Key Stage Three Year 7 - 9</b>	Period (8.15 - 9.05)	<b>Period 1 (8.25 - 9.00)</b>
	Period 2 (9.05 - 9.55)	<b>Period 2 (9.15 - 9.50)</b>
	Period 4 10.45-11.35	<b>Period 4 (10.45-11.35)</b>
	Period 5 (11:35 – 12:25)	<b>Period 5 (11:35 – 12:25)</b>
	Period 6b (12:50 -13:15)	<b>Period 6b (13.00 start)</b>
	Period 7a ( 13.15– 13.40)	<b>Period 7a ( 13.35 end)</b>
	Period 7b (13.40 -14:05)	<b>Period 7b (13.50 start)</b>
	Period 8a ( 14.05 – 14.30)	<b>Period 8a ( 14.25 end)</b>
<b>Key Stage Four and Five Year 10-13</b>	Period 2 (9.05 - 9.55)	<b>Period 2 (9.15 - 9.50)</b>
	Period 3 ( 9.55-10:45)	<b>Period 3 ( 10.05-10:40)</b>
	Period 5 (11:35 – 12:25)	<b>Period 5 (11:35 – 12:25)</b>
	Period 6 (12:25 -13:15)	<b>Period 6 (12:35 -13:10)</b>
	Period 7b ( 13.40 - 14:05)	<b>Period 7a ( 13.50 Start )</b>
	Period 8a (1405-14.30)	<b>Period 7b (14-25 End)</b>
	Period 8b ( 14.30 – 14.55)	<b>Period 8b ( 14.40 Start)</b>
	Period 9a ( 14.55 – 15.20)	<b>Period 9a ( 15:15 End)</b>

The students will join the google meet lesson from the link on the google classroom. Where video lessons do take place, to protect students and staff we have rules in place to ensure safeguarding is prioritised 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 rewarding 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.

# The Harefield Academy

*Achievement through Active Learning*

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

T: 01895 822108 F: 01895 822414 E: [info@theharefieldacademy.org](mailto:info@theharefieldacademy.org)

W: [www.theharefieldacademy.org](http://www.theharefieldacademy.org)

Headteacher: Tash Hurtado BA PGCE



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

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](mailto:Jared.Martin@theharefieldacademy.org).

Yours sincerely

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

Helen Timmins  
Deputy Headteacher