

Spring term 2021 LEARNING AT HOME

While our school buildings are closed, our community remains very much open. This term, we will continue to support our Junior School children through our online teaching and learning provision.



HEREFORD
CATHEDRAL
SCHOOL



During this half of term, we will continue to offer support to our Junior School children through the provision of online teaching and learning which is explained in more detail in this document. We will seek to provide structure, routine and engagement for the children, as well as maintaining all-important face-to-face contact between the children themselves and with their teachers.

My thanks to my colleagues here at school and also to you, as parents, for your forbearance, for your support and for helping your children as we all work together.

Please do feel you can contact me directly with any thoughts, suggestions or feedback as term progresses.

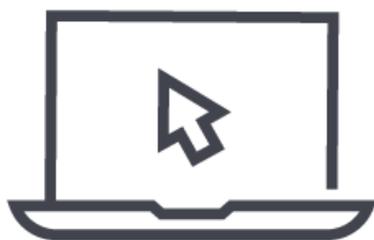
Mr Chris Wright
Head of Junior School
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“ WE WILL SEEK TO PROVIDE
STRUCTURE, ROUTINE AND
ENGAGEMENT FOR
THE CHILDREN ”

OUR ONLINE PROVISION

Through our online provision, we will:

- provide structure, routine and engagement for your children
- provide flexibility so that families are able to work within their different constraints
- be realistic in our expectations of parents, children and staff – both to support our communities wellbeing and to ensure that our programme is sustainable
- provide enjoyable, stimulating and meaningful lessons, tasks and activities
- remain personal – offering personalised feedback and support to the pupils and regular face-to-face contact
- provide support for your children during this extraordinary time



Each class will be set several meaningful 30-minute activities each day.

These will be made up of subject-specific tasks, live lessons and drop-in sessions, pre-recorded resources, assemblies and face-to-face form periods.

Subject teachers will mark work and provide feedback. Children will be expected to respond to the teachers' feedback, revising and correcting work as appropriate as well as contacting the teacher for further help as needed.

THE TIMETABLE FOR EACH CLASS PROVIDES:

- sufficient Maths and English lessons
- exposure to a broad range of subjects, retaining our breadth and an appealing variety for the children
- two live form periods each week for each class and some live content in other lessons
- a whole school assembly each week

A timetable for each class is provided at the end of this document.

STRUCTURE OF THE DAY



Every family is different, but establishing a daily routine is recommended for successful remote learning. You may wish to design your own, but here is a suggested routine which you might like to consider.

Time	Activity
9.00 - 9.30	Physical activity
9.45 - 10.45	Activities 1 & 2
10.45 - 11.00	Break
11.00 - 12.00	Activities 3 & 4
12.00 - 14.00	Lunch & break, catch up and/or responding to teachers' feedback
14.00 - 15.00	Activities 5 , 6 & 7

Please be aware that whilst the children will be able to undertake tasks and work set at any time in the day, the live sessions are of course timetabled to take place at specific times. The live sessions have been timetabled to avoid clashes with other year groups to ensure that Junior School families need not have a device for every child.

REMOTE LEARNING DELIVERY

We recognise every household will be different in terms of the quality of their connectivity, number of users and the number of suitable devices from which they can access remote learning at any one time. We have tried where possible to mitigate for this by staggering live form periods, setting tasks which do not need to be done at specified times, and extending deadlines where possible.

We believe pupils will be able to access all of our digital provision using a variety of hardware including computers running Windows or Mac OS, any tablet, smartphone or Chromebook.

We will use the following software for our remote learning:

FIREFLY will primarily be used for setting tasks and submitting work. Teachers will also provide feedback and marking via Firefly. Parents can view tasks on Firefly via their parent account.

ZOOM will be used to deliver live lessons. Teachers Zoom details can be found at the end of this document.

PASTORAL CARE



Our pastoral care system relies on the informed supportive structure in which all staff play an active part in the welfare of the pupils. The formal structure is centred upon each child's Form Teacher. Form Teachers are supported by the Deputy Head, who takes the lead on matters of pastoral care.

During any period of remote learning, our pastoral care will continue as an important provision for all pupils:

- We will continue to register the pupils daily, and will be in touch with parents over any unaccounted absences (your children will be sent a registration task each morning on Firefly)
- Twice a week, Form Teachers will meet online face-to-face with their forms
- Any pupil or parent can communicate with their Form Teacher, Mr Debenham or Mr Wright via their School email
- Spiritual education will be maintained through weekly assemblies and ongoing RE lessons
- Maintaining wellbeing and a healthy lifestyle is even more important during a period of remote learning; PE tasks will be set each week, and time has been allowed each day for physical activity

ALL OUR STAFF PLAY AN ACTIVE
PART IN LOOKING AFTER THE
WELFARE OF OUR PUPILS

COMMUNICATION with parents & guardians

The School will continue to communicate with parents in a number of ways:

EMAIL will be used for communicating details of forthcoming events directly relevant to you and your children. Please be aware that emails containing information relating to the following school day may be sent up until 6pm.

It is our intention to send you an email each afternoon giving you an overview of the next day's tasks, and containing details of any live Zoom sessions.

SMS text messages will be sent for short notice changes of arrangements.

FIREFLY will be used to communicate details of classwork tasks, department pages and other key resources.

As ever, you might also like to follow these Junior School and whole school pages:



HerefordCathedralJuniorSchool
HerefordCathedralSchool



Herefordcs



HerefordCathedralSchool

Please help us by making sure that we always have your correct postal address, email addresses and telephone numbers. If your details change at any time, please notify us of such change in details as soon as possible by informing enquiry@herefordcs.com.

CONTACTING THE SCHOOL

Parents can contact the remote School Office by email (enquiry@herefordcs.com). In the event of urgent messages, please contact Mr Debenham (j.debenham@herefordcs.com) or Mr Wright (c.wright@herefordcs.com).

Pupil illness: If your child is ill and unable to take part in remote learning, please contact Mr Debenham by email at j.debenham@herefordcs.com by 10am.

Contacting teaching staff: Every member of the teaching staff can be contacted direct by email. Addresses are listed in the School Calendar and at the end of this document. We recognise that many parents find email the most convenient means to communicate with the School. However, please be aware that teaching staff are not expected to access or reply to emails outside of the normal working day.

Issue	Who to contact
I have a question/concern about my child's academic progress	Your child's subject teacher or Form Teacher
I have a question/concern about my child's pastoral welfare	Your child's Form Teacher
I have a question about Firefly or Zoom	See our Parents FAQ page on Firefly
I have a safeguarding concern about a child or adult in the school community	Mr Debenham (j.debenham@herefordcs.com) is the Designated Safeguarding Lead and Mr Wright (c.wright@herefordcs.com) is the Deputy Designated Safeguarding Lead.

TOP 10 TIPS FOR HCJS PARENTS

The transition to remote learning will be challenging for families. Parents may need to think differently about how to support their children; how to encourage the adoption of structures and routines that allow their children to be both happy and productive; and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The ten guidelines provided below are not intended to be patronising, but supportive. We hope that you will find them helpful.

1 Establish routines and expectations

There are clear structures to the working week and we ask parents to support us in establishing routines and expectations as much as possible. We encourage parents to set regular hours for their children's school work. We suggest students keep normal bedtime routines and children should move regularly within the periodic breaks we have set. It is important these expectations are set as soon as remote learning is implemented.

2 Stay in touch

We see parents very much as partners in the children's education and we welcome contact from parents. However, we ask parents to remember that teachers will be communicating with a large number of other families.

3 Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction.

4 Define the physical space for your child's study

Your child may have a regular place for doing homework, but this space may or may not be suitable for an extended period of time. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong internet signal, if possible.

5 Begin and end each day with a check-in

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organise themselves and set priorities. Some pupils may not want to have these check-ins with parents (that's normal!), but they should nevertheless.

Take an active role in helping your children process and own their learning

In the course of a regular school day at HCJS, your son or daughter engages with other children or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child owns their work; don't complete work for them, even when they are struggling.

Remain mindful of your child's stress or worry

It is inevitable in these extraordinary times, children may be worried, anxious and display a range of other emotions. Difficult though it may be, please do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide.

Keep your children social, but set rules around social media

The initial excitement of school being closed will fade quickly when the children start missing their friends, classmates, and teachers. Help your children maintain contact with friends but please also continue to monitor any social media and email use. Please remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A child's words and tone can sometimes offend or cause harm to others.

Encourage physical activity and/or exercise

Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. PE tasks will be set each week, and each day has some time set aside for physical activity, but it is important for parents to model and encourage exercise! Think also about how your children can help more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!

Monitor how much time your child is spending online

We will seek to find a balance between online and offline learning experiences. None of us want our children staring at computer screens for many hours each day! As much as possible, encourage your children to engage in off-screen activities.

OUR PUPIL BEHAVIOUR POLICY & CODE OF CONDUCT FOR REMOTE LEARNING

All normal school rules apply when pupils are engaging in remote learning. Therefore, the following remain key documents to ensure that both pupils and staff can feel safe and secure when operating under remote learning during school closure: Safeguarding Policy, Behaviour & Discipline Policy and Anti-Bullying Policy.

OUR KEY PRINCIPLE:

Every pupil must behave online with the same expectations of behaviour when interacting face-to-face with others; without exception, treat all others with respect.

ZOOM ETIQUETTE

- All those participating must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- We all need to be aware of what may be in view in the background, for instance photos of a beach holiday, so that it does not intrude on family privacy.
- Language must be professional and appropriate, including any family members in the background.
- Parents must remain in control of electronic devices and remain within earshot when children are in contact with teachers.

We all have an individual responsibility to ensure that remote learning is a positive experience for all.

THIS IS A PAGE ESPECIALLY FOR
THE CHILDREN...

PRINT
& KEEP
ME!

Dear boys and girls,

This is a strange time for all of us, and we all have a role to play in making our learning at home a success.

I am expecting you to:

- Be co-operative!
- Be positive!
- Remember that making mistakes or finding something difficult is all part of learning
- Keep to a daily routine
- Do your best in your work
- Ask for help from your parents and teachers
- Try not to be cross with your parents just because they do something in a different way to your teachers!
- Have some time outside and do some exercise every day

I look forward to seeing the pictures of what you get up to at home and welcoming you back to school soon!

Mr Wright

HEREFORDCS.COM

OUR REMOTE LEARNING TIMETABLES

FOR RECEPTION - YEAR 6

RECEPTION

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	Literacy	Literacy	Literacy	Literacy
2	Literacy	Numeracy	Numeracy	Numeracy	Numeracy
3	Numeracy	EYFS Activity	EYFS Activity	RE	
4	EYFS Activity	EYFS Activity	EYFS Activity	EYFS Activity	Drama
5	EYFS Activity	French		Music	PE
LIVE! Form Time			11.00am		11.00am

YEAR 1

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	English	English	English	Maths
2	English	English	English	English	Maths
3	English	Maths	Maths	Maths	English
4	Maths	Maths	Maths	Maths	English
5	Maths	French	Humanities	Science	PE
6	Art	Music	Humanities	Science	
7	Art	RE			
LIVE! Form Time			3.00pm		3.00pm

YEAR 2

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	English	English	English	English
2	English	English	English	Maths	English
3	English	Maths	Maths	Maths	Maths
4	Maths	Maths	Maths	French	Art
5	Maths	Humanities	RE		Art
6	Science	Humanities	Music		
7	Science	PE			
LIVE! Form Time			9.45am		9.45am

It may be necessary to adjust these timetables. Every afternoon, we will email parents and children with a schedule for the next day.

YEAR 3

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	English	Maths	French	English
2	English	English	Maths	French	English
3	English	Maths	PE	Art	Maths
4	Maths	Maths	Humanities	Art	RE
5	Maths	ICT	Humanities	Music	RE
6	Science	ICT			
7	Science				
LIVE! Form Time			10.15am		10.15am

YEAR 4

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	Maths	English	English	Science
2	English	Maths	English	English	Science
3	English	English	Maths	PE	Music
4	Maths	French	Maths	RE	ICT
5	Maths	French	Art	RE	ICT
6	Humanities		Art		
7	Humanities				
LIVE! Form Time			11.30am		11.30am

YEAR 5

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	Maths	Maths	Humanities	Science
2	English	Maths	Maths	Humanities	ICT
3	English	English	English	PE	Music
4	French	English	English	Maths	RE
5	French	Science	ICT	Maths	RE
6	Art	Science			
7	Art				
LIVE! Form Time	2.00pm		2.00pm		

It may be necessary to adjust these timetables. Every afternoon, we will email parents and children with a schedule for the next day.

YEAR 6

Activity	Mon	Tues	Wed	Thurs	Fri
1	Assembly	Maths	ICT	English	Maths
2	English	Maths	Humanities	English	Maths
3	English	English	Humanities	RE	ICT
4	Maths	English	PE	RE	Music
5	Maths	Art	Science	French	
6	Science	Art		French	
7	Science				
LIVE! Form Time			2.30pm		2.30pm

It may be necessary to adjust these timetables. Every afternoon, we will email parents and children with a schedule for the next day.

TEACHING STAFF CONTACT AND ZOOM DETAILS

Teacher	Email XXX@herefordcs.com	Zoom meeting ID	Zoom meeting password
Mrs Goode	c.goode	736 444 3278	147984
Mrs Williams	h.williams	836 3490 1695	hcjs1tw
Miss Toolan	r.toolan	811 316 4229	hcjs
Miss Davies	k.davies	486 866 4060	rainbow2
Mrs Matthews	k.matthews	832 292 6651	purple
Mrs Cumming	p.cumming	495 107 1722	HCJS3D
Dr Barber	i.barber	561 509 7227	4Bmeeting
Mrs Walker	h.walker	501 971 7707	Rowan
Mr Brown	t.brown	952 949 0766	1cmWxU
Miss Lambert	c.lambert	882 279 9153	Paris
Mrs Gummerson	k.gummerson	356 213 3441	Pottery
Miss Jeynes	n.jeynes	821 305 3461	hcjs
Mr Turpin	s.turpin	658 494 0733	hcjsst
Mr Wilkinson	m.wilkinson	444 076 4816	RE
Mrs Denny	t.denny	442 427 1086	Denny1
Mr Wright	c.wright	402 752 1272	hcjs
Mr Debenham	j.debenham	861 749 3335	Maths
Miss Mann	s.mann	574 917 7450	PeppaPig
Mrs Quinn	r.quinn	710 932 6390	509601
Miss Deakins	s.deakins	845 145 4701	HCJS