

Highlands School

Guidance for parents during school closure

Website - <http://www.highlands.enfield.sch.uk/>

Twitter - https://twitter.com/highlands_sch

Instagram - <https://www.instagram.com/highlandssch/>

YouTube - https://www.youtube.com/channel/UC_LdPLnZcel2egp6li85OMA/featured

This document contains two parts. Part one is guidance for parents during school closure. Part two is guidance for students during school closure. Guidance on using Google Classroom is available on the "Closure" section of the school website.

Part one: guidance for parents

Supporting students to work at home

How will work be set and assessed?

Staff are preparing lessons and activities for students that will be shared and completed online. Google Classroom will be our main platform for communication. Students are familiar with this through their work in computing lessons.

All students have a school Google account. The login used to access services on google.co.uk is the same as that used in school on our network with @highlearn.uk added to the username. If your child has difficulties with logging in please contact itstudent@highlearn.uk.

Staff will upload work for each day's lessons by 9am. Some tasks will need to be completed on the day they are set and others will have a longer deadline, as would have been the case with homework. As far as possible teachers will follow the existing schemes of work and teach to the key objectives set out in the DPR (dpr.education).

We appreciate that access to broadband and shared equipment at home may present difficulties but ask that you support students with a routine for checking and completing work. Staff will provide feedback in two ways, either by issuing a mark or short comment, or as next step feedback with guidance on how to improve.

Some departments will use other learning platforms to set work (such as Kerboodle or Hegarty Maths) but in all cases staff will log the activity through Google Classroom.

My child doesn't have broadband access or access to IT equipment

Please email osmanj@highlearn.uk in the first instance. We have equipment in school and we will work with families to solve IT issues.

How can I help my child study and create a purposeful work space?

There are a number of simple but effective ways in which you can support your child whilst they are learning from home.

- Routine: a daily routine is really important. Try to make sure that your child gets up at their usual time and follows their daily timetable (it will be written inside their planner). As well as giving a sense of normality, it will also ensure that weaker subjects are not neglected. Your child will potentially be distracted by the draw of video games, television and social media. However, we suggest that these are used as a reward at the end of a day of studying, rather than throughout the day.
- A suitable place to study: if possible, your child should have access to a quiet place to study with a desk and no distractions. They may need to use their mobile phone to access work that has been set online but it is advised that you monitor this so that they are not being distracted.
- Breaks during study: whilst your child should maintain a regular routine, short breaks which include bursts of gentle exercise will help them to concentrate. If self-isolating this may need to be running on the spot, sit ups, star jumps etc.

Safeguarding during school closure

How will the school safeguard children during the period of school closure?

The school has the following safeguarding plan in place during closure.

- Our safeguarding and pastoral team will be on hand to respond to any safeguarding matters communicated through the school's safeguarding email address.
- Our school counsellor will be offering phone counselling for students who have regular sessions and for new students who require support.
- Students will be expected to log on, access and complete work through Google Classroom everyday. Teachers will monitor students' activity in Google Classroom. This will help students to keep up with learning and to maintain a routine that supports their well-being.
- Teachers will centrally log students who do not engage with Google Classroom and this will be followed up by the pastoral team.
- We have a plan in place for all students who are vulnerable, who have an EHCP and/or who are looked after children. A nominated member of staff will keep in regular contact with these students through their @highlearn.uk account and parents/carers will be contacted on a regular basis to offer support and guidance.
- Assemblies delivered to all students on staying safe and how to report a concern during closure. The information from the assembly has been emailed to all students via their @highlearn.uk account and it can also be found on the COVID 19 section of the school website.
- We have a dedicated safeguarding email address where students and parents can contact us. This will be monitored by the school's safeguarding team on a daily basis: staysafe@highlearn.uk .

My child is entitled to free school meals

The school will be open each day and students who are entitled to free school meals will be able to come to school and collect them at 12:30. This link allows parents of students entitled to FSM to request them: <https://forms.gle/hYGak8X9UTQzwGWf9>. The link will be active until 9am on Monday 23rd March. After this point if your child is entitled to free school meals and you wish to claim them, or you have other questions, please contact the school on this address: staysafe@highlearn.uk

The Government said that my child can still attend school as I am a keyworker.

The Government has said that vulnerable children and children of key workers may still attend school. We have a letter to parents about this on the 'Closure' part of our website. Click this link to read the letter: <http://www.highlands.enfield.sch.uk/attachments/download.asp?file=4415&type=pdf>. The link will be active until 9am on Monday 23rd March. After this point if you wish to contact us about your child attending school, please use this email address staysafe@highlearn.uk

How can I support my child's mental health at home during the period of school closure?

- Children will be very aware of the anxiety and uncertainty in the world at the moment, and may not be used to seeing adults experiencing these emotions. Please try to model calm, positive thinking for them, even if you are not feeling that way.
- Talk to your child about how they are feeling.
- Support your child in following a daily routine focussed on school work, healthy eating, some leisure time, and avoiding daily use of games consoles.
- Encourage your child to get fresh air in any outside spaces within the home.
- Encourage your child to do some exercise at home. Get a daily exercise class here: <https://www.thebodycoach.com/blog/pe-with-joe-1254.html>
- Encourage your child to keep in contact with friends and family by phone, email and social media (used appropriately).
- Encourage your child to use the Kooth website (www.kooth.com) or download the app. Kooth is a provider of online mental health services for young people aged 11-25 years old.

What should I do if I have a concern about the mental health, welfare of protection of my child or about another child in the school?

- Please email the school's safeguarding email outlining your concerns staysafe@highlearn.uk. A member of the safeguarding will contact you within 24 hours to discuss your concerns and to arrange support.
- Safeguarding concerns can also be reported to the Enfield MASH (multi agency safeguarding hub) on 020 8378 5555. For further information on how to contact MASH online please visit <https://new.enfield.gov.uk/enfieldscb/professionals-volunteers/multi-agency-safeguarding-hub-mash/>
- If a child is in immediate danger call 999
- If you need to report a non-urgent criminal matter to the police, call 101

Do you have any advice about what I can do to help myself or children?

We suggest the following

- Talk about the news and discuss the reliability of sources. Encourage children to look at sites such as BBC Newsround or The Day.
- Show compassion for self and others – take time to look after yourself. Remember the guidance for oxygen masks on planes: self first then others.
- Limit or restrict your news intake to what you can handle e.g. 10 mins daily
- Focus on and enjoy the present moment – we suffer more when we overthink about what might or might not happen.
- Model gratitude to others - make a special show of being thankful to others, for opportunities, for safety, for the people who care for us.
- Comment on strengths used - take time to notice and comment on the strengths used by others, and to notice our own.
- Notice acts of kindness in the community and more widely from examples around the world and highlight resilience in others.
- Look out for others. If you notice someone is struggling, adult or child. Just ask 'Are you okay?'. They may be fine, they may not, but asking makes sure we don't miss a chance to help.

Part two: guidance for Students

Our expectations of students maintaining their learning

- To know how to access the Google domain from home using @highlearn.uk email.
- To log in and complete all activities set by their teachers for the day via Google Classroom.
- To complete work to the best of their ability
- To understand that teachers may or may not be available online at the same time as them and to post questions via Google Classroom or, if preferred, by using @highlearn.uk email.

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- Our school counsellor will be offering phone counselling for students who have regular sessions and for new students who require support. She will be contacting students who have regular sessions to arrange appointments over the phone.
- Students will be expected to log on, access and complete work through Google Classroom everyday. Teachers will monitor students' activity in Google Classroom. This will help students to keep up with learning and to maintain a routine that supports their well-being.
- Teachers will centrally log students who do not engage with Google Classroom and this will be followed up by the pastoral team.
- We have a plan in place for all students who are vulnerable, who have an EHCP and/or who are looked after children. A nominated member of staff will keep in regular contact with these students through their highlearn account and parents/carers will be contacted on a regular basis to offer support and guidance.
- Assemblies delivered to all students on staying safe and how to report a concern during closure. The information from the assembly has been emailed to all students via their Google @highlearn.uk account and it can also be found on the COVID 19 section of the school website.
- We have a dedicated safeguarding email address where students and parents can contact us. This will be monitored by the school's safeguarding team on a daily basis. staysafe@highlearn.uk

How can students look after their mental health during the period of school closure?

- Follow a daily routine focussed on school work, healthy eating, some leisure time, and avoiding daily use of games consoles.
- Get fresh air in any outside spaces within the home.
- Do some exercise at home. Get a daily exercise class here: <https://www.thebodycoach.com/blog/pe-with-joe-1254.html>
- Keep in contact with friends and family by phone, email and social media (used appropriately).
- Use the Kooth website (www.kooth.com) or download the app. Kooth is a provider of online mental health services for young people aged 11-25 years old.
- If feeling worried or upset, talk to someone.
- Be kind and supportive to friends, family and acquaintances.
- Avoid fake news and sharing unverified news.

What should students do if they have a concern about their mental health and/or safety or of another student at Highlands School?

- Talk to a trusted adult.
- Please email the school's safeguarding email outlining your concerns staysafe@highlearn.uk. A member of the safeguarding will contact you within 24 hours to discuss your concerns and to arrange support.
- Safeguarding concerns can also be reported to the enfield MASH (multi agency safeguarding hub) on 0208 378 5555. For further information on how to contact MASH online please visit <https://new.enfield.gov.uk/enfieldscb/professionals-volunteers/multi-agency-safeguarding-hub-mash/>
- If you or someone else is in immediate danger call 999
- If you need to report a non-urgent criminal matter to the police, call 101
- Call Childline on 0800 1111