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Headteacher: Stephen Lowe

30th April 2020

Dear Parents and Carers,

We write to update you on our teaching approaches during the period of social isolation. We are constantly evolving our practice and now have a range of different methods of engaging with pupils whilst we are unable to teach face to face lessons within the hospital setting. This allows us to tailor the approach to meet the needs of the individual child.

Safeguarding is always our top priority. For each of the approaches, we have assessed the benefits and risks in order to develop guidance for staff, pupils and parents and you will find these outlined below. If there are circumstances that make these rules difficult to follow, then we will discuss these with you and come to a mutually agreed solution.

Your OHS teacher will be offering educational support to your child, using one or more of these methods:

- Talking to your child on the phone
- Google Classrooms
- Google Meet
- Email correspondence
- Work packs delivered to the hospital or home

All contact will happen within our normal school hours of 9am - 4pm. Lessons will be at pre-arranged times unless otherwise agreed with the teacher. It is important that you also remain in the house during any planned lessons.

Please ensure your child is ready for the lesson at the agreed time and that they have their Chromebook/laptop open and ready to start. If using Google Meet, they should be dressed appropriately for a lesson and in a space that is open to you as parents (not in a bedroom with the door shut).

#### Telephone contact

We have asked staff to call the parent's phone and request that this be put on speaker phone and passed to your child. After an initial discussion, our staff may hang up to give your child time to complete an activity then call back at a later stage in the lesson.

#### Google Classrooms

Pupils will access their Google Classroom using their OHS Google account (ending @oxhs.org). Teachers will set work and pupils can complete and submit it back to the teacher for feedback. Google Classrooms allows text based discussion between pupil and teacher.

#### Google Meet

We are trialling lessons using our video conferencing system that will allow teachers and pupils to see and talk to each other. Where particular pupils are finding it hard to engage in learning with other methods of communication, we will trial the use of two way video in agreement with you and your child. In order to maintain the highest levels of

safeguarding control for your child and our staff, we will have a second member of staff on the video call and would ask for your continued support with the procedures we have previously indicated are necessary for safe, remote teaching.

#### Email correspondence

Our staff may share work via email with you and your child. The staff member will be able to give feedback on any work returned to them for marking. At times, you may share work from home school with the OHS staff member, so they can differentiate this in line with individual needs and circumstances. Please email us from a parental email address rather than pupils emailing out staff directly.

#### Work packs delivered to the hospital or home

If your child is an inpatient at the hospital, then we are able to deliver individualised learning packs and reading material to them via one of the play specialists. A member of the teaching staff will let you know in advance when to expect new resources. We may also send work packs home if needed.

#### Our pupil guide to distance learning - staying safe

With this letter is a copy of our pupil guide to staying safe during distance learning. Please read through this with your child and, if possible, print a copy for them to revisit.

Please let us know of any questions by either contacting the main office on 01865 957 480 or talking to our staff when they contact you by phone at the start of your child's lesson.

We would like to thank you for your understanding in this difficult time and hope that you and your families stay safe and well.

Yours faithfully



Catherine Costello  
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