



Oxfordshire Hospital School  
% St Nicholas Primary School  
Raymund Road  
Old Marston  
Oxford  
OX3 0PJ

E: [office@ohs.oxon.sch.uk](mailto:office@ohs.oxon.sch.uk)

T: 01865 957480

[www.ohs.oxon.sch.uk](http://www.ohs.oxon.sch.uk)

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. This enables us to tailor the approach to meet the needs of the individual child. Safeguarding is always our top priority. For each approach we have assessed the benefits and risks and have developed guidance for staff, pupils and parents and these are detailed below. If there are circumstances that make these rules difficult then we will discuss these with you and come to a mutually agreed solution.

Your OHS member of staff will be working with your child using one or more of these methods:

- Talking to your child on the phone
- Google Classrooms
- Adobe Connect
- Google Meet
- A doorstep visit

All contact will happen within our normal school hours of 9am - 4pm. Lessons will be at pre-arranged times. As normal, a timetable will be sent to you at the end of the week that covers the following week. It is important that you remain in the house in the same way that you would if we were visiting in person. If your working patterns/times available at home have changed please let us know.

Please ensure your child is ready for the lesson at the time indicated on their timetable and that they have their Chromebook/laptop open and ready to start. If using Google Meet they should be dressed appropriately for a lesson (no pyjamas) and in a space that is open to you as parents/carers (not in a bedroom with the door shut). Please ensure your child is not in bed for the session.

#### 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.

#### Adobe Connect

Your child may be part of our Adobe Connect pilot, a project we began before the current lockdown. Teachers can talk to pupils and pupils can see a live video feed from the teacher. A whiteboard facility and screen sharing

capabilities allow interaction. As a safeguard we will be recording these sessions. The recordings are stored securely and are only available to the teacher and to senior staff. Recordings will only be accessed for safeguarding, quality assurance or technical support reasons.

The next phase of this pilot is to deliver lessons to more than one pupil at the same time. This will only happen when we believe it is suitable for your child and only after full agreement has been sought from pupils and parents.

#### 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 2nd 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.

#### A doorstep visit

There may be times when we need to come to your house to drop off or collect work, other materials or equipment. We will always contact you by telephone first to arrange this. To comply with social isolation guidelines we will ring your doorbell then leave these on the doorstep. Please respect social distancing to ensure the safety of our staff.

From time to time we may need to come to your house to complete a welfare check. To fulfil this safeguarding duty it would be helpful if we could see your child and talk to them briefly. This could be on the doorstep or through a window. Again, we will always phone first to arrange this.

#### 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,



Cairo Bailey  
Leader of Learning - Outreach Teaching Service



James Shryane  
Assistant Headteacher - Inclusion & Safeguarding