

## Bramhall High School Blended and Remote Learning – Information for Parents

There are two potential situations, which will result in a need for a combination of face-to-face teaching and remote learning:

### 1) Local lockdowns and restrictions as directed by Public Health England

**Tier 1** – All students are required to wear face masks in corridors and communal areas. Please note at Bramhall High School we always operate this requirement as an additional safety measure.



**Tier 2** – Bramhall High School moves to a two-week rota and the school is split into two separate bubbles. If this is activated we plan to have **Year 7, 9 and 11** in for the first two weeks and then **Year 8 and 10** for the following. Whilst students are not in school they are following their timetable remotely via Microsoft Teams.



**Tier 3** – The majority of students (with the exception of keyworker and vulnerable) will move to remote learning. The DfE will issue operational guidance for specific year groups to be present at a time. Students and staff will follow their normal curriculum timetable.



**Tier 4** – Only keyworker and vulnerable students will be in school. All other students will be taught remotely. Students continue to follow their timetable.

## **2) Covid related absence and school restrictions.**

These could be the result of:

- Student absence due to a positive test
- Student absence as a result of a family member testing positive and them having to self-isolate
- Student absence as a result of having symptoms awaiting a test result.
- Students being sent home as part of Bramhall High School's track and trace system i.e. sat in close proximity with someone who has tested positive.
- Year group bubble having to be sent home
- Year group having to stay home due to staffing restrictions. We will always try to avoid this and ensure that text alerts are sent home the day before when we cannot facilitate it.

### **How does my son/daughter keep up to date with their studies if they have to remain off from school?**

Where **individual students** are working at home, you can access two areas to keep up to date with their studies:

- 1) Show My Homework (SMH) – If your son/daughter is absent, they will be given access to a classroom group on SMH. Work will be provided from each department for the week, which mirrors that which would have been completed in school. Students should return any work required for submission via email to their class teacher. The class teacher will then in turn mark the work as submitted via the show my homework portal.
- 2) The Covid Section of the school webpage contains the curriculum plans for each subject area. Each subject will continue to update these with further resources over the coming weeks.

### **What happens if Tier 2 is activated or the school has directed a year group to work from home?**

- Staff and students will follow their normal timetable.
- Students attend a remote learning 'MS Teams' session (up to half an hour) for each of their five lessons. The other portion of lesson time then allows students to work independently on the related tasks.
- Individual teachers will set work for their classes via Show My Homework. Students will then submit this to their class teacher via email. Staff will indicate whether the work has been submitted or not on the SMH portal.
- Staff will take a register for online sessions, just as they would in class. If for some reason, your son/daughter cannot attend the session at the normal lesson time, a Microsoft Stream video is automatically created of the lesson, which they can watch back later. If you know it will be logistically impossible for your son/daughter to access the Microsoft Teams lessons, we would ask you to liaise with your son/daughter's Head of Year in the first instance.

- Where a concern exists with either remote learning attendance or with a lack of submitted work staff will contact you to keep you informed.

For further support with accessing and using these systems, please see the 'Parent Help Sheets' on the Covid section of the Bramhall High School webpage. Links below:

[Using Microsoft Teams](#)

[Using remote IT systems](#)

[IT Acceptable use policy](#)

A student instruction video on joining a MS Teams' session can also be viewed by following the link below:

[Accessing MS Teams](#)

### **What happens if a member of staff is absent?**

If a member of staff is absent, they will be unable to set up the MS Teams live session and cover work will be provided via Show My Homework.

### **Virtual Learning protocols**

These protocols focus on:

1. Microsoft Teams - Behaviour within a live session
2. Microsoft Teams - Behaviour within a Team

#### **1. Microsoft Teams - Behaviour within a live session**

Live lessons via MS Teams can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. If a year group is working remotely, students should attend a session for each of their lessons, following their timetable. It is essential that all students follow our live lesson guidelines.

Invites to a live session are automatically sent to student's school email addresses, these invitations will include a link that students can click to access the live session. Students will also be able to see all pre-arranged sessions within the calendar section of MS Teams and can join a live session from here.

Please ensure at all times you are polite and respectful to the member of staff and other students.

Initially students will join a lobby area for the timetabled slot. The member of staff will then admit the class into the session once it is underway. When students join the session, they must have their **microphone and camera switched off**. Staff will direct individuals to switch on either of these during the session, but until invited to do so these must remain off. This will be dependent upon the context of the lesson and is left to the discretion of the teacher.

Please be aware staff have been directed to record all MS Teams sessions. These can be viewed later via MS Stream as a video of the session. The chat transcript is also permanently recorded for safeguarding purposes.

### Audio:

- Students must have their microphones set to mute and only unmute when you are asked to by their teacher.
- Students can signal if they have a question by using the 'raise hand' function or by typing a 'question' in the chat function within MS Teams. Either of these will notify your teacher that someone has a question.
- Students must speak in a respectful academic way and must stay on the topic of the work.

### Audio and video:

- Students and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).

### **What happens if a student does not follow these guidelines?**

- They may be 'muted' by their teachers and they may be removed from the live session. If this happens the Head of Year and Head of Department will be made aware and the incident will be recorded in PARS. Parents/guardians will also be notified. If an issue persists, the individual may be excluded from future live sessions.

## **2. Microsoft Teams - Behaviour within a Team**

When using the post feature within Teams you must adhere to the following guidelines:

- Use academic English in your comments to your teachers, no slang, text-speak or emoji's.
- Do not make comments to other students except regarding work; reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask.
- Any inappropriate Posts will be recorded and sent to the Head of Year who will communicate with parents. Depending on the comments, this could lead to a high-level sanction being applied.
- Where there are behaviour concerns these will be recorded on PARS and followed up by the relevant Head of Department or Head of Year for that year group. Parents/guardians will also be notified.

### **Key Contacts**

**Pastoral Care** continues to be provided, in school, by your child's Head of Year:

Y7	Sally Stevens (Acting HOY)	<a href="mailto:sstevens@bramhallhigh.stockport.sch.uk">sstevens@bramhallhigh.stockport.sch.uk</a>
Y8	Angela Conduit	<a href="mailto:aconduit@bramhallhigh.stockport.sch.uk">aconduit@bramhallhigh.stockport.sch.uk</a>
Y9	Janet Kennedy (Acting HOY)	<a href="mailto:jkennedy@bramhallhigh.stockport.sch.uk">jkennedy@bramhallhigh.stockport.sch.uk</a>
Y10	Jon Flynn	<a href="mailto:jflynn@bramhallhigh.stockport.sch.uk">jflynn@bramhallhigh.stockport.sch.uk</a>
Y11	Sophie Magee	<a href="mailto:smagee@bramhallhigh.stockport.sch.uk">smagee@bramhallhigh.stockport.sch.uk</a>

**Safeguarding** support continues to be provided and managed in school by:

Janet Kennedy, Designated Safeguarding Lead (DSL)  
Sally Stevens & Sophie Magee (Acting Deputy DSLs)

In addition, adults with key responsibilities will make weekly contact:

Looked After	Clare Lewis	<a href="mailto:clewis@bramhallhigh.stockport.sch.uk">clewis@bramhallhigh.stockport.sch.uk</a>
Medical Needs	Heather Renshaw	<a href="mailto:hrenshaw@bramhallhigh.stockport.sch.uk">hrenshaw@bramhallhigh.stockport.sch.uk</a>
SEND	Chris Masters	<a href="mailto:cmasters@bramhallhigh.stockport.sch.uk">cmasters@bramhallhigh.stockport.sch.uk</a>
Young Carers	Che Furr	<a href="mailto:cfurr@bramhallhigh.stockport.sch.uk">cfurr@bramhallhigh.stockport.sch.uk</a>

Free School Meals	<a href="mailto:finance@bramhallhigh.stockport.sch.uk">finance@bramhallhigh.stockport.sch.uk</a>
Issues with I.T	<a href="mailto:itsupport@bramhallhigh.stockport.sch.uk">itsupport@bramhallhigh.stockport.sch.uk</a>
Attendance (of those expected in school)	<a href="mailto:attendance@bramhallhigh.stockport.sch.uk">attendance@bramhallhigh.stockport.sch.uk</a>

For all other enquiries

[office@bramhallhigh.stockport.sch.uk](mailto:office@bramhallhigh.stockport.sch.uk)