



WYCOMBE
ABBEY

Spring Term 2021



REMOTE LEARNING PROGRAMME:
A GUIDE FOR PUPILS AND PARENTS

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I. WELCOME FROM THE HEADMISTRESS



Dear Parents and Girls

As we start 2021, we find ourselves in a national lockdown once again and while this is not the situation anyone would have wished for as the New Year begins, we will build on the experience of last year to make sure that the next few weeks are as positive and productive as possible for everyone.

As before, academic lessons will be taught online using the now familiar platform of Microsoft Teams. OneNote and Zoom will also be used for teaching and activities. Some lessons will involve structured independent work and lessons will be recorded for those who are unable to access them live due to time differences.

We are even more conscious of the importance of keeping connected and supporting girls and families at this challenging time and the online School experience extends well beyond lessons. It will include regular contact with their Housemistress and Tutors as well as Chapel and School Meeting on Mondays and Fridays, and a specially adapted weekend activities programme. There will also be an increased emphasis on physical fitness as we recognise the central role that this plays in ensuring health and mental wellbeing.

While the move to online learning inevitably means more time in front of a screen, girls are encouraged to ensure that they take time to pursue other non-digital, creative activities and we will be amending the timetable slightly to allow for this.

I trust that you will find the information in this guide helpful, informative and reassuring. We will continue to keep all aspects of our provision under review and your feedback is welcome.

I am very much looking forward to our physical return to Wycombe Abbey and I send my best wishes to you at this time when the School community is unable to be together in the normal way.

Thank you for your ongoing support

Jo Duncan

Jo Duncan

2. START OF TERM DETAILS

- Term begins on Wednesday 13 January 2021. All lessons and activities will be conducted remotely during this period of lockdown.
- Academic lessons will commence on Wednesday 13 January 2021 at 09:00 for all year groups.
- Please see the programme below for the timetable for the first few days of term.

WEDNESDAY 13 JANUARY

| | |
|-------|--|
| 08:20 | Start of term Welcome Video from Mrs Duncan (Pupils will be emailed a link to this video) |
| 08:30 | Tutor meetings with pupils (MS Teams) |
| 09:00 | Period 1 (MS Teams) including extras as timetabled except Sports Extras |
| 09:30 | Period 2 |
| 10:00 | Break |
| 10:30 | Period 3 – Lesson timings to continue as timetabled (MS Teams) |

THURSDAY 14 JANUARY

| | |
|-------|---|
| 08:30 | House Order meetings with Housemistresses (Zoom) |
| 08:45 | Lessons as normal (including Extras as timetabled except Sports Extras) |

FRIDAY 15 JANUARY

| | |
|-------|---|
| 08:30 | Tutor time (MS Teams) |
| 08:50 | Lessons as normal (including Extras as timetabled except Sports Extras) |

We will be following the published School calendar dates for Long Leave.

3. TIMETABLE ALTERATIONS

In order to facilitate pupils working from home we have decided to make a number of alterations to the timetable which are summarised below:

- The aim is to simplify the timetable and ensure that pupils have sufficient breaks from their screens. This means that double periods will usually run for around an hour rather than for 75 minutes.
- Saturday lessons will be incorporated into the school week and will take place on Monday afternoons during the House Games slot (please see below). The timings for lessons on Monday have been altered in order to facilitate this change.
- We have made some amendments to the timetable for U11 and L14 pupils which will be communicated to them next week by the Head of Year. There will be a Zoom meeting for U11 on Tuesday 12 January at 14:30 to explain in particular how the U11 Monday periods 8-10 have been rescheduled.
- The provision for certain lessons (such as creative subjects and Wellbeing) will be delivered in an alternative fashion in line with the nature of these subjects, and to give greater flexibility to pupils.
- Timings for Tuesday to Friday lessons will be as normal.

MONDAY TIMETABLE

| | |
|-------------------|---------------|
| Chapel | 08:30 |
| Monday Period 1 | 08:45 – 09:15 |
| Monday Period 2 | 09:20 – 09:50 |
| Break | 09:50 – 10:10 |
| Monday Period 3 | 10:10 – 10:40 |
| Monday Period 4 | 10:45 – 11:15 |
| Monday Period 5 | 11:20 – 11:50 |
| Monday Period 6 | 11:55 – 12:25 |
| Monday Period 7 | 12:30 – 13:00 |
| Break | 13:00 – 13:30 |
| Saturday Period 1 | 13:30 – 14:00 |
| Saturday Period 2 | 14:05 – 14:35 |
| Saturday Period 3 | 14:40 – 15:10 |
| Saturday Period 4 | 15:15 – 15:45 |
| Break | 15:45 – 16:10 |
| Monday Period 11 | 16:15 – 16:45 |
| Monday Period 12 | 16:45 – 17:15 |

(Any Extras impacted by this change will be rearranged for pupils)

Pupils should log on each day at 08:30 and should follow their normal timetable thereafter. The following activities will take place at 08:30 each morning:

| | |
|-----------|----------------|
| Monday | Chapel |
| Tuesday | Tutor Time |
| Wednesday | Tutor Time |
| Thursday | House Order |
| Friday | School Meeting |

It is important that pupils enjoy a morning snack and have a break for lunch. We encourage them to drink water throughout the day.

Different Time Zones

We are mindful that it may be difficult for pupils in different locations across the world to access lessons live. Live lessons will be recorded for such pupils and will be stored in MS Teams where they can be accessed for up to 20 days. In addition, Chapel and School Meeting, as well as pre-recorded activities, will also be available online.

Pupils should join 'live' lessons where possible and where this is not possible, the recorded lessons should be watched at a different time and the work completed accordingly. Teachers will be understanding with regards to work deadlines.

4. WYCOMBE ABBEY DIGITAL CURRICULUM AND LESSONS

Effective learning online requires that teachers adopt different pedagogical approaches in order for pupils to learn as effectively as they would in the classroom. The experience of the last 12 months means that we are all more accustomed to teaching and learning remotely. However, it may still feel unfamiliar initially and your daughter may take some time to settle in to remote learning, and we are confident that pupils will adapt once again to this style of learning.

While some activities are more difficult to teach via digital means, for example Science experiments, teachers will draw upon their expertise, creativity and their previous experience of teaching remotely to continue to provide pupils with a rich and varied learning experience.

'Normal' lessons are planned with a variety of activities to help pupils with their learning and maintain their engagement. Lessons are also arranged so that there is time for knowledge acquisition, skills development, practice, reflection, assessment and feedback. Activities delivered remotely will also include these elements which means that a lesson may contain a range of tasks with some 'live' teaching followed by a period of independent work. There may also be lessons which are solely devoted to research projects or independent study. The teacher may make less use of the video function during these lessons but will be available to discuss issues via either the video or chat functions in MS Teams.

We understand that there may be occasions when a pupil may not be able to access a particular lesson either due to technical issues or for other reasons. We ask that parents do not worry about occasional absence of this nature. If you are concerned about how your daughter is coping with online learning, we ask that you discuss this with her Housemistress.

Key Details for Accessing Lessons

- We are aware that pupils will not have much of their learning material with them at home such as text books or exercise books. Teachers will provide all relevant teaching material for pupils.
- Pupils are expected to have their cameras on during lessons unless instructed by their teacher and to partake fully in their lessons.
- Teachers will try to minimise the need for pupils to print material for lessons. Pupils may find printing some material useful, especially reading material, in order to reduce screen time. Teachers will aim to notify pupils well in advance if printing is required though we know that not all families have easy access to a printer.
- MS Teams Assignments will be used for formally setting work for pupils. Alongside this, many subjects will be making use OneNote.
- Lessons will be delivered as 'live' lessons via MS Teams. Some activities will be delivered via Zoom and occasionally lessons will be set as independent study lessons .
- Feedback will be given to pupils during live sessions and through marking of work.
- Lessons will follow the normal curriculum for their year group.
- Pupils will be set prep and extension work as they normally are whilst at School.
- Extras for sport (including dance and Living Tennis coaching) will not take place.

Public Examinations

At this time the School is waiting for details from the Department of Education and Ofqual regarding external examinations. They will instruct us about the information required to produce grades for pupils due to sit GCSE and A Level examinations this summer. Once we have this information we will be able to make decisions regarding internal assessments and mock examinations.

It is very important that pupils in UV and UVI understand that they should continue to work hard. We will continue to teach the GCSE and A Level specifications as normal, and aim to complete the courses in a timely manner.

Further details will be communicated to pupils and parents as appropriate.



Guidance for Parents for Successful Online Learning:

- First and foremost, do not worry if there are occasional difficulties regarding remote learning. Pupils will find their own pace and this may not always match the timetable exactly. Encourage your daughter to stick to her timetable, but we understand that there may be a need for flexibility. We understand that there may be challenges and we will support the girls during this difficult time.
- We understand that there may be technology or Wi-Fi issues that interrupt your daughter's learning. If this happens occasionally please do not worry. However if you have ongoing difficulties please contact your daughter's Housemistress. Our ICT Support Department may also be able to help and can be reached on helpdesk@wycombeabbey.com
- We fully understand that parents have busy lives too and we do not expect you to be able to supervise your daughter's work at home closely. However, as pupils will be spending considerably more time than usual online, it would be helpful if you could check what they are doing from time to time. Teachers will not be able to see everything that pupils are doing remotely. In particular, we would appreciate you reminding your daughter to keep her camera on during lessons.
- Pupils will find it easier to work from home if they have a dedicated workspace which is free from unnecessary distractions. Good ventilation, proper lighting and comfortable furniture will enable pupils to work most effectively.
- Consider the best place in the home for your daughter to set up her work station (her bedroom may not be best) and encourage her to take regular breaks from study.
- Be aware of any impact which screen-time is having on your daughter and let us know if you have any concerns. Should it be necessary for pupils to take a break from the screen they will be able to catch up by watching the recording of the lesson. Encourage your daughter to do some of her work by hand, as well as on screen.
- Experience has shown us that online lessons can often be delivered in a shorter time-frame than school-based lessons. You will find that the pace of lessons varies throughout the day and from subject to subject. Online lessons will include some teacher-led activities and some activities where pupils work on their own, as they would in school-based lessons. Where pupils complete independent work quickly they should take the additional time away from the screen.
- Flexibility is important for all involved in online teaching and learning. Staff and pupils may be working without access to their usual resources, technology can sometimes let any of us down. A patient approach is important for all involved.
- Encourage your daughter to make the most of this chance to study in a different way and to explore new books or hobbies.
- Encourage your daughter to participate in House activities. Making time to stay in touch with her friends is also important.
- Where possible, encourage your daughter to get some fresh air and exercise at least once a day.
- If you have any concerns about your daughter's work, please contact her Housemistress in the first instance.
- There is an absolute expectation that all normal safeguarding guidance is followed by staff, pupils and their families.

5. USING MICROSOFT TEAMS

Live lessons are an important part of our remote learning package as they help pupils to engage. All pupils are now adept at using MS Teams and this will be our primary platform for delivering lessons.

Support is available for pupils who are struggling with any aspects of technology. There are many helpful guides to using different platforms on MyWycombe that your daughter can access in the Digital Learning Resource Centre. Our Director of Digital Learning, Mr Binit Shah (shahb@wycombeabbey.com) is also available to support pupils.

Ideally, pupils should ensure their devices are plugged in throughout the lesson. Pupils with a pen enabled device should make sure that it works and that they know how to use it. Spare batteries for the pen would be worth having accessible.

6. EXPECTATIONS OF BEHAVIOUR

- During remote lessons we expect similarly high levels of behaviour from our pupils as we do whilst they are in School.
- Pupils are expected to have their cameras on during lessons unless instructed by their teacher and to participate fully in their lessons.
- Pupils will be on video and it is important that they dress appropriately for these classes. While School uniform is not required, pupils should dress as they would for a normal mufti day at School, making sure they are both appropriate and comfortable. Clothing such as pyjamas or crop tops are not appropriate for lessons.
- Messaging services on devices should be disabled. Pupils should make sure that background music or distractions are turned off whilst they are in lessons.
- No additional device should be used to record the lesson. Where needed, pupils can access the lesson recordings via MS Teams, but should not download the content or misuse it in any way.
- Pupils' conduct towards each other must also be of the same high standard as we expect whilst at School.

7. PASTORAL CARE

As with the previous lockdown, whilst School is working remotely it is important for pupils to continue to look after all aspects of their wellbeing and the School will be providing ways to help them to do so.

Housemistresses

Housemistresses remains the primary point of contact for pupils and parents. They continue to be responsible for the wellbeing and the academic progress of pupils in their House.

The House team will be contacting pupils, ideally via live video, on a regular basis to catch up with how they are, how they are progressing with their work and any individual issues that they have. Housemistresses will be keen to hear how their pupils have found work, activities that they have enjoyed and any further support that the School can offer. Housemistresses will make individual contact with each pupil to schedule a time for this. Should anyone feel that they need additional support or contact from the School's pastoral team, then we encourage pupils to contact a member of staff and they will be able to arrange it.

There will be a House Order on Thursday mornings at 08:30 for pupils on Zoom, led by the Housemistress to give notices and share stories, to support and ensure the wonderful House spirit remains.

Parents can keep in touch with Housemistresses through the normal channels of email and telephone.

Heads of Year and Tutors

Heads of Year and Tutors play an important role in the life of pupils at Wycombe Abbey and will continue to do so at this time.

Tutors will continue to monitor pupils' academic progress and their approach to remote learning. They will be in close contact with pupils' teachers and Housemistresses, and will be available to discuss individual issues with their tutees. Tutors will organise two tutor times each week on Tuesday and Wednesday mornings at 08:30 to discuss their tutees' progress and arrange tutor group activities.

Chapel and the Chaplain

Chapel continues to be at the heart of the School life and a weekly chapel service will be broadcast to pupils every Monday morning at 08:30. The Chaplain, Rev Penny Nash, is available to offer pastoral support for pupils and she can be contacted on her school email (nashp@wycombeabbey.com) in the first instance.

Mental Health and Wellbeing

The COVID-19 outbreak has had a prolonged and profound impact at every level of society, from the global economy to the life of the individual. Although we were so very proud and impressed with how pupils managed the previous lockdown, we are aware of the disruptions that young people have faced for an extended period of time and this second lockdown will present challenges and may cause feelings of stress, worry, anxiety and isolation.

We want to do all that we can to help and we are aware of the impact that being away from School at this time can have on pupils. We hope that the routine of the School timetable will be helpful to pupils as well as the ability to continue with many of their co-curricular activities.

The School will continue to offer opportunities for pupils to stretch themselves and to gain enrichment outside their normal syllabus, and we will send regular newsletters and other material to allow pupils to focus upon their wellbeing.

Counselling

Our counsellor, Claire Maddock, will continue to support pupils remotely and will resume her usual sessions with pupils from the start of term. Any pupils or parents who would like access to our counselling service should contact their Housemistress in the first instance, or Mrs Vicky Fawkes (fawkesv@wycombeabbey.com).

Balance

Wycombe Abbey pupils are used to being busy. This is something that most of them thrive on, but, it is important that pupils maintain balance. Whilst they are learning at home, pupils will have to ensure that they focus upon this aspect of their lives. Not all remote work will be electronic, but the nature of remote learning will mean spending extended time in front of their computer. We encourage pupils to take time away from their screens and to have a clear end time to their academic day. This will normally be at 17:15 if they are not involved in an Extra, House activity or doing prep. Pupils should make sure that they make room in their schedules to keep in contact with friends, to enjoy quality time with their families, to engage with different activities and to rest.

Exercise and Physical Wellbeing

Keeping fit and active is important at all times and whilst our pupils are here at School physical activity plays a large part in their daily lives. We appreciate that physical space can be a challenge for some and younger pupils may not have the freedom to go out for a run. Our PE department will continue to run PE lessons for pupils and they will continue to provide fun and interesting challenges for pupils to engage with whilst they are away from Wycombe Abbey to help them stay fit and healthy.

8. EXTRAS

Extras lessons for Music, LAMDA, languages and Learning Enhancement will take place via MS Teams/Zoom and will be at the pupils' normal lesson times, where possible. Some pupils working in different time zones may wish to rearrange their Extras lessons and should do this direct with their teacher, who will in turn inform the timetabler of any changes. These will be charged in the normal way.

Extras for sport (including dance and Living Tennis coaching) will not take place and will not be charged.

Any questions regarding Extras should be directed to the relevant Head of Department in the first instance:

| | | |
|----------------------|---------------------|--|
| Music | Mr Stefan Reid | reids@wycombeabbey.com |
| Drama | Mr James Harrington | harringtonj@wycombeabbey.com |
| Languages | Ms Eva Pique | piquee@wycombeabbey.com |
| Learning Enhancement | Mrs Karen Kuhlmei | kuhlmeik@wycombeabbey.com |

9. SAFEGUARDING AND E-SAFETY

Safeguarding remains the School's number one priority. Although pupils are not in School, they can still contact a member of the Safeguarding team if they have anything that they wish to discuss. Their contact details are below:

Mrs V Fawkes fawkesv@wycombeabbey.com
Mr J Jones jonesj@wycombeabbey.com
Miss S Blunt blunts@wycombeabbey.com

School computers and Wi-Fi are carefully monitored and filtered. We do what we can to keep pupils safe whilst online and to help them develop their understanding of internet safety. We encourage parents to:

- Check the filters on their home connection.
- Check that they have suitable parental settings via their broadband supplier.
- Check they have suitable anti-virus protection in place.

If parents wish to read more about internet controls and settings, we recommend either the [Safer Internet Centre](#) or the [NSPCC O2 Checklist](#).

Pupils should follow School guidance about online safety and electronic communication. If they have any concerns about their online safety, then they should discuss this with their Housemistress.

FINALLY

The staff are here to help and can be contacted by email in the first instance. All email addresses are in the format surname+initial@wycombeabbey.com and can be found in the accompanying document entitled 'Spring 2021 Useful Information'.

We are fully aware that despite the fact that we have experienced a period of School closure, this situation is still a strange one for our pupils and our staff. Of the upmost importance is our pupils' wellbeing and we understand that there may be difficulties for pupils learning online. We encourage everyone to be kind to themselves, to communicate if they are experiencing any difficulties, and to be assured that help is at hand. This is a time where our community will pull together even though we are apart.



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