

# Wycombe Abbey Summer Term 2020



**REMOTE LEARNING PROGRAMME:**  
A GUIDE FOR PUPILS AND PARENTS

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## I. WELCOME FROM THE HEADMISTRESS



Dear Parents and Girls

I hope that you will find the information in this guide helpful, informative and reassuring. While it will not answer every query, it seeks to provide an overview of how we anticipate the Summer term will work as we move to a sustained period of remote teaching and learning in the coming weeks.

Much consideration has been given to how we can continue to offer the world-class teaching that Wycombe Abbey is rightly proud of in this new environment. This will include live and recorded lessons as well as structured independent work, online chat and feedback. We will be using a variety of platforms including Microsoft Teams, Zoom and MyWycombe and you will find further details in this booklet. The School has invested in various systems and applications as well as in providing staff with excellent equipment in order to ensure continuity of education for all pupils.

Beyond the practicalities of teaching online, we know that keeping our community connected and supporting girls and families through this time is also crucial and our provision extends well beyond lessons to include regular contact with Housemistresses and Tutors, Chapel and Big School, Wellbeing Newsletters and a range of other optional activities which are designed to be engaging and enjoyable. We will keep all aspects of our provision under review and your feedback is welcome.

Of course, the move to a virtual school inevitably means more time in front of a computer, but it is important that pupils do not spend all day looking at a screen. This period of time also offers a unique chance to read widely and to explore ideas independently; I would encourage girls to be curious, enthusiastic and connected to others.

Finally, I believe that, while this new situation is challenging for everyone, we can choose to remain positive and look for the opportunities to grow. If we recognise that all change is messy, but are prepared to embrace it and be willing to adapt, we will succeed and be stronger when we come through it.

Thank you for your ongoing support.

A handwritten signature in black ink that reads "Jo Duncan".

Jo Duncan

## 2. START OF TERM DETAILS

- Term begins on Wednesday 22 April 2020 at 9.30am. All lessons and activities will be conducted remotely until further notice.
- Lessons will commence on Thursday 23 April at 8.45am for all year groups except UV and UVI.
- Please see the programme below for the timetable for the first few days of term.

### WEDNESDAY 22 APRIL

09:30	Start of term Welcome Video from Mrs Duncan
10:00-10:30	House Order with Housemistresses
11:00-11:30	Tutor meetings with pupils to go through timetables
11:30 onwards	Pupil preparation time to get organised for remote learning Staff available remotely to handle queries

### THURSDAY 23 APRIL

08:45	Lessons begin (including Extras as timetabled except Sports Extras)
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### FRIDAY 24 APRIL

08:30	Tutor Time for pupils and tutors
08:50	Lessons as normal (including Extras as timetabled except Sports Extras)

### SATURDAY 25 APRIL

09:00-11:50	Lessons as normal (including Extras as timetabled except Sports Extras)
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We will be following the published School calendar dates as far as practicable including published Short and Long Leaves.

### 3. THE TIMETABLE AND DIFFERENT TIME ZONES

We will be following the current timetable (including Saturday morning lessons) for UIII-LV and LVI to structure remote learning so that pupils and staff have a clear outline and girls should follow their timetable as far as possible. This includes PE lessons.

UV and UVI will have bespoke programmes – details can be found later in this document.

Pupils should log on each day at 8.30am and should follow their normal timetable thereafter. The following activities will take place at 8.30am each morning:

Monday	Chapel
Tuesday	Tutor Time
Wednesday	House Order
Thursday	Tutor Time
Friday	Big School

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

#### Different time zones

Where possible, live lessons will be recorded. In addition, Chapel and Big School as well as pre-recorded activities and tasks will also be available through MyWycombe .

We ask that pupils join in as many 'live' lessons as possible and where this is not possible, the recorded lessons are watched at a different time and the work is completed accordingly.

### 4. WYCOMBE ABBEY DIGITAL CURRICULUM AND LESSONS BY YEAR GROUP

Effective learning online requires that teachers adopt different pedagogical approaches in order for pupils to learn as effectively as they would in the classroom. This means that pupils will have to adapt to these new approaches and it may feel unfamiliar at first.

Some activities pose a particular challenge to be delivered by digital means, for example experimental learning through practical work in science or group work in drama – these are difficult to replicate online. However, teachers will draw upon their expertise and creativity 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 and then an online 'chat' within one session. During the lesson, the teacher will be available for support.

## Upper III, Lower IV and Upper IV

- Pupils should log on each day at 8.30am and should follow their normal timetable thereafter, using their free periods to take a break from the screen and do a different activity.
- Work will be set centrally by the department, overseen by the Head of Department, but individual subject teachers will remain responsible for delivery of the material and for feedback. Subject teachers will ensure that pupils know what the format of their lessons will be in advance.
- Written instructions will continue to be posted weekly by 8.30am on Mondays on MyWycombe. In particular, this will help pupils who are unable to access live lessons to catch up when appropriate.
- Teachers will connect with pupils in a variety of ways including 'live' contact delivered via Teams/Zoom. They will meet with their classes at least once a week if they normally have two lessons a week and twice a week if they normally have three or four lessons. Where possible, lessons will be recorded and accessible to pupils after the lesson.
- Teachers may also upload video lessons and interact through written messages on Teams. Non-live lessons will require pupils to complete work as they would during normal school lessons, in line with their teacher's instructions.
- Class teachers will be available to support pupils and feedback will be given to pupils during live sessions and through marking of work.
- Pupils will be set work following the normal curriculum for their year group, as far as is practicable. However, teachers are also excited about the new opportunities which online learning brings and the scope for different ways of working.
- Pupils will be asked to work collaboratively with other pupils on occasion, and may choose to do this through email, phone or video-conferencing.
- We recognise that it may not be possible for all pupils to work to their normal timetable. Pupils who cannot follow the timetable will not face formal sanctions but parents will be kept informed where teachers have concerns about pupil attendance in online classes, or written work produced. In the first instance, teachers will contact the pupil's Housemistress to report concerns about lack of attendance/engagement.
- Work to be completed independently will be set to extend pupils' learning outside lessons; this will include typical 'prep' tasks.
- In addition, there will be extension work for pupils on the department pages of MyWycombe, for those who wish to focus on a particular subject.
- School exams will not be able to take place in their usual format. We are considering how to address this and will communicate our decisions at a later date.

## Lower V

- Pupils should log on each day at 8.30am and should follow their normal timetable thereafter using their free periods to take a break from the screen and do a different activity.
- Work will be set centrally by the department, overseen by the Head of Department, but individual subject teachers will remain responsible for delivery of the material and for feedback. Subject teachers will ensure that pupils know what the format of their lessons will be in advance.
- Written instructions will continue to be posted weekly by 8.30am on Mondays on MyWycombe. In particular, this will help pupils who are unable to access live lessons to catch up when appropriate.
- Teachers will connect with pupils in a variety of ways including 'live' contact with their classes twice a week. Where possible, lessons will be recorded and accessible to pupils after the lesson.
- Teachers may also upload video lessons and interact through written messages on Teams. Non-live lessons will require pupils to complete work as they would during normal school lessons, in line with their teacher's instructions.
- Class teachers will be available to support pupils and feedback will be given to pupils during live sessions and through marking of work.
- Pupils will be set work following the normal GCSE curriculum and language conversation classes have also been included this term.
- Pupils will be asked to work collaboratively with other pupils on occasion, and may choose to do this through email, phone or video-conferencing.
- We recognise that it may not be possible for all pupils to work to their normal timetable. Pupils who cannot follow the timetable will not face formal sanctions but parents will be kept informed where teachers have concerns about pupil attendance in online classes, or written work produced. In the first instance, teachers will contact the pupil's Housemistress to report concerns about lack of attendance/engagement.
- Work to be completed independently will be set to extend pupils' learning outside lessons; this will include typical 'prep' tasks.
- In addition, there will be extension work for pupils on the department pages of MyWycombe, for those who wish to focus on a particular subject.
- School exams will not be able to take place in their usual format. We are considering how to address this and will communicate our decisions at a later date.

## Upper V

Girls will follow a bespoke timetable. This will consist of the following:

- From Monday-Friday mornings, pupils will have lessons across the week in six subjects (one double per subject per week), including their four/ five A level choices, plus one or two more. These will focus on pre-A level study and will help to bridge the gap between A level and GCSE. They will offer the chance to consider material for which there would not normally be time during the normal school term. In addition to taught classes, girls will be set up to 2 hours of independent work for each subject each week. Appropriate feedback will be given.
- In the afternoons they will participate in a programme of enrichment activities, as well as taking part in some private study. Details of these will be published shortly.
- As part of the enrichment programme, they will cover some aspects of the Carrington Award (compulsory for all Sixth Formers at Wycombe Abbey). This will include teaching for the Extended Project Award (EPQ). All girls will be expected to work on their EPQ throughout the Summer term, for submission during the LVI year. We cannot emphasise enough how helpful it will be for pupils to 'get ahead' on their EPQ during the Summer term. There will be full support from teachers.
- Pupils should log on each day at 8.30am and should follow their own timetable thereafter.
- The Deputy Head of Sixth Form (Enrichment) will co-ordinate the work of the girls and the Head of Fifth Form will monitor pupil engagement. They will ensure that clear, written instructions are posted on My Wycombe to enable pupils who are unable to access live lessons to catch up when appropriate.
- Pupils will be asked to work collaboratively with other pupils on occasion, and may choose to do this through email, phone or video-calls.
- We recognise that it may not be possible for all pupils to join every 'live' session, particularly those who live in a different time zone and teachers will make allowance for this. Parents will be kept informed where teachers have concerns about pupil attendance in online classes, or written work produced.
- Pupils will be asked to consult with their tutor during the period from Wednesday 22 – Friday 24 April about the courses they may choose to take. Their formal, taught programme will start on Monday 27 April.

## Lower VI

- Pupils should log on each day at 8.30am and should follow their normal timetable thereafter, using their free periods to take a break from the screen and do a different activity.
- Work will be set centrally by the department, overseen by the Head of Department, but individual subject teachers will remain responsible for delivery of the material and for feedback. Subject teachers will ensure that pupils know what the format of their lessons will be in advance.
- Written instructions will continue to be posted weekly by 8.30am on Mondays on MyWycombe. In particular, this will help pupils who are unable to access live lessons to catch up when appropriate.
- Teachers will connect with pupils in a variety of ways including 'live' contact with their classes twice a week. Where possible, lessons will be recorded and accessible to pupils after the lesson.
- Teachers may also upload video lessons and interact through written messages on Teams. Non-live lessons will require pupils to complete work as they would during normal school lessons, in line with their teacher's instructions.
- Class teachers will be available to support pupils.
- Feedback will be given to pupils during live sessions and through marking of work.
- Pupils will be set work following the normal A Level curriculum.
- Pupils will be asked to work collaboratively with other pupils on occasion, and may choose to do this through email, phone or video-conferencing.
- We recognise that it may not be possible for all pupils to work to their normal timetable. Pupils who cannot follow the timetable will not face formal sanctions but parents will be kept informed where teachers have concerns about pupil attendance in online classes, or written work produced. In the first instance, teachers will contact the pupil's Housemistress to report concerns about lack of attendance/engagement.
- Work to be completed independently will be set to extend pupils' learning outside lessons; this will include typical 'prep' tasks. For A level pupils, this is typically 4-6 hours per subject per week.
- In addition, there will be extension work for pupils on the department pages of MyWycombe, for those who wish to focus on a particular subject.
- School exams will not be able to take place in their usual format. We are considering how to address this and will communicate our decisions at a later date.
- There will be a full programme of Higher Education guidance delivered during the course of the term.

## Upper VI

Girls will have access to a bespoke enrichment timetable; this is not compulsory but we hope the girls regard this as a wonderful chance to take advantage of the tremendous knowledge and expertise possessed by their teachers. In turn, we regard it as a superb opportunity to deliver material that we believe is important and valuable, but which is not ordinarily possible to deliver:

- Every academic department has been allocated a double period per week. Heads of Department will be coordinating an enrichment course via Zoom/Teams in that double period for the Summer Term.
- The programme as a whole is aimed at enrichment, not at revision. To that end, the expectation is that the majority of courses will be open to all girls, though some departments will require girls to have taken the relevant A level to be eligible for their particular course.
- We have intentionally constructed the timetable such that no two subjects are running concurrently and so girls may, in theory, choose to take every course on offer (consistent with their eligibility).
- The titles of courses and a brief description of what each will entail will be published at the beginning of term.
- There will also be a series of non-subject-specific enrichment and recreational activities available, fitted around the timetable described above. Details of these will be published shortly.
- Each course will involve approximately the same amount of time in independent preparatory or plenary work as in live sessions. To that end, we anticipate that most girls will choose six or seven courses, but there is no formal minimum (nor maximum) expectation. Girls are encouraged to follow their interests, but also to keep an open mind and to challenge themselves.
- Clarence girls should log into their courses at the appropriate time and are also encouraged to engage with Chapel and Big School on Monday and Friday mornings.
- The Deputy Head of Sixth Form (UVI), Dr Goward, will be coordinating the programme and he should be the point of contact for queries, from both girls and parents.
- Pupils may be asked to work collaboratively with other pupils on occasion, either as preparation for, or as a plenary to, their sessions, and they may choose to do this through email, phone or video-calls.
- Pupils will be asked to submit their choices about which courses they take during a Tutor Time shortly after the beginning of term. The programme itself will start on Monday 27 April.

## 5. USING MICROSOFT TEAMS AND ZOOM

Live lessons will be an important part of our remote learning package as they will help pupils to feel present and engaged. We will be using a mixture of Microsoft Teams and Zoom for teaching and details for pupils of how we anticipate that these will operate will follow.

## 6. PASTORAL CARE

During this time whilst Schools are 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

A pupil's Housemistress remains the primary point of contact for pupils and parents. She continues to be responsible for the wellbeing and the academic progress of pupils in her 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.

There will be a House Order on Wednesday mornings at 8.30am for pupils, 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.

### Tutors

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 Thursday mornings at 8.30am 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 8.30am. 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](mailto:nashp@wycombeabbey.com)) in the first instance.

### Mental Health and Wellbeing

We recognize that the COVID-19 outbreak has had an impact at every level, from the global economy to the life of the individual. The current situation presents challenges and can 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 a weekly wellbeing newsletter each Wednesday with

a collection of reflections, thoughts and activities that we hope will engage pupils and help maintain a positive perspective whilst they are away from School.

For any pupils who feel they need additional support at this time we encourage them to speak to their Housemistress who will be able to offer pastoral support and guidance as well as highlighting appropriate online resources that may be of help.

## Counselling

Our counsellors, Salome Laschinger and Norma Gardner, continue to support pupils remotely. They will resume sessions with pupils from the start of term and can be contacted on their school email addresses (LaschingerS@wycombeabbey.com and GardnerN@wycombeabbey.com)

Both are experienced at providing counselling sessions remotely. We appreciate that this will be a busy time for pupils and for our counsellors and therefore ask that, if pupils are unable to attend a session that they have arranged, they let their counsellor know as soon as possible in order for us to offer the slot to somebody else.

## Balance

As a School community we talk a lot about balance, and although our pupils are used to being busy and juggling an array of commitments it is still important for them to focus upon maintaining balance at this time. Not all remote work will be electronic but the nature of remote learning will mean spending extended time at their home workspace and 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 17:20, if they are not involved in an extra or a house activity. 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 hobbies 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 that will help them stay fit and healthy.

## 7. EXTRAS

Extras lessons for Music, LAMDA, languages and Learning Enhancement will take place via Microsoft 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 Kuhlmeier	kuhlmeierk@wycombeabbey.com

## 8. EFFECTIVE REMOTE WORKING AND EXPECTATIONS OF BEHAVIOUR

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.

We recognise that there will be challenges with so many people working online in the coming weeks and that loss of connectivity can be frustrating and demotivating for pupils, making it harder for them to stay on task. Teachers are aware that there will be some issues and will seek to work with pupils to ensure that the learning experience is positive for everyone.

Mobile phones should be switched off and preferably away from the workspace and messaging services on devices should be disabled.

Pupils will be on video with teachers at regular intervals 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.

## 9. E-SAFETY

School computers and Wifi are carefully monitored and filtered. We do what we can to keep pupils safe whilst on line 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 (<https://www.saferinternet.org.uk/>) or the NSPCC O2 Checklist (<https://www.nspcc.org.uk/what-we-do/about-us/partners/nspcc-o2-online-safety-partnership/>).

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

## 10. GUIDANCE FOR PARENTS FOR SUCCESSFUL ONLINE LEARNING

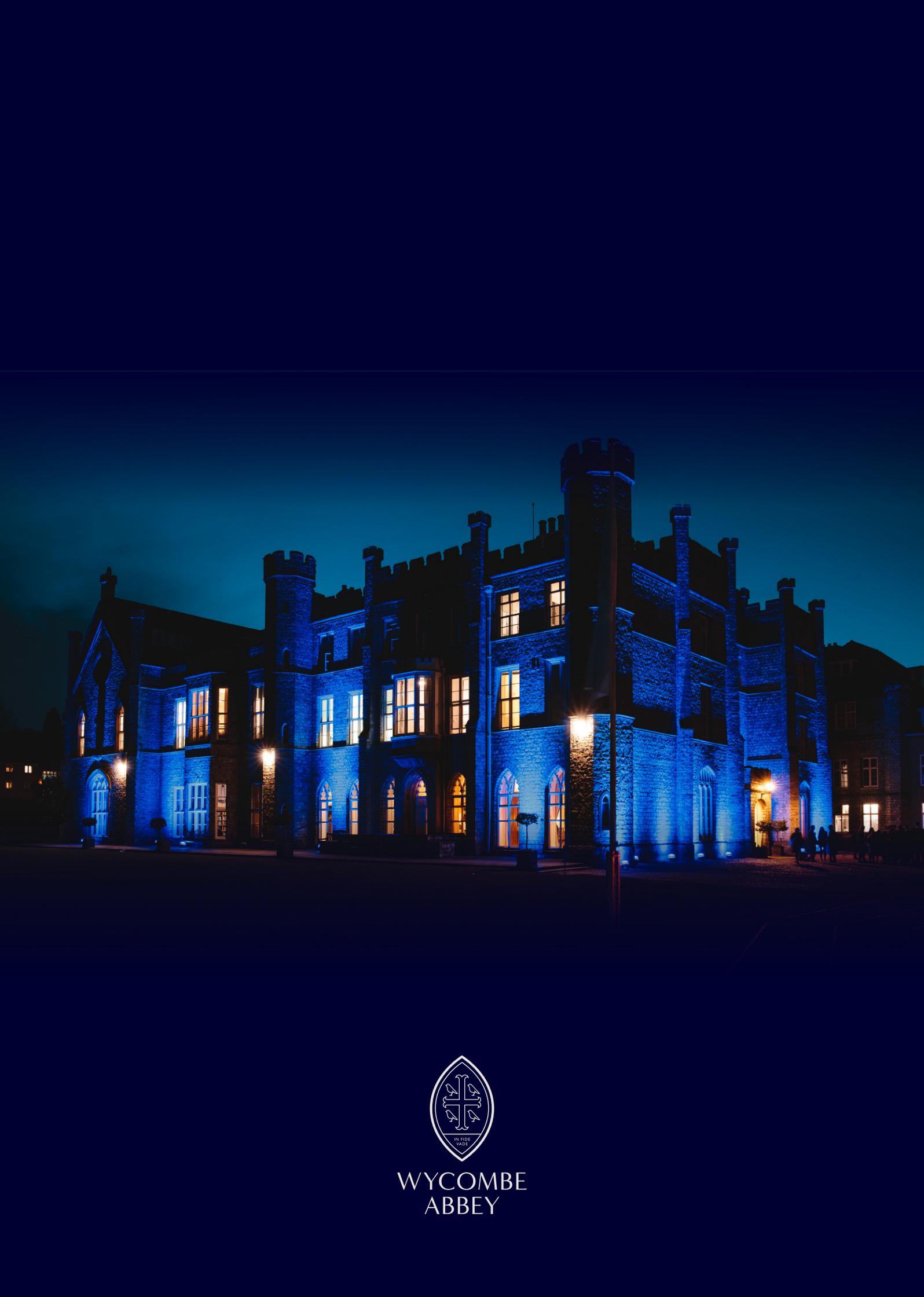
- First and foremost, do not worry about how much your daughter is or is not able to do. Pupils will find their own pace and this may not match the timetable exactly. Encourage your daughter to stick to her timetable, but do not try to enforce this rigidly. We understand that challenges will be present in many forms and we will support the girls during this difficult time.
- Be aware of any impact which screen-time is having on your daughter and let us know if you have any concerns. Encourage her to do some of her work by hand, as well as on screen. 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.
- Help your daughter to follow her timetable as far as possible. For example, try to arrange to eat together during her lunch break. We appreciate that parents will be working too and that managing several different schedules within a family will pose challenges.
- Encourage your daughter to make the most of this chance to study in a different way and to explore new books or hobbies.

- Experience has shown us that online lessons can often be delivered in a shorter time-frame than school-based lessons. Online lessons will include some teacher-led activities and some activities where pupils work on their own, as they would in school-based lessons. Encourage your daughter to take breaks when she can and do not worry if she completes some work quickly. You will find that her pace varies throughout the day and from subject to subject. There will be plenty of extension work available on MyWycombe.
- 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 what pupils are doing remotely.
- Flexibility will be important for all involved in online teaching and learning. Staff and pupils may be working without access to their usual resources, and may be juggling other commitments such as childcare. We do ask you to show patience and understanding.
- Encourage your daughter to stay in touch with her friends and to make time for her hobbies outside lessons.
- If you have any concerns about your daughter's work, please contact her housemistress, tutor or the Head of Department for the relevant subject.
- There is an absolute expectation that all normal safeguarding guidance is followed by staff, pupils and their families. Please refer to the attached Wycombe Abbey Guidance for Parents and Pupils: Safeguarding in Digital Remote Learning.

## 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 "Summer Term 2020: Useful Information".

We are fully aware that this is a novel situation for our pupils and our staff. Of the utmost importance is our pupils' wellbeing. We understand that there may be difficulties for pupils in learning on-line. We encourage pupils 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.



WYCOMBE  
ABBAY