



**MILLFIELD**  
PREP SCHOOL

A photograph of four children in school uniforms (dark blue with red and green accents) playing on a green rope structure outdoors. They are smiling and looking towards the camera. The background shows a building with large windows.

# REMOTE LEARNING BOOKLET SPRING 2021

# INTRODUCTION

Dear Parents and Children,

I would like to thank you for your understanding and support thus far, it has been greatly appreciated by all of us at Millfield Prep.

As we find ourselves in these uncertain times, it is more important than ever that we maintain the educational provision of the children and keep them connected with their school, via their Group Tutors and their teachers.

We had hoped to welcome the children back to school again this term and we were saddened by the Government's u-turn at such short notice. We have updated our remote learning booklet to support you and the children. If you have any concerns, please do contact your child's Group Tutor in the first instance.

Best wishes to you all and, in the meantime, stay safe and look after each other.



Shirley Shayler  
Headmistress

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# A GUIDE TO REMOTE LEARNING



As you are aware, we have a rigorous 'Remote Learning' solution to try to ensure that the quality of the pupil's education is maintained to as high a standard as possible when pupils are away from school. This booklet, along with the contact you and the children will have with group tutors, teachers and houseparents, will help you to understand how the lessons and activities will be delivered during this time.

We will be using three main platforms to deliver lessons, complete work set and find resources:  
Lesson delivery: this will take place in Microsoft Teams (see page 6). Pupils will be invited to a tutor session, registration or lesson.

Setting and completing work: content for each lesson will be posted on Showbie. Pupils should post their drafts or completed work here (teachers will get a notification when a piece of work is posted by a pupil). The teacher will then be able to provide feedback (comments, voice messages, marks, emojis).

Additional Resources: extra information that will help to support a piece of work or topic can be found on Sharepoint, alternatively the pupils will be guided by the teacher where to find additional content. The pupils may also be directed to do work on subject specific web-based apps such as Mathletics, Linguascope, Accelerated Reader, Nessy and they should make sure that they have their login details readily available.

We understand that both you as parents and us as teachers will have many and varied challenges to go alongside what is already a challenging time. We want this experience to be engaging and as positive as possible. What will clearly work for some people will not be as effective for others, but with a consistent and collaborative approach we will certainly all learn new skills, develop talents we never knew we had and maintain a consistency in the children's education so that, when we do all get back together, we can continue to provide a well-rounded, balanced curriculum in the Millfield Prep way.

Hopefully, the information in this pack will provide (along with the FAQs sections) all the answers you need to begin the period of remote learning. If you do have any further questions, then please do contact your child's group tutor as they will be able to provide an age specific answer.

# FAQS

## **Does my child need to login every day?**

All pupils are expected to attend registration at 8.40am every morning Monday to Friday. Saturday will be an optional Masterclass Morning.

## **What do I do if I live in a different time zone?**

Try to stick to the schedule as much as possible, but for those living in vastly different time zones you should be looking to complete each piece of work within 24 hours of the normal lesson time.

## **I am having trouble with my internet connection or can't log on.**

When working on Teams you can disable the video function and listen in on the lesson. If for any reason you cannot log on to a lesson or you miss it, send your teacher a brief message explaining the problem so they can help you catch up.

## **Does all the work need to be done on an iPad?**

The iPad will be very useful when working in Teams and Showbie but children may prefer to write in their book or use a note pad and pen. They can then send a picture of the work to their teacher using Showbie. Work can also be done on a PC or laptop if there is one available.

## **Will there be prep?**

Yes, you will follow your normal prep timetable.

## **What will happen with additional lessons such as LDC support, extra maths, EAL lessons, speech and drama, and musical instruments?**

Those pupils who normally access these classes will be contacted by the relevant staff and arrangements made for these classes to continue.

## **Will there be the usual end of year examinations or assessments?**

Each department is looking at providing a summative assessment for the pupils to complete at the end of the year. This will vary for all the different age groups. Further details to follow.

## **Do you really expect my child to sit in front of a screen all day?**

No, the amount of screen time will vary for the different groups especially for our younger pupils. Practical lessons such as PE and games, art, DT, music etc. have been kept on the timetable to break up the day. Pupils may also be set tasks in their books or on paper. Also you know your child better than anyone. If they need a break then take one.

## **Does my child have to get involved in the clubs and activities programme?**

Whilst this is not compulsory, we know that Millfield Prep pupils like to be busy and active and will want to keep their skills up. Breaks from the virtual classroom will be important but we are happy for parents to monitor these accordingly.

## **What do I do if my child is ill or unable to attend a lesson?**

Complete the absence form on My School Portal in the usual way, so that staff are alerted to the absence.

## **We have children of different ages, we are having to work at home, we don't have enough electronic devices to go round and are completely overwhelmed, what do we do?**

We completely understand everybody, including teachers, will be working around childcare challenges, hardware and software issues, and other unexpected dramas. The best advice is to keep in contact with the school, do the best you can in the circumstances and try and keep things as flexible and as positive as possible.

### **My child insists on being in the bedroom to do their work, is this OK?**

It is really important that pupils are in an open space such as living room or kitchen for 'live lessons'. Cameras must be turned on if requested by the teacher.

### **What does my child wear for the school day?**

Pupils should be suitably dressed ideally in some sort of school sports kit. If that is not possible, appropriate dress, definitely not nightwear or revealing casual clothes.

### **I want to help my child with work but I'm being told my methods are old fashioned and out of date?**

This is a common problem especially in maths. You could use your method to check the answer. Try getting your child to teach you their method to help both of you better understand.

### **What do I do if my child just won't engage?**

If the issue is about a particular class then contact the relevant teacher, if it is about general engagement and you have exhausted all your powers of persuasion let the Group Tutor know and they can arrange a time to talk.

## **KEY INFORMATION FOR PUPILS**

Whilst you are away from school our aim is to make sure that you have access to the same excellent quality of education that you do whilst at school, but in a slightly different form. This means that we will provide resources, information, feedback on work and access to subject specialists.

Here is the key information you need to continue your education away from school:

### **TIMETABLE**

You will continue to follow your normal timetable, for all lessons and prep. If you are in a different time zone, you will need to adjust the times appropriately so that you are working at the same time as your classmates and teacher. If your time zone makes it impossible to follow all lessons, please arrange your own timetable, which follows as many school lessons as possible and allows time for the missed lessons at a later point – your group tutor will help you with this. Your teachers will set work for each lesson and you are expected to complete it in that slot. **Saturday morning lessons will now take place on Wednesday afternoons. Your Group Tutor will send you an updated timetable. Saturday Masterclasses will be on a sign-up basis. Further details to follow.**

The timetable will start with Registration at 8.40am (GMT) Monday to Friday.

Following the school timetable remotely means that:

- You are completing the right amount of work for each subject
- Teachers can continue to monitor your progress and provide work tailored to your needs
- Teachers can be available to answer questions or give feedback on the work you are doing (subject to the activity)
- You can discuss the work set with your peers, as appropriate
- You have a simple and effective way to structure your days
- It is your responsibility to find somewhere suitable to work where you will not be disturbed. You need to be dressed properly (we recommend you wear some Millfield clothing to get you in the right frame of mind) and sat at a desk or table. You will need access to paper, books and stationery and a fully charged iPad (Years 6-8). You will be expected to check your emails regularly. Breaks need to be taken

at normal times. Plan to do something completely different in this time so that you get a proper rest and can return to lessons ready to work again. You are expected to engage with your classmates and teacher as you would do in school.

## **WORK**

Your teachers will continue to use the platforms that you are familiar with on your iPad. Mostly this will be Showbie and Teams. They will provide information about what to do in each lesson and for each prep, if set, on Showbie. Login there at the start of each lesson to get an overview of the lesson and instructions about what to complete and where to submit your completed work. Your teachers will contact you to confirm all of this and check whether you have any questions.

If you have any problems accessing material or making contact using Teams (we know that Showbie is a problem for students in China and some people may not have the bandwidth to support video lessons), please let your teachers know immediately. They will make adjustments to the way that they are setting work so that you can access everything that you need. They will also make sure that you have regular contact with them to get individual feedback and ask any questions.

## **FEEDBACK**

Your teachers will aim to give you some personal feedback during each lesson. Your prep will be marked as normal, so make sure that it is submitted at the right time and in the right place.

## **MONITORING**

Teachers will be keeping records to monitor your 'attendance'. You are expected to be 'present' remotely for every lesson. If you are ill or unable to work for another reason, let your teacher know in advance. If teachers are concerned about your progress or you have been missing lessons, they will make contact with your parents to let them know. HMCs, Merits, Study Support messages will continue to be logged. You and your parents can read these on My School Portal.

## **DIGITAL ETIQUETTE**

Your contact with teachers and peers will be through a range of digital platforms and must always be respectful. As such, you must make sure that follow the Acceptable Usage Policy.

As a reminder, the key bits of information for you to follow are:

- Do not record sound, video or take photographs in lessons on any device unless for an activity under the direction and permission of a supervising teacher. Do not upload online, share or broadcast any such content unless given specific permission by your teacher.
- Electronic contact and discussions with your teacher and peers must always be respectful and appropriate and must only be part of approved school activities.
- Do not upload or share images, video and other content that is indecent or could embarrass or harass others, or could break the law.
- Do not publish or share any information that defames, undermines, misrepresents, or tarnishes the reputation of the School or its users.
- Do not bully others online. Report any harassment or bullying to your group tutor/Houseparent/teacher or trusted adult.
- Do not access unsuitable or inappropriate material online.

It is vital that at this difficult time you are kind to each other and interact with your teachers and peers online with the same respect and courtesy that you would show in lessons.

## CONTACT

If you have any questions or are worried about your progress in any area, you can contact your teachers individually or through your Group Tutor. The best way to do this is by email.

Thank you in advance for the hard work you will put into your studies and for working with your teachers to make the systems work. We very much look forward to welcoming you back to Millfield Prep when the time is right.

# BELL TIMES

## MONDAY - FRIDAY

8.40am	Registration (Group Tutor Check In)
9.00am	Lesson 1
9.40am	Lesson 2
10.20am	Break
10.40am	Lesson 3
11.20am	Lesson 4
12 noon	Lunch
1.00pm	Lesson 5
1.40pm	Lesson 6
2.20pm	Break
2.30pm	Lesson 7
3.10pm	Lesson 8
3.45pm	Break
4.00pm	Games/Clubs



# MICROSOFT TEAMS

## WHAT IS MICROSOFT TEAMS

Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place, letting teachers create vibrant learning environments.

## HOW TO ACCESS MICROSOFT TEAMS

- For pupils in Year 6 using a school iPad you can locate the Teams app in the Productivity folder – enter your school email address and school network password to login.
- For pupils in Years 7 & 8 whose iPad is connected to the schools Mobile Device Management System (MDM) the Teams app has been installed on your iPad for you – enter your school email address and school network password to login.
- For others please use one of the options below depending on the device you are using.



### Option 1 (iPad)

Download the app [here](#) and login with your school email address and school network password.

### Option 2 (Computer – web browser)

Click on the link [here](#) and enter your school email address and school network password to login.

### Option 3 (Computer – web browser)

Click on the following link and enter your school email address and school network password to login. [This](#) is a link for Office365 to access to all products.

If you would like to install Teams on your home computer click [here](#) and select the device you are working on.

# PHYSICAL EDUCATION AND GAMES

Sport plays a huge role in the lives of many children at Millfield Prep and in these testing times we want to support and maintain this passion. Participation in sport and physical exercise is so important for young people's physical health and mental welfare. It is also an area where pupils can excel and develop confidence to take into their academic studies.

As pupils follow their normal timetable Physical Education lessons will continue. The theme for these lessons will be health related fitness and athletic development. Curriculum Games sessions will also be delivered live via Teams. Pupils will be invited to join the live sessions. The Games sessions will be based on the sport of the term. They will be skill based and modified to ensure that as many pupils as possible can participate.

We are very aware that everyone's circumstances are different and accessing the Games sessions in particular might be very difficult. There is no compulsion for Year 7 and 8 pupils to join the after school curriculum sports.

If pupils would like additional training resources please do not hesitate to contact your Physical Education teacher.





# CO-CURRICULAR

Co-Curricular Clubs have been selected ready for pupil's return after the half term. However, during the period of remote learning the majority of clubs will not run in order to afford pupils time away from screens.

Instead we will be offering an optional enrichment programme on Saturday mornings. These will run from 9.00am-11.00am and be delivered live via Microsoft Teams.

Parents will be emailed a list of the enrichment activities with Microsoft codes for pupils to join their chosen activities. These sessions will start on Saturday 9 January.



# MUSIC

## INDIVIDUAL MUSIC LESSONS

During any period of remote learning, music lessons continue to take place live via Teams as per each pupil's normal timetable. Music and practice targets are set via Showbie and both pupil and teacher can upload examples of performance work. All our teachers have experience of delivering individual music lessons remotely and have developed effective techniques to ensure the best possible tuition. At this time, we are asking that pupils only bring their instruments into school on the day of their lesson (or music club) and that they please take them home or back to the boarding house at the end of the day. This is to ensure that pupils have everything required in the event that lessons need to take place remotely.

## MUSIC CLUBS

In any period of remote learning, music clubs, choral rehearsals and ensemble rehearsals will continue to take place live via Teams with all necessary resources being shared via Showbie and/or Teams. Pupils are encouraged to actively take part in rehearsals, playing or singing as soloists and learning the repertoire live. Pupils may submit their work for marking (where appropriate) via Showbie and in the event that a pupil is isolating during the recording of a performance, they will be asked to record their individual performance remotely for inclusion in the final edit.

# BOARDING

Houseparents will have regular 1-1 pastoral check ins with boarders, as well as small group chats. In addition, houseparents will check in with parents via email, phone or Teams.

# SAFEGUARDING

The School will continue to take a responsibility for safeguarding all members of the Millfield community, both in the physical and virtual world. The Designated Safeguarding Lead, Mrs Tracey Hazell can be contacted on [hazell.t@millfieldprep.com](mailto:hazell.t@millfieldprep.com) at any time to address any concerns or questions that you may have.

Staff will continue to report safeguarding matters via our online safeguarding management system, this information is treated confidentially and managed by the DSL and DDSLs. The children whether in school or outside of school remain our primary focus and concern and we endeavour to support them and all families.

## WELFARE

The Pastoral Committee meets weekly and the members consist of:

Mrs Tracey Hazell - DSL [hazell.t@millfieldprep.com](mailto:hazell.t@millfieldprep.com)  
Mr Michael Jory - DSL [jory.m@millfieldprep.com](mailto:jory.m@millfieldprep.com)  
Mrs Shirley Shayler - DDSL [head@millfieldprep.com](mailto:head@millfieldprep.com)  
Mr Dan Close - Deputy Head Academic [close.d@millfieldprep.com](mailto:close.d@millfieldprep.com)  
Mr Carl Bingham - Director of Boarding [bingham.c@millfieldprep.com](mailto:bingham.c@millfieldprep.com)  
Ms Sarah Lennon - SENCO [lennon.s@millfieldprep.com](mailto:lennon.s@millfieldprep.com)  
Mrs Helen Luckins - Counsellor [luckins.h@millfieldprep.com](mailto:luckins.h@millfieldprep.com)  
Mrs Michele Kitto - Chaplain [kitto.m@millfieldprep.com](mailto:kitto.m@millfieldprep.com)  
Mr Jonathan Ford - Online Safety Coordinator [ford.j@millfieldprep.com](mailto:ford.j@millfieldprep.com)  
Mrs Amy Newman - Head of Juniors [newman.a@millfieldprep.com](mailto:newman.a@millfieldprep.com)  
Mr David Guthrie - Head of Year 7 [guthrie.d@millfieldprep.com](mailto:guthrie.d@millfieldprep.com)  
Miss Adrienne McConnell - Head of Year 8 [mcconnell.a@millfieldprep.com](mailto:mcconnell.a@millfieldprep.com)

One Houseparent from every boarding house:

[berewall@millfieldprep.com](mailto:berewall@millfieldprep.com)  
[champion@millfieldprep.com](mailto:champion@millfieldprep.com)  
[chestnut@millfieldprep.com](mailto:chestnut@millfieldprep.com)  
[hollies@millfieldprep.com](mailto:hollies@millfieldprep.com)

## THE GROUP TUTORS

Group tutors will remain the main point of contact and be available to speak with their tutees during normal term time school hours and engage in virtual tutoring via email, Showbie or MS Teams. House parents are also available to be contacted via email and Heads of Year will check in with the pupils during the period of isolation.

## COUNSELLING PROVISION

Children already using the school counselling service will be able to contact their counsellor direct by email and any child who wishes to access remote counselling can contact [Mrs Luckins](#) to request support. She will work remotely and continue to provide support using Teams to both existing users of the service and to any new referrals whilst liaising carefully with the pastoral team in our usual way.

## SOCIAL MEDIA

Information pertaining to pastoral needs, welfare, national and international support systems will be shared with members of our community via email, Instagram ([@millfieldschool](#)) and Twitter ([@MillfeldPrep](#)).

## ROUTINES

It is helpful to maintain routines during these times.

Things that can help are:

- Staying connected to school – ensure that you are doing the work set for you by your teachers. Teachers are trialling new ways of learning; you may well find that you particularly enjoy the expanded range of teaching techniques.
- Staying connected to friends – I am sure you will do that already but make sure you are socially distancing. Try to talk as well, not just messaging, but be mindful of having too much screen time. There is still plenty of fake news about, so work out whether you do really need to be connected to a screen for much of the day.
- Do something for other people – helping others and finding purpose will help boost your morale!
- Do something for you – stay active, it's amazing how little space you need to do a 15 minute HIIT workout for instance, or engage in mindfulness and yoga if that helps you.
- Green therapy – whether that is about getting into nature or even planting a few seeds from your lunchtime salad in an old yoghurt pot and seeing nature in action.
- Remember to stay in touch with school. Some people will be going home to really difficult situations – either dealing with challenges that they were already dealing with or trying to navigate new difficulties. We will be here for you wherever you are and want to hear from you particularly in these challenging times. Remember the bravest word you can say is 'help'!
- Remember to look out for your friends, too. A random act of kindness can go a long way or mean so much to people – **Be Kind** to yourself and others.