



COVID-19 REMOTE LEARNING POLICY

Contents

Page 1 - Introduction

Page 2 – Safeguarding - also see Safeguarding Policy Addendum

Page 2 - Pastoral Care

Page 2 - SEND

Page 2 - Continuity of Education

Page 3 - Staff Commitment

Page 3 - Senior Staff Commitment

Page 4 - Recommendations for Staff Regarding Remote Learning

Page 4 - Data Protection (GDPR)

Page 5 - The School Day

Page 5 - Marking and Feedback to Pupils

Page 6 - Home Study for Pupils

Introduction

As an Independent Prep School we must always be in a position to offer remote learning during term time to our pupils. As a fee paying school there is an expectation from the parents that we will continue to engage with the children and that the provision we offer will be of a high standard. This policy document is to safeguard the educational provision for children in unusual circumstances and to give guidance on the expectation of school staff. All staff members teaching and non-teaching must adhere to this policy. Any enforced closure will not prevent us offering an education to children.

Where staff work from home they will be required to be available throughout the working day unless the Head Teacher has sanctioned otherwise. Pupils should be able to communicate in various forms with staff throughout the day as noted on the timetable they have been given.



Safeguarding (refer to Safeguarding Policy Addendum)

In the event of a school closure, pupils, parents and staff are reminded that the school's Safeguarding (Child Protection) Policy still applies. An addendum has been attached to the existing policy for clarity. We still have a duty to safeguard even if at a distance and the policy must be adhered to. Any referral must be made to the DSL or in her absence a DDSL. Staff can access the referral forms via the remote access to the school drives and then email them to the relevant person. (This applies to working on or off site.) If in doubt, please telephone the DSL directly.

Pastoral Care

As in all things the pastoral support issued to families is important. Pastoral telephone calls must be made and registered so we know which families we are not in contact with. Checking that your pupils are logging in and working every day is a good measure that they are well in terms of health. If there are any concerns regarding a child whilst we are working remotely, this should be passed to a member of the SLT and will be followed up with a telephone conversation with the parents. Whilst the school has enforced closure placed upon it the primary care for the children will remain with the parents.

Special Educational Needs

The SENCo will maintain contact with families of children on register who have regular support during school hours. This will be maintained by email or telephone with parents/pupils. As and when required feedback will be given to class teachers. If class teachers need support in setting or differentiating tasks during remote learning for SEND pupils, then please speak to the SENCo by telephone or email. We need to maintain a differentiated programme of learning for those with additional needs and this will be monitored by the SENCo. The SENCo will offer some 1:1 intervention for children who require it but small group work carried out in school will now cease to function.

Continuity of Education

We aim to provide children with a solid learning experience even whilst working remotely.

Children will have access to lessons that allow them to continue learning whilst at home. We appreciate that it is not possible for some lessons to take place in the same format they would in school due to the way they are taught and the equipment required.

Pupils will have the opportunity for face-to-face interaction with their class teacher on a daily basis. Teachers will need to make themselves available for communication with pupils during the scheduled lessons, particularly core subjects.



Whilst we have tried to prepare the parents in advance by issuing an emergency home equipment list, we do need to remember that not all children will have the necessarily range of books and equipment that we have in school. However, if advance notice is possible, staff will instruct pupils to take relevant equipment home, or for parents to ensure they have duplicates. If necessary, we should give alternatives that parents may be able to supply to support learning at home.

The setting of remote learning tasks will take place in accordance with school and subject specific policies.

Staff Commitment

There is an assumption that all staff who are supporting the remote learning programme of study have access to a computer and good broadband access. If any staff members experience problems, please speak to the Deputy Head.

Every morning at 8.00 am staff who are working either on site or remotely must email the registrar to inform the school that you are fit to work (registrar@ahsprep.co.uk). If you are unwell with a general medical condition, then please also contact your Head of Department or a SLT member. If you feel you have contracted the COVID-19 virus, please ring 111 for support and then stay isolated. At this point the school will not continue to expect you to work. In the event a teacher is unwell during a period of remote learning, it will become the responsibility of the Head of Department to ensure work is set for the class which may require other class teachers to support this. Members of the MLT may also need to support the ongoing setting of lessons. MLT's should also continue to check that data is being uploaded to Classroom Monitor as we assess the progress the children are making.

Communication with staff should remain live throughout the school day until 4.30 pm. Contact with staff outside of these hours will only be necessary in an emergency. Staff who receive email or text message communication outside of working hours should not respond until the following day. This communication extends to pupils and parents who may decide to contact you via the Google Classroom portal.

Staff should give written feedback to pupils on a regular basis. This should mean that every day pupils are getting some guidance as to how they are doing and whether they are meeting expectations.

Senior Staff Commitment

The SLT will commit to supporting all staff during an enforced closure. This will include but is not exhaustive to:

- Create training for staff using the online teaching tools
- Ensure staff have the hardware to be able to create an online teaching environment



- Be available to talk to staff as required
- Discuss additional resources that may be necessary to deliver remote learning
- Create an online classroom environment that supports staff, pupils and parents
- Ensure the curriculum is set up to create good measures for pupils to make progress
- Host weekly staff meetings online to assist staff
- Check that the remote learning is consistent across the whole school
- Check that marking and assessment is taking place
- Respond to parents as and when required
- Sanction additional software and its usage before use

Recommendations for Staff Regarding Remote Learning

- Remote learning may encounter teething problems, please be patient
- Check when working from home that your broadband width is sufficient
- We will meet at a designated time each week to support each other via Zoom or Google hangouts. Codes will be sent to staff so they can log into meetings
- Keep an eye on time so that you can meet your commitments with pupils
- If screening a video or tutorials from home please find a space that is discreet

Data protection (GDPR)

During a period of closure, it will be important to maintain good communication links with pupils and their families. Below are guidelines to support the remote environment you will be working in:

- Do not redirect your personal mobile or home telephone for contacting parents
- Do not use your personal email address or give other staff members' addresses to parents or pupils
- Do not share information regarding our pupils with external agencies or parents
- Do not store any images or videos of pupils on personal devices or home computers.
- Do not distribute images or videos of pupils online
- Do not leave your personal computer or device logged in or open when you are not present
- Do not set your browser to remember your passwords unless it is your own personal account
- Do inform pupils that they are **not** allowed to record live chats
- Do send generic messages via the school office and the administration staff will then filter information coming from parents to the right person
- Do use the software and online packages that the school has signed into for your teaching and communication tools



The School Day

Staff will set work equivalent in length to the lessons on their usual timetable and will be available during scheduled lessons at the indicated times to answer any questions pupils may have. Extension tasks should be set or ‘thinking outside the box’ challenges that the pupils can access to extend their knowledge and understanding. Allowing the children to choose the level at which they access the task should also be available to all children. A timetable will need to be issued by each class teacher so that pupils are clearly working with your expectation.

Content of tasks set will vary between subjects and the age of the pupils so if the child needs equipment for the following day it would be helpful if this could be indicated the day before in some format.

Tasks may include but are not exclusive to:

- Watching a relevant video from a source given by the school and making notes on it
- Reading via an electronic resource (E-reader, kindle)
- Working through tasks offered by external providers (eg Mathletics, EducationCity, etc)
- Completing a task set on Google Classroom supported by an audio presentation
- Tutorials
- Practical tasks
- Research tasks based around “Thinking outside the box”
- Weekly quiz
- Story time (either recorded or live)

Every day some lessons should contain an element of ‘live’ interaction with the class. This could be a live video during the lesson to check understanding/misconceptions, an introduction to the lesson, live support, or live feedback sessions to pupils. We recognise that there will be differences between lessons at school and online, but teachers should endeavour to establish as much normality in terms of lesson content and delivery. (There is not an expectation to do this with EY children). If you are using video, audio or live teaching please make sure this is clear on your timetable so parents/pupils can take the necessary steps in preparation. Give clear instructions to the pupils regarding safety aspects of interacting with you. This may mean making sure that any aspects of their home that they do not wish you to see is shielded from view.

Marking and Feedback to Pupils

Providing feedback to pupils is key if we are to get the best out of our teaching and learning, and whilst this may be more challenging with remote learning, providing regular feedback to pupils not just on their work but also on their resilience and perseverance would be helpful. It would also be helpful to set children targets for their next steps. Where a piece of work is assessed in line with school policy, please upload this result to Classroom Monitor. Please continue to use the same assessment procedures you would use if we were in school. Please also keep a log of the work children are submitting for your records and report writing. This



should all be in line with school policy and procedures for marking and assessment. Staff should keep a comments file with notes on the progress pupils are making. School awards can also be given as appropriate (Star of the Week).

If appropriate it would be good to occasionally email a parent so they also get feedback about their child.

Home Study for Pupils

In the event of an extended school closure, we will deliver lessons in line with existing schemes of work; if a pupil does not log in and complete the tasks we will make them available for the child to access for the foreseeable period. This will include keeping the log in details for Google Classroom live. Once the school returns to face to face learning the school will assess which children need extended support for missed tasks and content.

We have assumed that our families have internet at home to access remote learning resources. The material we produce will be varied to allow for those who cannot do outdoor learning to access some tasks and where a printer is not available some tasks can be emailed directly back to school.

We will assume that all pupils will be working in line with the timetable they have been given and that they are fully accessing the curriculum assigned by the teacher. If a child is not accessing the learning please check with the parents that the child is well and able to interact. If you do not get a parental response then please refer to your Head of Department.

Children will receive Google Classroom refresher sessions in Computing lessons on a regular basis

Pupils should ensure they complete the tasks on time or as near to time as possible. Staff should ensure they monitor the progress pupils are making in line with the projection given at the start of the school year. If pupils or parents have any questions about the nature of specific tasks set, these should be directed to the class teacher. If there are questions about a pupil's overall workload (eg a pupil feels they are overwhelmed or falling behind), these should be directed to the Head of Department and then the Head Teacher.

April 2020

Reviewed April 2020 AC

Reviewed January 2021 GB

COVID-19 Information on Remote Learning for Pupils and Parents

Introduction

If the school has to undergo enforced/ temporary closure or remote learning due to Government and/or public health guidelines related to COVID-19 the school will implement an effective response and share the information with the staff, parents and pupils within a reasonable time frame.

Aims of this policy

To outline procedures and practice for pupils in self-isolation/ shielding and pupils that are undergoing home learning that are otherwise fit and healthy, to continue with their academic program of study.

Pupil expectations

- Pupils should retain structure to their working day starting with a registration on Google Meet at 8.30 am
- Check Google Classroom to access the posts/resources for each lesson and work through tasks in a timely manner
- Complete all set work and hand in work to the subject teacher in the agreed time frame e.g. upload, photograph, scan etc.
- Use designated messaging to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours. They may need to email the teacher as appropriate/if they are having difficulties with the system or for a longer question
- Pupils may need to photograph work of a visual nature and use the features within Google Classroom to submit this to teachers
- Deadlines must be met where practically possible; class teachers will contact home if they are not
- All sessions on Google Meet to be of classroom level type discussions. Pupils to keep personal conversations to their own social media streams which will require parental monitoring
- Pupils are not required to wear uniform for video learning, however appropriate dress is expected
- Consider what is in the background of your videoed content or chat – ask if you don't know how to blur background



Learning Support

The Learning support teams will connect with parents and/or pupils who receive one-to-one SEN support, to check how they are coping with the home learning and keep formal records of all interactions.

Parents role

Parents are expected to:

- Ensure their child has sufficiently adequate computer equipment and internet access in order to fully participate in home learning
- Encourage and support their children's work including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible
- Contact the school if there are any concerns
- Support pupils in choosing an appropriate location for Google Meet video calls
- Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. However, the same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and the invited members of the class with no parental involvement.

Feedback

Pupils will continue to receive the feedback they need through online annotation of documents, along with audio feedback, whilst teachers can track their progress and see where support is required.

Safeguarding

This guidance document is supported by the Child Protection (Safeguarding) Policy and the COVID-19 addendum to the Child Protection (Safeguarding) Policy.

This policy has been written in response to the COVID-19 situation and it will be reviewed as required