



SILCOATES

Independent education for boys and girls aged 3-18

Remote Teaching and Learning Policy (Junior School)

Purpose

The purpose of this policy is to explain the Junior School's approach and expectations if, for any reason, teaching and learning is unable to continue within the School's premises. The intention at all times is to minimise disruption and preserve the continuity of the education we offer.

Furthermore, as part of the response to the COVID-19 pandemic, the School is required to have in place an effective remote teaching and learning provision as part of contingency planning should the School, or part of it, be required to close. Within the four tiers of potential closure, remote learning is a feature of Senior School provision in Tiers 2, 3 and 4 and Junior School provision in Tier 4. This was included within guidance issued in August 2020:

[Schools are required to] Develop remote education so that it is integrated into school curriculum planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.

Where needed, this [remote education] is high-quality, safe and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Teachers

1. Teachers will set work following the direction of the Head of Junior School.
2. Year groups will strive to follow the normal school timetable and the work set will reflect the normal curriculum objectives. It is understood that the learning activities may differ from those normally undertaken in a classroom setting.
3. Teachers will be online each day to respond to pupil needs.

4. Each day, activities/tasks will be set on Firefly. These may begin with a learning objective. Teachers will endeavour to post the work on Firefly no later than 7.00pm on the previous day.
5. Teachers may do this through the most appropriate software, such as PowerPoint.
6. Work may take different lengths of time, depending upon the tasks set.
7. In addition to the work set, pupils should continue to practise their spellings, times tables and enjoy reading for pleasure. Pupils can also access Active Learn for Abacus Maths, Active Learn for the Grammar and Spelling Bug, Bug Club for Reading and Times Tables Rock Stars as well as the suggested websites that can be found on Firefly to support learning at home. The user name and password for these were sent home with the children.
8. Teachers may provide an answer sheet in order that pupils can gain instant feedback in certain subjects. Completed work can be uploaded and sent back to the teacher setting the work.
9. It is the pupil's responsibility to complete the work or to communicate to their teacher why it is not completed. Teachers are expected to send a message to parents (via Firefly) if a pupil is not regularly completing their work.
10. Teachers should ensure that, by the end of the day, all pupil queries have been dealt with in an appropriate manner.
11. Teachers should take into account adaptations to remote learning for all pupils and ensure that they are able to access the work at home and that there are appropriate expectations of the work they will produce.

Forms

1. Should an entire form group be working remotely, teachers will take a register of their pupils every morning via Zoom and submit the register in the normal way.
2. Form tutors will ensure the well-being of their forms through regular contact via Zoom form periods or a phone call.

The Head of Junior School

1. The Head of Junior School should have an overview of the work being set in each year group.
2. The Head of Junior School should regularly check with their team to ensure that teachers are consistent in their approaches and pick up on any potential concerns early on.
3. The Head of Junior School should provide support to colleagues in their department to ensure that work is provided as required. This includes covering staff illness.

Head of Learning Support

1. The Head of Learning Support should be available, via email, to communicate with teachers and parents with any concerns.
2. They should encourage and support the needs of the pupils on the SEND register.

Parents

1. Parents should encourage and support their child's work where possible, including finding an appropriate place to work, checking that set work is completed where possible by the end of each day.
2. They should contact the teacher setting the work (via email) if there are any concerns about the academic work. Email addresses are published on the About>Our Staff section of the School website.
3. Any pastoral concerns should be e-mailed to Mrs Moss (ellenmoss@silcoates.org.uk)

4. All other e-mails should be sent to Mrs Barras (helenbarras@silcoates.org.uk)

'Live' Streaming and Pre-recorded videos

As part of the remote learning offered it may be that some teachers may choose to incorporate 'live' streaming or pre-recorded videos into their teaching. We feel that this latter approach would be more appropriate for younger children, as it enables them to view several times if anything is unclear.

The safeguarding of staff and pupils remains our priority when using any form of technology. Sessions should not take place one-to-one without permission from a member of the SLT.

Teachers

1. Teachers should use Zoom to carry out 'live' streaming.
2. Teachers should use the waiting room facility to allow entry only to Silcoates pupils.
3. Teachers hosting the session will remind students of the rules at the start of each session.
4. Teachers will remove pupils from the session if they fail to follow the rules. Any issues will be reported to the SLT.

Pupils

1. Pupils are expected to sign the Junior School ICT Code of Conduct. They will not be able to access 'live' streaming if they have not done so beforehand.
2. Pupils must treat all other users with respect and must follow the rules below. Pupils who fail to follow these rules will be removed from the streaming session and may be subject to disciplinary procedures in line with the School's Behaviour and Sanctions Policy.
3. Pupils taking part in any session will:
 - Use their school email and full name as a username.
 - Be fully clothed, in clothing appropriate for a school day.
 - Not stream from bedrooms.
 - Follow the instructions of the teacher.
 - Use only a neutral background (or no background).
 - Will not record the session.

Parents

1. Parents are expected to sign the ICT Code of Conduct for each of their children. Their children will not be able to access 'live' streaming if they have not done so beforehand.

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| Reviewed by: | Mrs Moss – Head of Junior School | | |
| Date of last review: | June 2021 | Date of next review: | June 2022 |