



# SILCOATES

Independent education for boys and girls aged 3-18

## Remote Teaching and Learning Policy (Senior School)

### Purpose

The purpose of this policy is to explain the 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/schools-coronavirus-covid-19-operational-guidance>

### Teachers

1. Teachers will set work following the direction of the Deputy Head (Academic).
2. All year groups will follow the normal school timetable. A register will be taken by the teacher at the start of every lesson.
3. There is an expectation that, whenever possible, teachers will be online every lesson. Teachers will not necessarily be 'teaching' the entire lesson. It may be that they are present to supervise pupils learning, having outlined the purpose of the lesson at the start.

4. Tasks set within the lesson will also be placed on Firefly. Each task will include a clear and detailed outline, including a deadline and how long the task is expected to take.
5. Teachers may do this through the most appropriate software, such as PowerPoint.
6. Wherever possible, work set will reflect the normal curriculum objectives. It is understood that learning activities may differ from those normally undertaken in a classroom setting.
7. It is the pupil's responsibility to complete any work set. If they are unable to do so, they should communicate to their teacher why it has not been completed. Teachers are expected to send a message to parents (via Firefly) if a pupil is not regularly completing their work. They should also inform the Head of Key Stage 3 or Head of Key Stage 4 and Sixth Form.
8. Teachers should ensure that, by the end of the day, all pupil queries have been dealt with in an appropriate manner.
9. Teachers should take into account adaptations to remote learning for pupils on the SEND register and ensure that they are able to access the work at home and that there are appropriate expectations of the work they will produce.

### **Tutors**

1. Should an entire tutor group be working remotely, tutors will take a register of their tutees every morning via Zoom.
2. Tutors will ensure the wellbeing of their tutees through regular contact, such as in tutor periods.

### **Faculty Leaders**

1. Faculty Leaders (FLs) should have an overview of the work being set in their faculties.
2. They should regularly check in with their teams to ensure that teachers are consistent in their approaches and pick up on any potential concerns early on.
3. They should provide support to colleagues in their faculty to ensure that work is provided as required. This includes covering staff illness.

### **Heads of Section**

1. Heads of Section should send a message to their section at the start and end of each week offering support.
2. They should be prepared to pick up on anyone who has not been regularly completing work.

### **Head of Learning Support**

1. The Head of Learning Support should be available, via email, to communicate with subject teachers, tutors 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, including finding an appropriate place to work.
2. If there are any concerns, parents should contact the Faculty Leader and/or the Head of Section (via email). Contact details can be found on Firefly [Contact us](#).

- If parents are unable to get a reply from a member of staff, they should email [enquiries@silcoates.org.uk](mailto:enquiries@silcoates.org.uk).

### **'Live Streaming'**

'Live streaming' is incorporated into the programme of study to facilitate learning.

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

#### **Teachers**

- Teachers should use Zoom to carry out 'live' streaming.
- Teachers will issue the lesson invitation to pupils at least 24 hours in advance.
- Teachers should use the waiting room facility to only allow entry to Silcoates pupils.
- Teachers hosting the session will remind students of the rules at the start of each session.
- Teachers will remove pupils from the session if they fail to follow the rules. Any issues will be reported to the Deputy Head (Pastoral).

#### **Pupils**

- Pupils are required to sign the ICT Code of Conduct. They will not be able to access 'live' streaming if they have not done so beforehand.
- 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.
- 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.
  - Follow the instructions of the teacher.
  - Use only a neutral background (or no background).
  - Not record the session.

#### **Parents**

- Parents are required 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.

<b>Reviewed by:</b>	Mrs Dews – Deputy Head (Academic)		
<b>Date of last review:</b>	June 2021	<b>Date of next review:</b>	June 2022