

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.

Introduction

A rapid switch from our normal and in-person learning environment to a 100% online learning environment may be necessary in exceptional circumstances. It should be noted that such a switch may cause stress and anxiety for pupils, parents and staff members. Patience, generosity of spirit and a can-do attitude will be required by the whole community including pupils, staff, parents, governors and regulators. As a school we will ensure that we retain a focus on all pupils. We also understand that working parents, including teaching and administrative staff, may be required to manage the logistics of supervising children either while working from home or while working elsewhere. All members of the Silcoates School community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online.

Contact

All staff must check their email before 08.10 each day from Monday to Friday, and pupils must join their Form Google Meeting for Registration by 08.35. Parents can contact the school as usual using the following channels and their enquiry will be directed accordingly. As a school we will remain in regular contact with staff, parents and pupils, with regular updates via Silcoates' Messaging on the status of the closure and online learning.

Reception: helenbarras@silcoates.org.uk

Junior Absence: juniorabsence@silcoates.org.uk

IT Helpdesk: ITHelpdesk@silcoates.org.uk

Head of Junior School: ellenmoss@silcoates.org.uk

Finance: finance@silcoates.org.uk



How will we deliver a Silcoates School education?

Lessons will continue according to the existing timetable as far as is possible, although timings will be adjusted to allow for breaks between lessons. It may be necessary to adapt the timetable for our younger children who would struggle to remain online for the full duration of the school day. The timetable will include daily registration, assemblies and PE and Games.

What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to current class content and skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. Parents will not be placed in the role of teacher but may be required to support younger pupils with their work. The children will need to be provided with a WiFi-enabled workspace that is quiet, safe and free from distractions. Teachers will continue to assess pupils' understanding in lessons as well as by written work, specifying where and when pupils will be expected to submit this work.

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 Mathletics, online reading material, 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 will be known to the children or be sent home through Firefly.
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 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.

Forms

1. Should an entire form group be working remotely, teachers will take a register of their pupils every morning via Teams and submit the register in the normal way.
2. Form tutors will ensure the well-being of their forms through regular contact via Teams 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 Google Meet 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 Head of Junior School.

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.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Reviewed by:	Mrs Moss – Head of Junior School		
Date of last review:	April 2023	Date of next review:	April 2024

