At Radnor House, we have taken steps that provide you with the best example of remote learning based on our previous experiences as well as feedback from staff, parents and children. Please see what remote learning will look like at Radnor if we are needed to teach remotely for any reason. In the event of the whole year groups or the whole school entering a remote learning situation, the school will provide a full online curriculum timetable predominantly using Microsoft Teams and Microsoft OneNote. Details as to how that will look can be seen below.

# Remote Learning in the Senior School:

* Senior Pupils (Year 7-13) should retain structure to their working day starting with their logging-in to Microsoft Teams at 8.20am.
* The lessons will follow the pupils’ timetables. These will be delivered live or with live interaction with the teachers. Break times will also be maintained according to the school’s day.
* The lessons during a period of remote learning will be 5-10 minutes shorter in order to allow pupils and teachers a few minutes away from their screens between lessons.
* Cameras are expected to be always turned on during live lessons to promote the school’s core value of respect.
* Pupils should complete all set work and, if requested, hand in work.  Deadlines must be met.
* Unless otherwise directed, pupils should use their Microsoft OneNote Class Notebook to record and submit work.
* Pupils should use designated Microsoft Teams chat channels to communicate with their teachers and ask questions if they do not understand/require help. Alternatively, they may need to email the teacher as appropriate/if they are having difficulties.
* Any necessary email contact between staff and pupils in the Senior School must be conducted using school email and within normal school hours.
* Throughout a period of remote learning, homework at Key Stage 3 will be greatly reduced, but will be maintained at Key Stage 4 and 5 in order to ensure the pupils are as prepared as possible for their exams, whether this year or next.
* Pupils should not record any online lesson content. Any pupil found to be capturing personal information in this way will be sanctioned according to the school behaviour policy.
* Pupils should comply with the school IT Acceptable Use Policy.

We understand that this time is incredibly tough for everyone, and there may well be days when pupils are finding it difficult to engage with online learning – it is a completely different environment, and it is harder for some children to engage through a screen. If you experience this, please discuss this with your child’s class teacher. You may find that this leads to occasionally needing to take some time away from remote learning and come back at another time. As we do when a child has been absent due to illness, we will ensure that any gaps are filled at an appropriate time. Once the children return to school in person, we will assess and continue to support their academic and emotional well-being from this point.

To help pupils to stay connected with their peers and with staff, daily drop-in sessions are available for all pupils from 1:40pm. Time is also allocated as part of Games afternoons to allow pupils to socialise with their classmates in a safe environment.

# Whole School Guidance and Expectations:

The normal school timetable will be delivered to all children whilst we are remote learning.

We encourage all of the children to follow the Radnor House Core Value of **Respect** whilst they are working online. This includes having cameras on for all live lessons and microphones to be turned off unless asked to contribute. For safeguarding purposes, the children may like to consider blurring their backgrounds if they are working in their bedrooms and their personal effects are on show.

Please encourage your child to wear appropriate sports clothing for PE which is something that they can move in easily. Children should also dress appropriately for lessons. For normal lessons, they should wear clothing that they would be allowed to wear to school on a home

clothes day. Your children are in their own homes, and we know that sometimes you are trying to juggle different lunchtimes and breaktimes. We are happy for children to eat whilst they are attending online lessons, provided that it does not prove to be a distraction to them or their peers whilst they are doing so.

For those ‘Critical Worker’ or ‘Vulnerable’ children in school during a period of remote learning, they will continue to follow the same timetable as their peers but remotely in school instead of being at home. They will be supported by a member of staff in school and provided with all of the equipment that they need to fulfil the learning whilst in school.

If we are back in school but your child needs to work remotely because they are self-isolating but in good health, teachers will provide work on OneNote, as appropriate, for them to complete and receive feedback on. If your child is unwell, work will not be set as they will need the time to get better.

Most feedback on independent work will be verbal and in the form of live feedback, but there will be the need for some written feedback where appropriate. Teachers will follow the school’s usual rewards and sanctions guidelines as detailed in the Behaviour Policy Appendix. They will also email parents if there are ongoing concerns.

Parents are encouraged to support their children's work, including finding an appropriate place to work, printing out worksheets when required, checking that set work is completed and ensuring they adhere to the structure of the school day: start and finish times and appropriate breaks.

For those pupils who require additional support, work will be scaffolded and resources available to meet the individual needs of the pupils. Pupils will also be supported by the class teachers to make sure that everyone is able to meet the objectives set for them. Mrs Hancock, the school SENDCO will be available to offer additional support to children who need it and can be contacted via email - [mhancock@radnor-sevenoaks.org.](mailto:mhancock@radnor-sevenoaks.org.%20) Those pupils who usually receive Learning Support lessons in school will continue to receive them remotely. If you wish to discuss the support that is provided for your child, please contact your child’s tutor in the first instance.

Attendance at all online lessons will be logged and monitored in the normal way, and the school will contact parents if there is non-attendance of which the school has not received prior notification.

If you are having problems accessing the remote learning for any reason, please discuss the situation with your child’s class teacher in the first instance. The IT department can are also available to support with any technical difficulties that you may be experiencing. They also have a limited number of devices which may be able to be loaned out to you, if needed. They can be contacted on [IT@radnor-sevenoaks.org.](mailto:IT@radnor-sevenoaks.org)

# Frequently Asked Questions:

## What should my child expect from immediate remote education in the first day or two of pupils being sent home?

In the event that individual children are sent home from school to self-isolate, teachers will upload work onto OneNote. This will be the same work and resources that those children in school are completing so that no learning is missed. If a whole year group or whole school are required to work remotely, we will immediately switch to a full remote learning offering the following school day.

**Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?** During a period of remote education, the pupils will follow the same timetable as they would do in school.

## How long can I expect work set by the school to take my child each day?

The work set by class teachers should take no longer than the length of a normal lesson. Teachers will adapt tasks for remote learning and set time during remote lessons for children to complete work independently. Therefore, time will be planned into the school week for children to complete work, if required. Also, teachers will only feedback to children on the work that has been completed.

## How will my child access any remote education you are providing?

The pupils will be using Microsoft Teams for all lessons, including Registration. This is also where they will access any pastoral support, assemblies and meetings. Work, unless otherwise expressed, will be completed on OneNote.

If children do not have a device to access remote learning at home, then the school’s IT department have a limited number of devices that can

be loaned out.

If you are having problems accessing the remote learning for any reason, please discuss the situation with your child’s class teacher in the first instance. The IT department can are also available to support with any technical difficulties that you may be experiencing.

## What are the school’s expectations for my child’s engagement and the support that we, as parents and carers should provide at home?

The work set should be able to be completed independently or with guidance from the teachers themselves. The pupils should have the IT skills to access Teams and OneNote independently. Teachers will continue to be available throughout live lessons to support any children who need help with any work set.

## How will I check whether my child is engaging with their work and how will I be informed if there are any concerns?

If there are any concerns regarding engagement, your child’s tutor and/or the appropriate teacher will contact you. This includes attendance.

## How will the school assess my child’s work and progress?

Independent work will be assessed using the school’s feedback and marking policy. This has been adapted slightly for remote learning but includes regular verbal and written feedback on your child’s work. Marking will largely take place directly on OneNote.

The school will still issue Behaviours for Learning grades at the end of each half-term across all subjects in accordance with the reporting schedule. Assessments (e.g. Mock exams) may be re-scheduled as appropriate. For your child to receive a Behaviour for Learning grade, regular attendance in lessons will be required. If children are not regularly in attendance for lessons or not completing work, then your child’s progress will not be able to be measured and so your child’s level will remain unchanged from the previous term.