

Remote Teaching and Learning Policy

Background:

This policy is in place to ensure the ongoing education of Radnor House Sevenoaks' pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness/epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

The school will continue to deliver timetabled academic lessons, SEND support, pastoral support, counselling and co-curricular provision to pupils remotely, using a number of secure online platforms and delivery methods.

Remote Learning Lead:

The Director of Digital Learning is responsible for formulating and overseeing Radnor House Sevenoaks' Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Director of Digital Strategy in the first instance, who is Pavel Malik pmalik@radnor-sevenoaks.org.

Related Documents:

- Safeguarding Policy
- Online Safety Policy
- Staff Code of Conduct
- Behaviour Policy
- Data Protection Policy, and Data Protection Notices
- Acceptable Use of IT Policies (Pupils, and Staff and Directors)

The purposes of this policy are threefold:

- To outline procedures and practice for pupils in self isolation, and are otherwise fit and healthy, to continue with their academic program
- To outline procedures and practice for staff in self isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program
- To outline procedures and practice for staff, pupils and their parents to continue with the academic program if the School closes as a result of advice from the Government and/or Public Health England or similar body.

Remote teaching and learning in case of enforced school closure

If the school undergoes enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupil/Student expectations:

- Senior Pupils (Year 7-13) should retain structure to their working day starting with their logging-in to Microsoft Teams at 8.20am
- Upper Prep pupils (Year 4-6) will retain structure to their working day starting with their logging-in to Microsoft Teams at 8.20am.
- The class teacher and specialists will lead sessions.
- Lower Prep (Nursery - Year 3) will retain structure to their working day starting with the parent logging-in to Microsoft Teams at 8.20am, when registration will be taken, and a warm-up activity will be led by the class teacher. Class and specialist teachers will upload the instructions and resources for learning on to Tapestry and parents will share pictures of their child's learning for the teachers to provide feedback.
- In line with their expected timetable, pupils should visit their Class Microsoft Teams throughout the day.
- 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.

- Use designated Microsoft Teams chat channel 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 must be conducted using school email and within normal school hours.
- 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.

Teacher expectations:

- It is recognised that teachers will have to cover their normal timetabled lessons and may be teaching classes for most of the day.
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be saved within Microsoft Teams or OneNote.
- Teachers should use their own discretion when deciding whether to record presentation content, making it available for later use.
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via 'Microsoft Teams Chat'.
- Mark and feedback with the same regularity they would have done if in school. Pupils can continue to receive the feedback they need through online annotation of documents, along with audio feedback.
- At the start of each lesson the teacher should set a clear behaviour expectation and may refer to the 'daily reminder' and 'live chat reminder' documents. A 'classroom standard' of behaviour is expected from all participants.
- As much as possible, follow the school's usual rewards and sanctions guidelines as detailed in the Behaviour Policy Appendix. Email parents if there are ongoing concerns.
- Full instructions for Staff on the use of Microsoft 365 are available in the Staff Training section on Microsoft Teams 'RH7 Teachers'.
- Teachers should comply with the school IT Acceptable Use Policy.

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Attendance at all online lessons will be logged and monitored in the normal way, and the school will contact the parent if there is non-attendance of which the school has not received prior notification.
- If live video and audio is being used, it may not be appropriate for pupils to be accessing such sessions from their bedrooms. The video feed can be turned off if parent/pupil feel they would rather not be transmitting images.
- Parents are reminded that pupils should not be recording any online lesson content. They should remind pupils of this.
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary.
- If there are any concerns, in the first instance parents should contact the pupil's teacher. The school's IT team will be providing technical back-up when necessary. They can be contacted on it@radnor-sevenoaks.org.

Remote teaching for staff who are in self isolation

Teaching staff are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even, if they are not displaying symptoms.

During any such period, the School will ensure that the lessons are covered in a similar way to any other planned absence, so no-one need fall behind. This policy summarises the provision of remote teaching by

teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

If a member of staff is required to self-isolate, they are expected to:

- Follow the normal guidelines for planned absence. They should plan resources and set cover work for another teacher, who may not be a subject specialist, to follow.
- If the member of staff is aware who the cover teacher will be they should add them as a Teacher member to their Microsoft Teams class.

Safeguarding Matters

This guidance document is supported by the school's Safeguarding policy, Behaviour Policy, Online Safety Policy and Data Protection Policy. Specific additions to note:

School staff should record and refer Safeguarding Concerns using the 'My Concern' safeguarding portal, which can be accessed via the school website.

The Designated Safeguarding Lead, Esther Wright, can also be contacted via mobile phone between the hours of 8am-4pm Monday to Friday: 07584 567 853.

If a call is urgent i.e. a child is in danger of imminent harm, and the call cannot go through to the DSL, the call should go through to the Integrated Front Door on: 03000 41 11 11 (outside office hours 03000 419191) or the Police on 999.

Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson in school, meaning that the interaction in these lessons are between the teacher and the pupils alone.

Size of groups for home learning. We are aware of the increased level of risk around one-to-one video meetings with pupils, however, there are many reasons why they would be helpful and appropriate. One to-one sessions with pupils should follow the same guidance as one-to-one conversations in school (e.g. appropriate standards of dress as worn at school), the option for the teacher to video the teaching session should be used in this instance. Settings options in Microsoft Teams also allow background blurring if appropriate.

Teachers should never suddenly ask pupils to change to another communication platform without contacting parents first. Teachers will never ask pupils to share their passwords. Any IT issues should be forwarded to IT Support Team.

Summary

The primary purpose of this policy is the continuity of education for pupils at Radnor House Sevenoaks. By using existing secure school systems (Microsoft Office 365 and, specifically, Teams), this provision can be put into place quickly and pupils only need their existing login details of school email and password.

If there are any concerns regarding the learning content being distributed, in the first instance parents should contact the pupil's teacher, or the Safeguarding team for any specific safeguarding concern (please see the school's Safeguarding Policy for all contact details, internal and external).

The school's IT team will be providing technical back-up when necessary. They can be contacted on it@radnor-sevenoaks.org.

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