ELSTREE SCHOOL COVID-19
REMOTE TEACHING AND LEARNING POLICY

In the event of self-isolation and / or temporary school closure

The purposes of this policy are threefold:

• To outline procedures and practice for pupils in self-isolation who are otherwise fit and healthy to continue with their academic programme.

• To outline procedures and practice for staff in self-isolation who are otherwise fit and healthy to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal remote academic programme.

• To outline procedures and practice for staff, pupils and their parents to continue with the academic programme if the School has to close due to advice from the Government and/or Public Health England or a similar body.

This policy must be read in conjunction with the following:

Safeguarding and Prevent Policy (updated September 2021)

Elstree School COVID-19 Safeguarding Policy (created September 2020)

Elstree School Guide to 'A Safe Return to School' (created August 2020)

Elstree Curriculum Policy

1. REMOTE LEARNING FOR PUPILS WHO ARE IN SELF-ISOLATION

Pupils are required to self-isolate if they have been in an affected area or if they have been to one of the designated affected areas according to Public Health England even if they are not displaying symptoms. Pupils are also required to self-isolate if they have a persistent cough and temperature above 37.8. The duration currently advised by the British authorities is 7 days, although this will be subject to review and we will follow external advice in this matter. During any such period, the School will make sure that education is provided remotely (online) so no-one need fall behind. This policy summarises the provision of remote learning for pupils 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 pupil is required to self-isolate they are expected to:

• Check school emails / intranet/ Firefly-Tasks / Microsoft Teams to see the posts/resources/activities for each subject or from Form Teachers for younger years.

• Complete all set work and, if requested, to hand in work on Firefly-Tasks or via school email (staff and pupils).

• Use Firefly-Tasks / Microsoft Teams (one note?) to communicate with their teachers and ask questions if they do not understand/require help.

• Pupils in the Prep School must click 'mark as done' when they have completed a task.

- To maximise pupil progress, pupils must take more care and diligence when reading feedback given to them by teachers via email and on their work documents. Much feedback in class is verbal and therefore more pupil awareness and application towards reading feedback will be required.
- Pupils should use technology in a respectful manner towards the teacher and ensure all communication is courteous and polite. If using programmes like Zoom, patience and putting your hand up, speaking in an orderly fashion will be required. School sanctions will follow in a similar way should this not be the case. Waiting rooms may also be used to remove the pupil from the Zoom conversation if necessary.

Parents are expected to:

• Encourage and support their children's work as much as possible - including: finding an appropriate place for their son/daughter to work, checking that set work is completed and submitted.

• Contact the pupil's subject teacher/Form Tutor within school hours if there are any concerns but please be understanding that this new way of working will take a little time to become established and there will undoubtedly be teething problems.

2. REMOTE TEACHING FOR STAFF WHO ARE IN SELF ISOLATION

Teaching staff are required to self-isolate if they have been in an affected area or if they have been to one of the designated affected areas according to Public Health England even if they are not displaying symptoms. Members of staff are also required to self-isolate if they have a persistent cough and temperature above 37.8. The duration currently advised by the British authorities is 7 days, although this will be subject to review and we will follow external advice in this matter. During any such period, the School will make sure that education is provided remotely (online) so no-one need fall behind. If a member of staff is required to self-isolate, they are expected to:

• Regularly upload teaching materials/lessons/activities to Firefly-Tasks / Microsoft Teams. (Unless they are too ill to work where they should request cover in the normal way)

• Staff are expected to answer pupil/parental queries within school hours (and definitely within 24 hours).

• Set tasks on the intranet/ Firefly-Tasks / Microsoft Teams and emails that includes lesson activities and resources. Ideally lessons should be a combination of using media and traditional tasks pupils are not using screens for more than 2.5 hours of their allotted lesson time per day.

• Mark and feedback using Firefly-Tasks / Microsoft Teams (one note?) with the same regularity they would have done if in school. This function allows for personalised comments to be added. In the Pre-Prep comments should be sent to children via email when work is emailed to parents.

• Set work that reflects the length of lesson time that is set (see adjusted timetable).

∙ Issue rewards and sanctions as they normally would if they were in school.

• Make sure that all resources for lessons are available online.

3. REMOTE TEACHING AND LEARNING IN CASE OF ENFORCED TEMPORARY SCHOOL CLOSURE

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

Pupils are expected to:

• Check intranet / Firefly-Tasks / Microsoft Teams / school emails to see the posts/resources for each subject.

• Complete all set work and, if requested, to hand in work on Firefly-Tasks / Microsoft Teams or via school email (staff and pupils). Pupils in the Pre-Prep have been advised about the number of academic sessions to complete each week. Pupils must ensure that their language is appropriate and polite on emails at all times just like it would in school.

• Use Firefly-Tasks / Microsoft Teams (one note?) or school email to communicate with their teachers and ask questions if they do not understand/require help.

• Pupils in the Prep School must click 'mark as done' when they have completed a task.

Staff are expected to:

• Regularly upload appropriate age-related and lesson objective focused teaching materials/lessons/activities to Firefly-Tasks / Microsoft Teams or via email to pupils.

• Staff are expected to answer pupil/parental queries as soon as possible within school hours and certainly within 24 hours.

• Set tasks on intranet / Firefly-Tasks / Microsoft Teams / or via email that includes lesson activities and resources that would normally be set.

• Mark and feedback using Firefly-Tasks / Microsoft Teams (one note?) with the same regularity they would have done if in school. This function allows for personalised comments to be added. In the Pre-Prep comments should be sent to children via email when work is emailed to parents.

• Set work that reflects the length of lesson time that is missed.

• Issue rewards and sanctions as they normally would if they were in school. Prep School remote teaching and learning policy in event of self-isolation and/or temporary school closure – staff information. ISAM's is very important for this.

• Make sure that all resources are available online.

• Staff must follow up concerns or complaints in a similar fashion to being in school. Setting up Zoom meetings via email and cc'ing relevant people in correspondence with parents should be the norm.

SMT are expected to:

• Communicate with form tutors (TDW) / subject teachers (JRB/AWP) / teachers in Pre-Prep (AH) twice per week to check on issues arising from home learning.

• Encourage form tutors to liaise with parents of tutees to check on progress.

Heads of Department are expected to:

• Fulfil expectations of a normal classroom teacher.

• Regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on ensuring AWP and JRB are aware of any setbacks / concerns.

• Track the progress of pupils and inform AWP of any pupils falling behind or struggling.

• Ensure pupils are stretched and the Gifted and Able are challenged appropriately as well as the high achievers.

• Ensure subject pages on Firefly are refreshed and updated weekly.

• Provide support to colleagues in their teams to ensure that work is provided as required.

• To offer ideas and teaching strategies that vary throughout the term.

• Heads of Department need to be creative and proactive in disseminating information in a timely manner.

• Ensure formal assessment have a clear assessment criteria.

Parents are expected to:

• Encourage and support their children's work - including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the revised school timetable for the day is followed as much as possible.

• Contact the tutor/class teacher/subject teacher if there are any concerns or reasons why work cannot be completed.

Safeguarding

• Personal email accounts or alternative forms of communication such as social media/messaging services must not be used as a line of communication between staff and pupils. This includes using private google docs accounts etc.

• Staff should only conduct any live video/chat conferencing (e.g. Teams) during remote learning period as a method of remote teaching and learning following explicit guidance in 'A

Safe Return to School' (August 2020). Microsoft Teams will be used from 1ˢᵗ September 2020 as the only online platform for video/ chat conferencing with pupils.

GDPR

• All staff will be expected to adhere to the School's GDPR policies and procedures.

• Staff are to ensure that computer access to personal information is password protected and written information is kept safe and secure.

• Any personal documents are to be kept securely until they can be disposed of in one of the School's sensitive data disposal units.

Simon Attwood, Deputy Head   6ᵗʰ October 2021