

Remote Education Provision Policy



St John's School
LEATHERHEAD

Date of issue:	March 2020 ¹ , updated February 2021
Next review:	June 2021
Responsible person:	Deputy Head (Academic)
References:	Safeguarding and Protecting Children Policy and Procedures (7a8a) E-Safety Policy (7g) Pupil handbook and Acceptable Use Policy Behaviour, Rewards, Sanctions and Discipline (9a) Keeping Children Safe in Education, January 2021
Policy number:	I47

1. Scope

This policy applies to circumstances where the school is anticipated to be closed for a period longer than 1 day because (e.g.) the school estate is inaccessible, key systems or utilities have failed, or an order by a regulatory authority requires the school to close and/or a significant number of people to self-isolate². The school will do all that it reasonably can to continue to deliver educational services, in accordance with its Terms and Conditions (parent contract), by using various technologies and online services to enable remote teaching and learning.

In circumstances where the school is able to remain partially open with reduced staffing it will aim to run a teaching programme (albeit restricted) for pupils who attend school. Academic staff will ensure that work is available for pupils to access at home via Microsoft Teams; pupils should ensure that they are checking this and email regularly.

2. Attendance

Pupils are expected to attend remote lessons in accordance with the school timetable or any amended timetable issued to them.

Pupil absences should be reported to the school using the Unplanned Absence Notification form on the Parent Portal by 8.30am at the latest, in accordance with the Parent Handbook.

Pupils absent due to short term illness (less than one week) should not attend remote lessons and will catch-up on school work on their return.

Pupils absent due to longer term illness (for more than a week) or with ongoing health concerns that cause regular absences, will construct an individual support plan with Senior House Staff.

Pupils required to self-isolate should inform the school, confirm whether they are symptomatic or well enough to attend remote lessons.

3. Continuity of Teaching

On **day one** of a full or partial school closure pupils at home must:

- be available during the hours of the normal school day to respond to email, Microsoft Teams and other appropriate educational software alerts used by St John's School.

¹ Previously published as "Continuity Policy (for Parents and Pupils)"

² Not an exhaustive list, other unpredictable circumstances may cause the School to be closed.

- complete work set on Microsoft Teams by 17.00 of the day on which the missed lesson was due to take place.
- submit any homework set on Microsoft Teams by the deadline stated and the specified method of submission.

From **day two onwards**, pupils at home must:

- Attend timetabled lessons remotely, at the times specified in the timetable, via Microsoft Teams' video conferencing feature.
- Register with staff, on time, at the beginning of all lessons.
- Continue to submit homework in line with the school's policies.

4. Behaviour and Conduct

All pupils are expected to conduct themselves online and in remote education spaces in the same way that they are expected to do in school. The school's relevant policies e.g. Behaviour, Rewards, Discipline and Sanctions, E-Safety Policy etc. will remain in force.

Pupil behaviour concerns or exceptionally positive performance will be dealt with in the same ways, as far as is possible. The exceptions to this will be detentions but parents/carers will be informed of and expected to support the school in disciplinary responses.

Pupils will not be required to wear school uniform but an appropriate standard of attire is required, avoiding (for example) revealing clothing or unacceptable slogans and logos.

5. Assessment and Feedback

Marking, feedback and assessment procedures and expectations remain the same as those set out within the Curriculum Handbook although methods will be adapted to the remote classroom.

6. Additional support for pupils with particular needs

During remote education, pupils with SEND diagnoses and learning support plans will continue to be supported by the Learning Support Department and school staff, in line with their arranged provision and their personalised plans. Some methods will be adapted to support the remote classroom and methods of communication but support lessons will continue on line and teaching staff will continue to use learning support plans to inform their ongoing teaching and assessment.

7. Safeguarding

The safeguarding of both pupils and staff must be maintained in remote learning spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is demanded. The remote learning space, notably video-conferencing, creates a new set of challenges, however, for which there are specific St John's School guidelines. These are, as follows:

For pupils:

- Recording or screen-shots of staff and/or pupils during a remote lesson is prohibited.
- Pupils should select the location of their video-conferencing carefully and adhere to the following rules:
 - It must not be a bedroom.
 - There should be nothing which identifies the life of or location of the household in any detail.
- School organised video-conferencing should only be used for lessons and staff communication and not for pupil-to-pupil communication, and can only take place from Monday to Friday between the hours of 09.00 and 17.00 (i.e. the school's normal teaching hours).

For parents:

- If parents/carers wish to withdraw their child from teaching by video-conference and supervise their child's studies using resources uploaded to Microsoft Teams they must contact the Deputy Head (Academic) with a written notification to that effect.

8. Health and Safety, Parental Supervision and Risk

Pupils and their parents should be mindful of pupil comfort and the safety of their workstation when the school is providing remote educational services.

The school will continue to encourage diverse and vibrant co-curricular activities for pupils to participate in such as creative and sporting competitions. Parents are required to provide age-appropriate supervision and oversight to avoid accidents and injuries.

9. E-Safety

In accordance with its E-Safety Policy the school will deal with e-safety incidents in accordance with the procedures outlined in both the policy and related school policies, such as *Safeguarding and Protecting Children Policy and Procedure*, *Anti-Bullying and Behaviour, Rewards, Sanctions and Discipline*. It will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

10. Notifying Parents

The school will keep parents advised of progress towards re-opening the school and returning to normal arrangements.

The school will keep parents advised of significant adaptations to the teaching and learning provision (for example, alterations to the timings of lessons or educational software)

In accordance with section 10.2 of the school's Terms and Conditions (parent contract) the school will notify parents if it is unable to carry out its contractual obligations.