



## **PREP SCHOOL REMOTE TEACHING AND LEARNING POLICY IN 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 program.
- 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 academic program.
- To outline procedures and practice for staff, pupils and their parents to continue with the academic program if the School has to close due to advice from the Government and/or Public Health England or similar body.

### **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 Google Classroom to see the posts/resources/activities for each subject.
- Complete all set work and, if requested, to hand in work on Google Classroom or via email.
- Use Google Classroom to communicate with their teachers and ask questions if they do not understand/require help.
- Pupils must click 'mark as done' when they have completed a task.

#### **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.
- Contact the pupil's class teacher/tutor within school hours if there are any concerns.

## **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. 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:**

- Regularly upload teaching materials/lessons/activities to Google Classroom.
- Staff are expected to answer pupil/parental queries on the same day.
- Set tasks on Google Classroom that includes lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback using the grades function on Google Classroom with the same regularity they would have done if in school. This function allows for personalised comments to be added in the form of 2 stars and a wish.
- 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.
- Make sure that all resources 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 Google Classroom to see the posts/resources for each subject.
- Complete all set work and, if requested, to hand in work on Google Classroom or via email.
- Use Google Classroom to communicate with their teachers and ask questions if they do not understand/require help.
- Pupils must click 'mark as done' when they have completed a task.

### **Staff are expected to:**

- Regularly upload teaching materials/lessons/activities to Google Classroom.
- Staff are expected to answer pupil/parental queries on the same day.
- Set tasks on Google Classroom that includes lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback using the grades function on Google Classroom with the same regularity they would have done if in school. This function allows for personalised comments to be added in the form of 2 stars and a wish.
- 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*

- Make sure that all resources are available online.

#### **Heads of Year are expected to:**

- Communicate with tutors twice per week to check on issues arising from home learning.
- Encourage 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.
- Provide support to colleagues in their teams to ensure that work is provided as required.

#### **Tutors/class teachers are expected to**

- Contact tutee parents once a week to check on progress.

#### **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 normal school timetable for the day is followed as much as possible.
- Contact the tutor/class teacher if there are any concerns or reasons why work cannot be completed.

#### **NOTES**

- All staff are skilled in using Google Classroom. Additional training will be provided by Deputy Heads at the start of the week beginning 16 March.

#### **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.
- Staff should not conduct any **live video/chat** conferencing during self-isolation as a method of remote teaching.

#### **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.