



ST PETER'S

PREPARATORY SCHOOL

Remote Schooling policy

Written March 23 2020
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Date: 14 April 2020

St Peter's Preparatory School Remote Schooling Policy

Aims

It is the aim of this policy to outline the principles and approach that the school has for Remote Schooling during times when access to the school site is unavailable. This could be due to structural problems, after a fire or in the case of society lockdown during a public health emergency such as a pandemic.

Key Principles

- Remote Schooling is offered to all pupils
- Learning is age appropriate, differentiated and adapted according to pupil need
- Feedback and next steps for learning are offered to assist pupils' learning and development
- The School will support families to access remote learning opportunities as far as possible by loaning IT equipment where needed
- Staff members will be available during school hours to facilitate teaching and learning
- Video conferencing and instant messaging (chat) facilities may be utilised between staff and between staff and pupils to support communications but are subject to the School's Safeguarding Policy and any of its addendums as well as agreements outlined in this policy.

Systems

In Years 1-8, the St Peter's Preparatory School remote schooling model centres around the use of Google classroom. As a google environment, all users have google accounts, and work within the secure school domain.

Each classroom is set up according to age group or subjects; and learning materials are posted within these classrooms. Additional supporting systems such as Purple Mash, Abacus, MyMaths and Espresso are all linked through Google Classroom.

In the EYFS all remote schooling is undertaken through FAMILY. Parents receive communications from pupils' key persons outlining tasks and activities for the day, and parents can respond directly with photographs and comments on pupils' work.

Expectations

St Peter's sees the value of pupil wellbeing and routine, and acknowledges that regular contact with their teachers and pupils is important during extended periods of school closure.

General expectations are that where pupils are well enough to participate in school activities, they should log in between 08:00 and 09:00 to the tutor classroom and make it clear they are online.

Activities provided by the tutor will consist of 4 lessons a day. The timings and details of these will vary depending on the age phase of the pupil (EYFS, Pre-prep, Lower or Upper School) but

will correlate to an agreed timetable that is communicated with pupils and parents through the tutor classroom base.

Teaching staff take responsibility for setting, managing and marking assignments set; and are available to support pupils through google classroom at agreed times. The SLT should also be invited to each classroom to enable the monitoring of teaching and learning.

Devices

Wherever possible, learning opportunities created for remote schooling should be accessible on a range of devices: PCs, Macs, Chromebooks or iPads. The use of google facilitates this.

School will also, subject to a signed Device loan agreement, loan out devices to pupils who do not have access to technology to carry out remote learning at home. This is offered on a first come, first served basis.

Learning Tasks

Tasks set through remote learning will vary depending on the age of pupils; and the subject. As a general rule tasks should be completed online, but this is more difficult with KS1 and EYFS pupils. The school is flexible and adaptable in the ways in which work completed can be submitted (photographs of tasks, or parent comments).

If project work is set, this can be submitted when schooling returns to normal, and all pupils are back onsite.

Use of video clips and other multimedia

As part of day to day teaching, many teachers utilise videos and sound clips to support and enhance their teaching opportunities. Remote schooling is no exception. In order to protect pupils from accessing inappropriate materials online, teaching staff should ensure that videos are suitable for pupil viewing. When using YouTube, they should ensure they have approved the video so that parents of pupils logged on through the St Peter's domain can be confident the video has been vetted.

Where possible, staff will endeavour to use resources from approved education resources that pupils are familiar with (Espresso / BBC bitesize etc.).

Use of teacher made videos

As is good teaching practice, teachers may wish to make use of demonstration and modeling in order to teach and explain specific concepts to aid pupil learning.

This may be in the form of a staff member speaking directly to a camera or showing process on a computer screen.

In both scenarios, staff are reminded to make reference to the staff code of conduct and ensure their behaviour is in line with this.

Additionally, they should ensure they are dressed appropriately, and they select an appropriate location for the filming location (not a bedroom or a location where other 'unvetted adults' are in shot).

Use of instant messaging (chats) for communication

Without face to face communication, remote schooling lacks a facility for immediate conversation; in the manner with which a teacher may help a pupil whilst they are working in a classroom. The use of instant messaging provides this; and Google provides the 'Google Hangouts and Chat' facility which fulfils this brief. It could, however, also leave both the pupil and staff member vulnerable to misuse, inappropriate conduct, and allegations of inappropriate conduct.

St Peter's takes its responsibilities to safeguard its pupils very seriously and so it is for this reason that St Peter's Policy on the use of Google Hangout and Google Chat is the following:

- Google Hangouts and Google Chats are configured so that only pupils and staff from within the school domain can gain access to 'chats' that are set up
- There should be no 1:1 communication between pupil and a staff member on Google Hangouts or Google Chats
- There should be no 1:1 communication between pupil and pupil on Google Hangouts or Google Chats
- Staff members should instead speak with small groups of pupils only; in the manner they may in a realtime classroom.
- Where 1:1 communication is required, email should be used so that the message is traceable; and, where possible, another member of staff should be copied in. Alternatively a telephone call may be made.

Use of video conferencing for communication

Remote schooling lacks the facility for face to face conversation that regular schooling offers.

Google offers the 'Google Meet' facility that offers video conferencing for up to 250 people. This can be utilised for a number of purposes: assemblies, lesson demonstrations and group discussions to name just a few. We may also utilise video meets through Zoom, ensuring all meeting security settings are utilised.

As with online chats however, this can also leave both pupil and staff member vulnerable to misuse, inappropriate conduct and allegations of inappropriate conduct.

St Peter's takes its responsibilities to safeguard its pupils very seriously and so it is for this reason that St Peter's Policy on the use of Google Meets or Zoom in the following:

- The video conference is configured so that only pupils and staff from within the school domain can gain access or are sent the access link.
- When using Zoom a teacher, pupils are not expected to create Zoom accounts.
- A teacher creates an account using their Google St Peter's login.
- A teacher 'hosts' a meeting and posts the Zoom password and link to the children via Google Classroom so that direct emails are not used.
- Staff will be asked to sign a remote teaching agreement (appendix i)
- Parents will be asked to sign a consent form to allow their child to participate in video conferencing (appendix iii)

- Pupils will be asked to sign a 'Remote school learning agreement' (See appendix ii below) to support the Schools ICT Acceptable Use policy and ensure they behave appropriately online.
- Pupils without parent consent will not be able to participate in live video conferencing activities
- There must be no 1:1 Staff:Pupil video conferencing
- St Peter's will facilitate Peripatetic Music and SEN staff to work 1:1 with pupils through the St Peter's domain but a parent must initiate the call and be present.
- Peripatetic teachers who work with St Peter's children will be given a St Peter's google account to access Google Meets or Zoom through the St Peter's domain in the same way as St Peter's teaching staff. They should not use any other platforms to video call St Peter's pupils. They should not make alternative arrangements with parents to video call St Peter's pupils in a manner which does not comply with this policy.

Remote working for staff

Where remote schooling is required, it is likely that remote working for non-academic staff is likely to be required.

Through the use of google drive, most office and desk based staff can work remotely - and the telephone system can be configured to be manned remotely. Specific arrangements for remote staff working will be made according to the situation; and can be actioned at reasonably short notice.

Appendix i

Remote teaching with Video/Chat - Staff Agreed Expectations.

- I will only use school approved video conferencing platforms (Google Meets/Zoom) with my school provided email
- If teaching a 1:1 lesson, I will not continue without a parent present
- I will only allow pupils for whom we have received consent to join a Google Meet conference
- I will contact parents and pupils through the agreed school communications channels only (email through Schoolbase, telephone)
- I will keep a record of each video Meeting online (including date, time, length, attendees and topics covered)
- Online Meetings will be kept to a reasonable time period, as devices and Internet may be in high demand at home. (e.g. class length)
- I will check students join the video conference with camera and microphones muted on entry.
- I will ensure I, and wherever possible, the students, abide by the School's ICT Acceptable Usage Policy at all times.
- If I am recording an instructional video so that absent pupils can view the video content on Google classroom at a later date, I will ensure I follow the Staff Code of Conduct and film it in an appropriate location and in suitable attire.
- I will also conduct all video conferencing sessions in a professional manner, in an appropriate location and in suitable attire.
- Where possible I will ensure the video camera is used against a neutral background, with the light source directed towards the instructors face.
- It is recommended that teachers wear headsets, ideally with a boom microphone if possible, to limit audio interruptions during conferencing sessions.
- At the end of a session I will ensure all students have left the session and then end the video conferencing and terminate the meeting.

For those things within my control, I will try my very best to achieve these expectations but I understand that I cannot control the behaviour of others.

Signed

Date:

Appendix ii

Pupil Expectations - Remote Schooling

- I will only participate in a video conference once consent has been given by my parents/guardians.
- If I am working with a peripatetic teacher for a 1:1 lesson, my parent/guardian will be present.
- I will be on time for your video conference.
- I will use the bathroom and eat before (not during) the video conference session.
- I will be ready with my class resources, pen and paper (or a musical instrument, etc.) and be suitably dressed prior to the beginning of each scheduled video conference.
- I will only use my device in appropriate areas, for example, a living room, not in a bedroom)
- I will keep my video conferencing device on a secure surface, such as a table
- I will make sure my device is charged and plugged in to avoid unnecessary disruption
- If possible, I will wear a headset if available (ideally with a microphone)
- I will continue to abide by the School's ICT Acceptable Usage Policy during sessions
- I will use chat functions responsibly and only ask questions and answer teacher questions
- If the Video conference meet I am attending is muted, I will raise my hand if I have a question or use hand gestures to show understanding *such as, thumbs up, or touching your ear, for audio issues.*
- I will endeavour to listen, focus and learn (and avoid distractions, e.g. such as mobile phone usage etc.)
- I understand that if I fail to abide by the conferencing guidelines, I may be muted, or removed from the online meeting.
- I will do my best to follow the School's three Cs and enjoy my online learning.
- If I have concerns I know I can email my tutor or other agencies such as Childline at any time to ask for help.

Signed

Date:

Appendix iii

Parent Agreement - Use of Video and Chat for Remote Schooling.

St Peter's will assume that all parents agree to the following terms:

- I give parental consent for my child to participate in online chats or video conferences.
- I will ensure my child is on time for a video conference.
- Where the video call is for 1:1 teaching (such as peripatetic lessons), I will initiate the call and remain present (in the room) for the duration
- I will ensure computers or devices are used in appropriate areas, for example, in a living room, not in a bedroom)

Please indicate below if you DO NOT agree to the terms outlined above and you wish to opt your child out of video conferencing or chat activities.

Signed

Date: