Haberdashers'
Castle House School

Online / Remote Learning Procedures and Guidance		
Written	9.1.21	I Sterling
Date of policy adoption by Governing Body	11.1.21	Governors
Reviewed	Aug 2021	I Sterling
Review date – ongoing following DfE Updates	---------	I Sterling
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Review date – ongoing following DfE Updates	---------	I Sterling

Home School Learning Agreement – Microsoft Teams. August 2024

Agreement between ……….……………. (Pupil's name) and Castle House School for appropriate behaviour and use of Microsoft Teams for the purpose of home learning

✓ I will only use technology for school purposes as directed by my teacher

✓ I will only use technology when there is an adult in the house and they know I am using it

✓ I will not reveal my passwords to anyone

✓ I will not restrict the access of others in the class, including turning microphones or cameras off

✓ I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use

✓ I will make sure that all my communication with students, teachers and others using technology is responsible and sensible

✓ I will not send personal messages to other students unless instructed to do so by the teacher

✓ I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent

✓ I will not record or take photos/screenshots of my classmates or teachers during video sessions

✓ I understand that when using applications provided by the school that my use can be monitored and logged and be made available to my teachers

✓ I understand that these rules are designed to keep me safe and that if they are not followed, I will be immediately removed from the session, school sanctions will be applied and my parent will be contacted

✓ I understand that Teams is an extension of the classroom and that I should conduct myself as I would in a classroom environment. This includes:

o Taking part in a Teams meeting in an environment that is safe, quiet and free from distractions (<u>not a bedroom</u>)

o Being on time for the virtual meeting

o Being dressed appropriately for learning and not in pyjamas / nightwear

o Remaining attentive during sessions

o Interacting patiently and respectfully with your teachers and peers

o Not recording each other's online interactions

o Finishing the session when your teacher instructs you to do so

Signed ………………………………… (Pupil)

Signed ………………………………… (Parent)   Date   …………………………………

Guidance on Remote Education Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents about what to expect from remote education. For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

We teach a very similar curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. Music is very difficult to deliver remotely, as are practical and creative subjects.

Remote teaching and study time each day
How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day. A Sample timetable is attached, the day is currently split into six sessions. We are aware that some children will become tired during the session so have produced a mix of 'compulsory' and 'optional' sessions. Teachers will tailor and differentiate work accordingly for children, however it is expected that, for example in a maths lesson in addition to the 40 minutes that a teacher is online that the child will for an extra 20 minutes after the lesson.

Accessing remote education
How will my child access any online remote education you are providing?

The children will access learning through Office.com and Microsoft Teams

If my child does not have digital or online access at home, how will you support them to access remote education?

We understand that all children now have access to digital learning. In addition all children have been supplied with printed hard copies of the lessons in order that they can continue with learning should there be a hardware issue.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:
- live teaching (online lessons)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

Engagement and feedback
What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Due to the age of our children we ask that parents are on hand to supervise as agreed in our school ICT learning agreement.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Parents will be contacted directly by email or telephone should there be an issue or concern.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Depending on

the circumstances parents may be asked to scan work completed by the children and return to the class teacher. Pupils may also complete online quizzes through Microsoft forms.

Additional support for pupils with particular needs
How will you work with me to help my child who needs additional support from adults at home to access remote education?
We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents to support those pupils on an individual level. If parents feel that their children are struggling please contact the school.

Remote education for self-isolating pupils
Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?
The standard of education supplied