

Jack & Jill Family of Schools

Remote Teaching and Learning Policy

Applies to:

- Jack and Jill School Twickenham
- Nightingale House Pre-Preparatory School
- Clarence House Preparatory School

Related Documents and Policies:

- Curriculum Policy;
- EAL Policy;
- SEND Policy;
- Acceptable Use Policy for Staff;
- Acceptable Use Policy for Pupils;
- Data Protection Policy for Staff;
- Information Security Policy;
- Online Safety Policy;
- Recorded and Live Streamed Lessons Privacy Notice;
- Safeguarding and Child Protection Policy;
- Behaviour Policy.

Available From:

- School Office
- SharePoint
- Website

References:

- “Parents” refers to parents, guardians and carers;
- “Family” refers to the School’s Management Information System;
- “Staff” refers to employees, peripatetic staff, external providers (e.g. Springboard Swimmers) or specialist staff provided by an external provider;
- The “School” refers to the Jack & Jill Family of Schools (Jack and Jill School Twickenham, Nightingale House Pre-Preparatory School and Clarence House Preparatory School (C.H.P.S.));
- EYFS refers to The Early Years Foundation Stage which is the curriculum for children from birth to aged 5, including the Reception year group;
- “Strategic Leadership Team” refers to the team providing strategic oversight of the three schools, in support of the management of the schools. The Strategic Leadership Team currently include the Deputy Principal, Headteacher of Clarence House, Pre-Preparatory Lead Teachers and Digital Learning Lead.

Reviewer: Strategic Leadership Team (January 2021)

Next review date: January 2022

Principal’s Signature:



The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

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Section One: Policy

1. General statement of Policy

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during a school closure. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. This policy has been drawn up to protect all parties: pupils, parents and staff, and applies to all teachers, teaching assistants and admin staff.

2. Responsible Staff

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Strategic Leadership Team.

It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities (see also the School's I.C.T. policies).

The School will ensure that staff responsible for providing remote learning have access to a suitable device in the event of closure, for example, that members of staff are supplied with a desktop computer and/or iPad to facilitate provision of work and a means of communication with our pupils.

3. Remote Teaching and Learning

While some work will be completed by analogue means, there will also be a need for digital learning as well. In this instance, Microsoft Office 365, Showbie (and Seesaw for those in Nursery) will be the primary platforms for this work.

We are aware that if all schools are required to work remotely then there may be bandwidth restrictions. We are also mindful that some students may find working from home challenging.

4. Expectations

Teachers will need to make themselves available during their normal working hours and should communicate with the Deputy Principal, or Headteacher of Clarence House Preparatory School if this is not possible.

5. Pupils

Pupils need to understand that remote learning is a new experience for teachers as well as students so there is a need to be mindful and interact patiently and respectfully.

Pupils should only use technology at home with the permission of their parents or a guardian.

- Never reveal their password to anyone.
- Be responsible for their behaviour and actions when online.
- If a pupil comes across offensive material, they should report it immediately to their teacher or parent.
- Pupils should follow the timetable provided by their respective school.
- It is responsibility of parents and pupils not to record or take photos of classmates or teachers during live lessons, nor share recordings of live lessons publicly.
- Pupils should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied, and parents contacted.

6. Teachers

The Jack & Jill Family of Schools will make provision for remote contact with pupils on a daily basis for pastoral care. In addition, teachers will ensure pupils have access to work that allows them to continue working while at home. We are mindful of the challenges of remote learning in an unfamiliar environment and that some subjects and activities do not lend themselves well to remote learning.

- Staff have access to email and Office 365, in particular Microsoft Teams, and teams have been set up on this platform.
- Staff will receive training to make them familiar with the main functions of Microsoft Teams.

- Staff will receive training to make them familiar with Showbie and/or Seesaw, dependent on their roles within the school.
- Staff to email or upload tasks to Microsoft Teams and/or Showbie.
- Teachers will use school owned devices when teaching remotely and not on the school premises.
- Pupils at Clarence House can use the conversation box in the general channel in Microsoft Teams to ask questions about the work. Teachers will endeavour to respond within lessons. Those in Year Two or below can ask questions directly of their teacher within their live lesson or by adding comments or voice notes to their work on Showbie.
- Microsoft Teams and Showbie allow for work to receive written or oral feedback; feedback will also be provided in lessons.
- Teachers may continue to award team or house points.
- The school will endeavour where practicable to provide hard copies (for example, textbooks), where this is deemed beneficial.

7. Subject Leaders

- Moderate and advise on the work being set on Microsoft Teams.
- Regularly check in with their colleagues 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.

8. SEN

- Where a pupil is in receipt of an EHCP the schools will endeavour to match the level of support the pupil would normally receive.

9. Parents

- Encourage and support their daughter/son by finding an appropriate place to work and checking that the core set work is completed each day.
- Contacting the class teacher by email or by booking a telephone/Microsoft Teams appointment through the Schools' Office if they have any questions or concerns.
- Reading the documents, "A Guide for Parents – Camera", "Jack & Jill Family of Schools Home Learning Agreement" and "Remote Education Provision – Information for Parents".

10. Use of Video

For some lessons, teachers will be using the video function of Microsoft Teams.

Parents may assist their daughter with accessing the video conference, but otherwise should not take part. If a parent wishes to discuss something with a member of staff, they should email or phone the Schools' Office to make an appointment.

Furthermore, pupils must remember that, despite being at home, a conference with a teacher is an extension of the classroom and pupils should conduct themselves as they would at school. This includes:

- Dress appropriately.
- Work in a suitable space i.e., somewhere quiet, safe, and free from distractions where parents can see and hear what is happening.
- When working on Microsoft Teams, be punctual, log on and be prepared with all resources to ensure the lesson can start on time.
- When working on Teams, use the 'hands up' tool to ask and answer questions.