Remote Teaching and Learning Policy

Background

This policy is to ensure the ongoing education of Radnor House Twickenham's pupils under unusual circumstances. It will future proof against closures that could happen at any time, for example due to illness, epidemic, extreme weather, power or water loss, etc. It also covers the ongoing education of pupils who cannot be in school but who may be able to continue with their education when the school remains fully open.

The school will continue to deliver timetabled academic lessons, pastoral support, counselling and co-curricular provision to pupils remotely using a number of secure online platforms and delivery methods. Video and audio communication will be made via a school phone or through secure school systems such as MS365, predominately Teams.

Remote Learning Lead

The school's Deputy Head Teaching & Strategic Development is responsible for formulating and overseeing Radnor House Twickenham's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to Henry Meller – hmeller@radnorhouse.org

Related Documents

Safeguarding Policy
Online Safety Policy
Staff Code of Conduct
Behaviour Policy
Data Protection Policy and Data Protection Notices
Acceptable Use of IT Policies (Pupils, and Staff and Governors)

The purposes of this policy are threefold:
- to outline procedures and practice for pupils in self-isolation, and who are otherwise fit and healthy, to continue with their academic programme;
- to outline procedures and practice for staff in self-isolation, and 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 programme;
- to outline procedures and practice for staff, pupils and their parents to continue with the academic programme if the school has to close due to advice from the government and/or public health agencies.

Remote Teaching and Learning in case of Enforced School Closure or Periods of Pupil Quarantine

If the school undergoes enforced temporary closure due to government and/or public health guidelines, or where pupils are missing lessons due to virus-related quarantine, Microsoft Teams will be the single hub for all Remote Learning interactions.

Where a child is absent due to non-virus related illness, they should rest and recover at home to enable

them to return to school at the earliest opportunity. For any other period of sustained absence, appropriate support will be offered following discussion with the Principal.

In both cases, the following will apply:

Pupil Expectations

Pupils should:
- retain structure to their working day, starting with their logging-in to Microsoft Teams at 8.30am each morning;
- visit their appropriate class Microsoft Teams throughout the day, in line with their expected timetable;
- unless otherwise directed, use their Microsoft Teams to access assignment instructions and to submit work.
- complete all set work and, if requested, hand in work;
- meet all deadlines;
- use the designated Microsoft Teams chat channel to communicate with their teachers and ask questions if they do not understand/require help; alternatively, they may need to email the teacher as appropriate/if they are having difficulties; any necessary email contact between staff and pupils must be conducted using school email and within normal school hours;
- check in the designated Team Posts for links to audio/video meetings in which live elements of a timetabled lesson will be broadcast;
- not record any online lesson content; any pupil found to be capturing personal information in this way will be sanctioned according to the school Behaviour Policy;
- comply with the school IT Acceptable Use Policy.

Teacher Expectations

Teachers should:
- where possible, teach their normal timetabled lessons;
- save any electronic resources used in the lesson, including work sheets or PowerPoints within Microsoft Teams or OneNote.
- use their own discretion when deciding whether to record presentation content, making it available for later use, with the exception of 1-1 video calls which must be recorded;
- endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via Microsoft Teams Chat;
- where possible and appropriate, include live audio/video elements in the lesson using a Microsoft Teams Meeting within the class Team;
- mark and feedback pupil work with the same regularity they would have done if in school; pupils can continue to receive the feedback they need through Teams Assignments comments and online annotation of documents, along with audio or video feedback.
- at the start of each lesson, set a clear behaviour expectation; a 'classroom standard' of behaviour is expected from all participants;
- as much as possible, follow the school's usual rewards and sanctions guidelines as detailed in the Behaviour Policy and email parents if there are ongoing concerns;
- follow the full instructions for staff on the use of Microsoft 365 and Teams in the All Teaching Staff Team;
- comply with the school IT Acceptable Use Policy.

Parent Expectations

Parents should:
- encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day, together with start and finish times and appropriate breaks;
- respond to the school if there is non-attendance or missing submissions of work for which the school has not received prior notification;
- be aware that if live audio and video feed is being used, it may not be appropriate for pupils to be accessing such sessions from their bedrooms;
- remind pupils that they should not be recording any online lesson content;
- be aware that if remote working/learning is happening nationally, there may be bandwidth restrictions across the UK internet backbone effecting participation in live lessons and the timing of assignment submissions;
- where pupils or family members are ill, inform the pupil's form tutor so that subject teachers
c an be informed;
- if there are any concerns, in the first instance contact the pupil's teacher. The school's IT team will be providing technical back-up when necessary. They can be contacted on itsupport@radnorhouse.org.

'Live' Online Teaching Sessions

Academic subject areas may also arrange for teachers to deliver content in a 'live' manner, either by text or audio and/or visual means. There is no expectation on teachers to carry out live sessions, it will be their preference or not.

Microsoft Teams allows for resources to be shared, teachers to provide exposition and pupils to ask questions in real-time. Pupils will be provided with details of such sessions and will be expected to participate in them if they are asked and able to.

Live sessions can be particularly helpful as they can facilitate contemporaneous communication, with pupils able to respond to teachers' questions, and ask their own questions, via the conversation functionality in Teams and Meet.

In a live session, there is no need for teachers or pupils to broadcast audio or video, as the text conversation function is adequate.

Teachers who wish to use the audio/video functions must follow school safeguarding protocols.

Teachers have the option to record a live class so that if any issues were to arise, the video or audio could be reviewed.

Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.

Remote Teaching for Staff who are in Self-isolation

At times when government guidelines highlight increased cases of contagious viral infections, teaching staff are required to self-isolate if they have been in an affected area and are displaying symptoms, or if they have been to one of the designated affected areas, even if they are not displaying symptoms.

During any such period, the school will ensure that the lessons are covered in a similar way to any other planned absence, so no one need fall behind. This policy summarises the provision of remote teaching by teaching staff 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 member of staff is required to self-isolate, they are expected to:
- follow the normal guidelines for planned absence; they should plan resources and set cover work for another teacher, who may not be a subject specialist, to follow;
- the member of staff should ensure the cover1@radnorhouse.org and cover2@radnorhouse.org users are added as teacher members to their Microsoft Teams class;
- where possible and appropriate, the member of staff should use Teams meetings to provide live audio/visual aspects to the lesson.

Safeguarding

This guidance document is supported by the school's Safeguarding policy, Behaviour Policy, Online Safety Policy, Data Protection Policy and Data Privacy Notice. Specific additions to note:

- parental involvement during sessions: by bringing staff instruction into the home, the lessons can feel different; the same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupils alone.
- size of groups for home learning: we are aware of the increased level of risk around one-to-one meetings with pupils; however, there are many reasons why they would be helpful and appropriate; A Level teaching classes can have a single pupil, and pastoral discussions between pupils and form tutors/heads of years/counsellors are key to the wellbeing of pupils.
- one-to-one sessions between teachers and pupils should follow the same guidance as one-to-one conversations in school, with appropriate standards and behaviour by both the member of staff and the pupil; in Teams that have been created for counselling sessions between pupils and counsellors, if there are any safeguarding concerns, these are passed on to the school Safeguarding team; the fact that this is all done via Teams ensures there is a record that the call took place; the Deputy Head Pastoral is the Team owner and can join sessions at any time;
- teachers should never suddenly ask pupils to change to another communication platform without contacting parents first; teachers will never ask pupils to share their passwords; any IT issues should be forwarded to IT Support Team;
- during this time, some peripatetic music tutors and LAMDA tutors are arranging their own pupil sessions directly with parents; in these situations, the onus is on parents to organise and monitor these sessions as they cannot be monitored by the school.

Summary

The primary purpose of this policy is the continuity of education for pupils at Radnor House Twickenham. By using existing secure school systems (Microsoft Office 365 and, specifically, Teams), this provision can be put into place quickly and pupils only need their existing login details of school email and password.

If there are any concerns regarding the learning content being distributed, in the first instance parents should contact the pupil's teacher, or the safeguarding team for any specific safeguarding concern (please see the school's Safeguarding Policy for all contact details, internal and external).

The school's IT team will be providing technical back-up when necessary and they can be contacted on itsupport@radnorhouse.org.

Signed:

Amy Cavilla
Principal
September 2024