



## Remote Teaching and Home Learning Policy

### Falcons Pre- Preparatory School, Chiswick

INCLUDING THE EARLY YEARS FOUNDATION STAGE

**Policy reviewed by:** Catriona Martin and Liz McLaughlin

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**Next review date:** September 2022

**Reviewer's Signature:** Catriona Martin

**Head Teacher's Signature:** Liz McLaughlin

**Circulation:** This policy is addressed to all members of staff and volunteers. It will be made available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Falcons Pre-Preparatory School, Chiswick; 'parents' refers to current parents, guardians and carers; 'Closure' refers to the physical closure of the school unless stated otherwise.



This policy relates to all children in the school.

## **Rationale**

In the event of school closure in terms of our physical building with no alternative building available or if a student or group of students need to learn from home, Falcons Pre-Preparatory school, Chiswick will implement remote teaching and home learning. In such an event, this document will outline how to achieve the primary objective to ‘continue’ the education for all our students. The policy will identify how it will be delivered using a variety of online platforms to maintain high quality academic teaching and pastoral support.

The remote teaching and home learning procedures apply only in the instance that the school building is closed for an extended period of time. This policy does not apply in the case of a child being absent from school due to illness or any other personal circumstances. In such instances, the appropriate provisions will be decided upon by the class teacher and the headmistress.

## **Introduction**

In extreme cases, and [with advice and consultations with Alpha Plus Governors](#), Falcons Pre-Preparatory school, Chiswick may be forced to close [the physical building of the school](#) or may be required to ask a single student or a group of children to isolate at home. Such circumstances should only occur if it were in the best interests and safeguarding of the children and of the school community. The school will resume learning onsite for each boy when it is deemed safe and appropriate to do so. This may include modifications to normal school operations.

During any period of remote learning, it is essential that children have access to a high-quality education. Children and their families must also have access to pastoral support. Falcons Pre-Preparatory school, Chiswick will ensure that there are clear procedures and protocols in place for parents and children, and that strong links of communication remain in place between parents, children and staff.

## **Aims**

To ensure that:

- All children continue to receive a high-quality education
- Every child has access to appropriate teaching and learning resources
- Children can expect, where appropriate and possible, to receive feedback on work completed
- Progress and attainment will continue to be monitored and adjustments made to cohort and individual student learning objectives.
- There is a mutual understanding between parents, children and staff where they can each expect their privacy to be respected
- Staff are given the training and support needed to deliver remote teaching and learning
- Regular communication between parents, children and staff is maintained



- Parents, children and staff are kept up to date regarding the closure of the school
- Safeguarding practices remain in place, with adjustments made if necessary, and parents, children and staff continue to follow school procedures.
- Pastoral support is maintained, and parents and children will be able to contact relevant staff with any questions or concerns

## **How Remote Learning Will Be Implemented**

### ***The Curriculum***

Where possible and appropriate, the Long-Term Planning will continue to be followed and delivered in the same sequence and progression. Some adaptations may need to be made if schemes of work or lessons require resources not suitable in a home learning environment. These changes should be discussed with Head of Years, Subject Leaders and the Academic Leadership Team.

### ***Delivery of Lessons***

The objective is to create a structured, but flexible timetable that is sustainable for families and staff. This will involve a combination of live and recorded teaching sessions for core subjects and where appropriate specialist subjects. These sessions will be recorded, and a link embedded within Seesaw. This will ensure that all live teaching sessions will be available on demand for students who have been unable to attend the timetabled session or those who wish to refer back to the resources. The recording will allow quality assurance and monitoring by the Senior Leadership Team. Please see the Safeguarding Policy for more details.

All independent learning activities will be set using Seesaw. These activities will present a balanced mix of mediums to which students can respond. Student responses may include video, audio, using their home learning journal or responding directly onto the template created in Seesaw.

### ***Resources***

The primary resources used to deliver Home Learning include:

- Zoom – Live (and recorded) teaching sessions, 1:1 Student/parent and teacher consultations
- Seesaw – A digital student portfolio which will host all student responses to each independent learning activities.
- Vimeo – Hosting all recorded and additional video resources.
- Gooseberry Planet – Online Safety curriculum for students

Additional online resources which will also support the delivery of Home Learning:

- Purple Mash
- Education City
- Ten Town
- Maths Seeds



All families in Reception to Year 2 will be offered a school iPad to be used at home for the duration of any home learning. Parents will be asked to sign an iPad loan agreement contract at the beginning of each academic year.

### ***Marking and Feedback***

The Falcons Pre-Prep Marking Policy applies to remote teaching and learning (please refer to marking policy). This includes Pink for think, Green for Go and Next Steps. All teachers will provide feedback for each student response on Seesaw using modified feedback to maintain the principles of these. This should be done in a timely and meaningful manner. Teachers may choose to provide feedback in verbal form using the microphone tool, text or within 1:1 student/teacher consultations.

If an independent learning activity has not been completed accordingly, or it is clear a student has not yet successfully demonstrated their understanding, the teacher should use the 'send back' feature along with guidance to ensure the concept is cemented and the student can complete the set activity again successfully.

### ***Assessment and Reporting to Parents***

Regular reporting on student progress will continue in a similar manner to which occurs when the school operates normally. This will include parent meetings when a teacher or parent recognises a need or wishes to discuss student progress. This will also extend to the SEND and specialist departments.

Progress reports will aim to remain on schedule, or as close as possible, as per the normal school calendar. This will include the Half Yearly Progress report and the Summer Progress report. If this schedule falls within a period where the school building has been closed and teachers are working remotely, reports should be aimed to be completed to the same time frame.

Student progress in the Early Years will be monitored using the 'Skills' feature of Seesaw as well as our usual formative assessment strategies as mentioned in our Assessment Policy.

Standardised assessments will not be carried out during school closure as we are unable to adhere to test conditions that ensure score validity and reliability. Where appropriate, these will be administered when the students return to normal school operation.

The school will follow the normal calendar schedule for Future Schools 7 + meetings. If the school remains closed during this period, meetings will be carried out using video conferencing between the SLT and the Year 1 parents. Data will be compiled based on the assessments previously obtained and current formative assessment.

### ***Attendance Procedure for Students***

Register completion via SIMS will continue to take place and will be completed daily by the Head's PA. The school will be directed by APG Head Office as to what attendance code to use for students during each individual school closure. Any information requested by the Department for Education will be submitted by the Head's PA.



In addition, class teachers will maintain regular check ins with their students to monitor their wellbeing participation and attendance in live and independent learning activities. The Head of Digital Learning will also monitor student participation and flag any low participation records.

Teachers delivering live teaching sessions should record student attendance and participation for their own records. Any concerns will be reported to the Head and Designated Safeguarding Lead as appropriate.

### ***Pastoral Care***

Pastoral care is integral to academic progress and achievement and the school will ensure that the pastoral care of each boy is monitored throughout any period of remote teaching and learning. Pastoral care is the responsibility of the whole school community and staff will work closely with parents to ensure that it is maintained. Weekly phone calls or video calls will enable teachers to meet with students on a regular basis. Parents and students may use these calls to discuss academic and pastoral issues. Class teachers will continue to monitor the pastoral and personal development of the students in their class. They will participate in pupil progress and wellbeing meetings with the senior leadership team once every half term or more frequently if concerns are raised. These meetings will take place via Microsoft Teams or Zoom. Pastoral care throughout the school will continue to be overseen by the Head of Pastoral Care.

### ***Safeguarding***

Staff and parents should continue to adhere to the school's safeguarding policy and specifically Appendix 8. Staff will continue to report any safeguarding concerns and record these through My Concern, which will be monitored by the Designated Safeguarding Lead, the Deputy Safeguarding Lead and the Senior Leadership team. Any serious concerns will continue to be dealt with in accordance with the Safeguarding Policy, with the reporting of concerns to the relevant channels. Parents will be able to contact any member of staff regarding safeguarding concerns, at any point during the closure.

### ***Parents***

Parents will be asked to sign a Home Learning Agreement in addition to an iPad loan agreement contract if they wish to borrow a school iPad. Parents will be expected to adhere to the agreement and to respect the privacy of each staff member.

Parents should ensure that their son/s have a quiet study area, appropriate device and resources. They should also be responsible for monitoring the use of technology and ensure that parental controls are set up on the devices being accessed. Appropriate resources and information will be made available to parents to maintain a safe online learning environment for their son/s.

### ***Students***

Students will be expected to be ready for a day of learning. They should make sure they are appropriately dressed and that they have had breakfast. Students should remember the 3 C's and continue to behave with Care, Curiosity and Courage whilst participating in home learning.



Parents and teachers should work together with the students so they can complete all work set and should let their teacher or an adult know if they need further support.

### ***Staff***

The school recognise the potential difficulties regarding remote teaching and learning and the implementation of this at home. Staff will ensure that parents have all the resources necessary for supporting their children during remote learning. Staff will continue to adhere to their normal working hours. They will continue to provide academic and pastoral support and parents will be able to communicate with staff via email during this time.

Staff will be expected to adhere to the terms of their contract and working hours. Where this is not possible due to extenuating circumstances or modification of the school timetable, discussions will occur between staff members and the Senior Leadership Team to reach a mutually beneficial arrangement.

Staff will follow the Staff Code of Conduct Policy when delivering virtual learning and when preparing resources and documents to be shared online. Staff should also expect to be protected by the Remote Learning Agreement, as signed by all parents, and feel secure in the knowledge that their personal information will not be misused.

### ***Communication***

Communication between the school and the parents will continue to be through School Comms, email and the Flying Falcon.

Home Learning related information and resources and weekly class newsletters will be sent through Seesaw.

Student/Parent and Teacher consultations will be offered virtually via Parents Evening Booking System and Face to Face where appropriate.

### ***SEND***

The Special Educational Needs and Disability Coordinator will communicate with all parents of students who are on the special needs register and who regularly have 1:1 sessions at school. They will arrange to support the students with extra Zoom meetings to explain concepts which they have found challenging and support with new concepts being learnt. The timing of these sessions will be arranged with parents so that they do not coincide with teacher Teams sessions and are spread out to provide additional support.

There may be specific curriculum software that will help to support children who regularly have 1:1 sessions with their learning. The Special Educational Needs and Disability Coordinator will contact parents to give them this software to support learning at this time.



### ***Monitoring and Review***

School closure and remote learning will be a last resort and will always be in the interest of the children and of the school community. School will resume onsite when it is deemed safe and appropriate to do so. In the event of continuously changing national or local events causing school closure and/or remote learning, the situation will be closely monitored. Remote learning practices will be adapted if and where necessary, to continue the education of the children. Regular communication will be maintained with parents, children and staff. The Head will be responsible for the overall monitoring of the implementation of remote teaching and learning.

### ***Visiting Teachers and Guest Speakers***

Visiting teachers and guest speakers will be invited to provide virtual enrichment opportunities in the event where physical trips or visits are not able to happen. These persons will follow the same procedure and checklist as onsite visitors and speakers. Please refer to Visitor policy.

**This policy will be reviewed annually, or earlier if guidance stipulates amendments are needed.**