



Wetherby Kensington
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Remote Teaching and Learning Policy

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Reviewers' Signatures: *Helen Milnes* *Centarrant* *Hannah Sheldon* *Emily Rubbert*

Head Teacher's Signature: *Helen Milnes*

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

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Remote Learning Policy

This policy relates to all children in the school including those in the EYFS (Reception).

Rationale

In the event of school closure, Wetherby Kensington will implement remote teaching and learning. Through this we will endeavour to maintain a high quality of academic teaching and learning as well as pastoral support for all children. Teaching and learning will be delivered via various online platforms and all members of staff will be available for academic and pastoral support during the period of school closure. The school will reopen when it is deemed safe and appropriate to do so. The remote teaching and learning procedures apply only in the following instances:

- Full school closure as deemed by Public Health England/Government
- Bubble isolation
- Boys who are self-isolating
- Boys sent home for precautionary measures
- Boys who are at home through parental choice

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 and/or the Senior Leadership Team (SLT).

Introduction

In certain cases, (global pandemic, terrorism, force majeure) it could be the case that Wetherby Kensington is forced to close for a period of time. Such a closure should only occur if it were in the best interests of the children and of the Wetherby Kensington community. During any period of closure, it is essential that children have access to a high quality education and that children and families have access to pastoral support. Wetherby Kensington will ensure that there are clear procedures in place for parents and children and that strong links of communication remain in place between parents, children and staff.

This policy also applies in another eventuality when a class/year group bubble may be forced to isolate or to remain at home. This does not apply in the case of a child being absent from school due to illness or any other personal circumstances.

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 to receive feedback on work completed, where appropriate

- There is a mutual understanding and parents, children and staff can 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 in regards to the closure of the school
- Safeguarding practices remain in place 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

Children

All children have the right to an access to education during the school term. They should expect homework during the holidays which, where possible, will always be provided in hard copy. Wetherby Kensington recognises the importance of pastoral support and therefore regular contact with teachers will be made available to all children and parents in the school.

Boys 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. Boys should remember the Golden Rules and follow the Online Wetherby Ambassador rules whilst participating in remote learning. They should try to complete all work set and should let their teacher or an adult know if they need further support.

Staff

Staff will be expected to adhere to the terms of their contract in regard to working hours. They will follow the Remote Learning 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.

The school recognises 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.

The Senior Leadership Team (SLT) are responsible for formulating and overseeing Wetherby Kensington'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 the Deputy Head (Academic) in the first instance.

Parents

Parents will be asked to sign a Remote Learning Agreement. Once they have agreed to the terms, they and their son(s) will have access to all aspects of remote learning. Parents will be expected to adhere to the agreement and to respect the privacy of the staff. Parents should also be responsible for monitoring the use of technology and ensure that parental controls are set up on their devices. Parents are also responsible for ensuring that all resources for learning are available to their son(s).

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. Video calls with individuals or a small group will enable teachers to meet with the boys on a regular basis. This will be arranged by the class teacher and it is at his/her discretion as to when they will take place. The allocated times for these video calls should be adhered to. These calls should be used to discuss academic and pastoral issues with the boys. Boys will also have a weekly form time run by the class teacher and a weekly class assembly run by the Headmistress. Class teachers will continue to monitor the pastoral and personal development of the boys in their class. Class teachers will continue to participate in pupil progress and wellbeing meetings with the SLT once every half term. These meetings will take place via Microsoft Teams. Pastoral care throughout the school will continue to be overseen by the Deputy Head (Pastoral).

Safeguarding

Staff and parents should continue to adhere to the school's safeguarding policy. Any concerns should be reported immediately to the Designated Safeguarding Lead (DSL), Miss Lauren Vallely, or the Deputy Designated Safeguarding Lead (DDSL), Miss Helen Milnes. Staff will continue to report any safeguarding concerns and record these through My Concern, which will be monitored by the DSL, the DDSL and the SLT. 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.

Please refer to the Safeguarding Policy for further information.

E-Safety

In accordance with our E-Safety Policy, Wetherby Kensington will manage incidents in accordance with the procedures outlined in this policy. We will inform parents of incidents of inappropriate e-safety behaviour that takes place out of school.

Please refer to our E-Safety Policy for further information.

Registering of Children

During school closure we expect parents to follow our usual guidance on absences. Class teachers will also take informal registers at the start of each online lesson. This will ensure that boys' absences can be closely monitored and followed up where necessary. The Department for Education will issue guidance to schools during this time and Wetherby Kensington will adhere to this guidance. Boys may also have the opportunity to attend another school during a period of school closure due to there being a specific reason for this as stated by the Department for Education. Should this be the case then a register will be completed during this time by the school who is educating these children.

Please refer to the Digital Attendance Register for further information.

Communication

Communication between boy, parents and staff is crucial during a period of school closure. Wetherby Kensington will ensure that high levels of communication will continue during this time. Wetherby Kensington will keep parents informed of progress towards re-opening the school.

SEND

The Head of Learning Support will communicate with all parents of boys who are on the special needs register and who regularly have one to one sessions at school. They will arrange to support the boys with extra Teams meetings to explain concepts which they have found challenging and support with new concepts being taught. The timing of these sessions will be arranged with parents so that they do not coincide with teacher led Teams sessions and are spread out to provide additional support. The provision provided during remote learning will be bespoke to each individual child and individual family circumstances.

There may be particular curriculum software that will help to support children who regularly have one to one sessions with their learning, the Head of Learning Support will contact parents to give them this software to support learning at this time.

Monitoring and Review

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

How Remote Learning Will Be Implemented

Microsoft Teams will be the single hub for all remote learning interactions. Teams meetings allow teachers to host video and audio calls and automatically invite members of their classes. Pupils join by clicking the relevant meeting invite in the correct class team. Teachers should record the meeting for easy cloud access at a future date and time, particularly for those pupils who are overseas and whose time zone prevents them from attending live lessons. This is saved to a secure area in the cloud and does not go against GDPR regulations. Screen sharing will allow teachers to broadcast their screens and open documents during the calls for discussion and sharing with the class. We are mindful that if remote learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping Teams meetings down to just audio may be necessary. All class work will be set through assignments within Teams and will be marked online.

The Curriculum

We believe that all pupils should grow to be independent learners who are able to explore their own thinking within a curriculum which is relevant, engaging and scholarly. We take into account the ability of every pupil in order to ensure that each is challenged and their talents

fostered in order to build their future education. During remote learning we will ensure that the delivery of our curriculum remains of a high standard and meets the needs of all of the boys within our school community. We will continue to follow the Wetherby Kensington curriculum throughout a period of school closure.

Delivery of Lessons

Learning will be delivered through Microsoft Teams. As a school we will provide a mixture of online live lessons and pre-recorded videos. Literacy and numeracy lessons will always be live and the length of these lessons will vary between year groups. Following an online live lesson will be a differentiated task for the boys to complete. Prior to online live numeracy and literacy lessons, there may also be a pre-video for the boys to watch. This pre-video will enable the boys to be pre-taught a learning intention before joining the live online lesson. The pre-recorded lessons will be used for topic (science, history, geography) lessons as well as specialist lessons. All pre-recorded lessons will be uploaded onto Microsoft Teams. Assignments will be set for boys to complete within a set period of time. This will be a mixture of written work, pictures and videos. During live lessons the class teaching assistant and other members of staff, where required, will be in the session to provide extra support.

Resources

All resources necessary for the delivery of a lesson will be uploaded onto Microsoft Teams. Parents will be able to print out or source these resources prior to the lesson taking place. Some activities will be adapted to the learning. Teaching staff will use various online materials to deliver their lessons.

If parents require additional devices to support live learning, please contact the school office.

Marking and Feedback

Each piece of work that is submitted in assignments will be marked. One positive comment and one next step comment will be given for each piece of work. The feedback on the next step comment will be linked to the WILF (**W**hat **I** am **L**ooking **F**or) in all subject areas. Teachers will also be able to give individual feedback to boys on their learning.

Assessing Progress during Remote Learning

Following the delivery of the key teaching points, teachers will model the pupils' independent tasks.

Online mathematics and English lessons

Pupils will begin to complete their independent tasks following the delivery of the lesson whilst the teacher is still online. During this period, the teachers are able to:

- ask relevant and differentiated questions
- observe pupils whilst they work
- monitor how pupils tackle the tasks
- provide immediate feedback to the pupils
- identify common misconceptions

- identify boys who need extra support in breakout rooms

Independent tasks are assigned to pupils by class teachers through Assignments using Microsoft Teams. Pupils are expected to complete their tasks and submit their completed work back to the relevant teacher within forty-eight hours. Work that is submitted is marked and monitored closely by teachers. If boys are unable to submit work due to challenges faced by parents at home, teachers assess progress by utilising the strategies bullet-pointed above during live lessons.

Work submitted by pupils is marked by the relevant teacher who provides feedback to each pupil. Work is monitored by class teachers and the Deputy Head (Academic) to assess pupil progress.

The class teacher or Deputy Head (Academic) may ask parents to save boys' work into a folder. This folder will be returned to school after a period of remote teaching and learning.

Despite a period of remote teaching and learning, all relevant assessment documentation will be completed during data input week.

Pre-recorded Topic and Specialist lessons

Topic and specialist lessons are presented to pupils using pre-recorded videos. Teachers share the learning objectives, deliver the key teaching points and model the independent activities. Pupils are set independent tasks in Assignments using Microsoft Teams. Pupils are expected to complete and submit their work back to the relevant teacher within seven days.

Work submitted by pupils is marked by the relevant teacher who provides feedback to each pupil. This work is monitored to assess pupil progress.

Despite a period of remote teaching and learning, all relevant assessment documentation will be completed during data input week.

Returning to school following remote learning

Upon returning to school, teachers will carry out a Covid-19 questionnaire and relevant summative assessments (in school or standardised) in order to assess any gaps in learning. The necessary steps will be taken to ensure that these areas are addressed. These might include:

- adapting planning
- providing interventions within the classroom
- assigning floating teachers to support in particular year groups/lessons
- ordering resources
- implementation of new EdTech

Assessment and Reporting

Spelling tests and other tests will also take place and this will be scheduled in the calendar within Teams. Formal exams where possible will not take place at home during remote learning. This will mean that the boys may have one or more weeks of learning instead of taking part in revision week and exam week.

Teachers will continue to assess boys learning during remote learning and will complete the relevant online documents. Pupil progress and wellbeing meetings will still take place each half term over Teams.

Parents' evenings usually take place in the second half of each term. During school closure parents' evenings will take place as normal over Teams. School reports will be written and sent to parents as usual at the end of the autumn and summer terms. During school closure reports will be sent as a PDF to the parents' email account instead of being given a printed copy at the end of the term.

This policy will be reviewed annually

Appendix 1

Timetables

Lower School: Reception and Year 1

Reception

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
am 1	English	English	English	English	English
Break – play outside, snack and drink					
am 2	Maths	Maths	Maths	Maths	Maths
Lunch					
pm 1	Phonics	Phonics	Phonics	Phonics	Phonics
Break – play outside, snack and drink					
pm 2	Topic	Art	Music	Sport	French
Break – play outside, snack and drink					
pm 3	-	-	Science	-	-

Year 1

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
am 1	English	English	English	English	English
Break – play outside, snack and drink					
am 2	Maths	Maths	Maths	Maths	Maths
Lunch					
pm 1	Phonics	Phonics	Phonics	Phonics	Phonics
Break – play outside, snack and drink					
pm 2	History	Reasoning	Science	Computing	French
Break – play outside, snack and drink					
pm 3	Sport	Geography	Music	Sport	Art

Upper School: Year 2 and Year 3

Year 2

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
am 1	English	English	English	English	English
Break – play outside, snack and drink					
am 2	Maths	Maths	Maths	Maths	Maths
Lunch					
pm 1	Spelling test	Guided reading	Computing	Art	Form time
Break – play outside, snack and drink					
pm 2	Reasoning	History	Reasoning	Science	French
Break – play outside, snack and drink					
pm 3	Drama	Sport	Geography	Sport	Music

Year 3

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
am 1	English	English	English	English	English
Break – play outside, snack and drink					
am 2	Maths	Maths	Maths	Maths	Maths
Lunch					
pm 1	Spelling test	History	Computing	Science	Form time
Break – play outside, snack and drink					
pm 2	Reasoning	Music	Reasoning	Drama	French
Break – play outside, snack and drink					
pm 3	Geography	-	Art	Sport	Sport

Appendix 2

Wetherby Kensington Marking Policy for Remote Learning using Microsoft Assignments

Marking Capabilities	
Type of document	Marking ability
Editable template (e.g. Word, Publisher) (Please note that pupils will only be able to type into this document)	<ul style="list-style-type: none"> Type on actual page in colour Highlight words in colour Type in comment box on right hand side Annotate on page in colour
PDF	Comment box: <ul style="list-style-type: none"> One positive comment One next step comment
Photo	Comment box: <ul style="list-style-type: none"> One positive comment One next step comment
Video	Comment box: <ul style="list-style-type: none"> One positive comment One next step comment

Marking English worksheets (creative writing, comprehension and grammar)

Mark on the page:

- Highlight the WILF accordingly in yellow or green.
- Make marks/annotate the worksheet using yellow for areas that you are impressed with. This should be linked to the WILF.
- Dot or underline areas that are incorrect and/or need checking in green ink. This should be the focus for the 'next step' comment and linked to the WILF.

Assignments comments box:

- One positive comment about the piece of work
- One 'next step' comment that is linked to the WILF and highlighted in green

Mathematics worksheets

Mark on the page:

- Highlight the WILF in yellow (if the target is met) or green (if more work is needed)
- Mark correct answers in yellow.
- Dot or underline area(s) that are incorrect in green. This should be the focus for the 'next step' comment.

Assignments comments box:

- Comment where necessary

Topic worksheets (science, history and geography)

Mark on the page:

- Highlight the WILF accordingly in yellow or green.
- Make marks on the worksheet in yellow to mark correct answers/celebrate success.
- Dot or underline areas in green that are incorrect and/or need checking **where necessary**.

Assignments comments box:

- Comment where necessary