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# Remote Teaching and Learning Policy

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**Reviewers' Signatures:**

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**Head Teacher's Signature:**

*M. Smith*

**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 boys.

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



# Wetherby School

## Remote Learning Policy

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

### Section 1

#### Rationale

In the event of school closure, Wetherby School will implement either blended or 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 in the following instances:

- Full school closure as deemed by Public Health England
- Class or bubble isolation
- Self-isolating boys
- Boys at home/ sent home for precautionary measures

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 Senior Leadership Team.

#### Introduction

In certain cases, (global pandemic, terrorism, force majeure) it could be that Wetherby School 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 School 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 School 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 two other eventualities; when a class group (bubble) may be required to isolate and remain at home or if boys in the school are required to isolate at home for this reason alone. 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 access education during the school term. They should expect homework during the holidays which, where possible, will always be provided in hard copy. Wetherby School 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 Wetherby Ambassador Home Learning Rules. 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 regards to working hours. They 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.

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) is responsible for formulating and overseeing Wetherby School'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 or Assistant Head (Academic) in the first instance.

## **Parents**

Parents should also be responsible for monitoring the use of technology and ensure that parental controls are set up on their devices.

## **Pastoral Care**

Pastoral care is integral to academic progress and achievement and the school will ensure that the pastoral care and wellbeing 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 boys on a regular basis. Boys may use these calls to discuss academic and pastoral issues. Class teachers will continue to monitor the pastoral and personal development of the boys in their class. They will participate in boy progress and wellbeing meetings with the SLT once every half term. These meetings will take place via Microsoft Teams. Pastoral care and wellbeing will continue to be overseen by the Assistant Head (Pastoral Care), the Assistant Head (Wellbeing and Safeguarding) and, in Reception, Head of Little Wetherby and Reception (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), or the Deputy Designated Safeguarding Lead (DDSL). 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.

Please refer to the Safeguarding Policy for further information.

## **E-Safety**

Wetherby School will manage incidents in accordance with the procedures outlined in the E-Safety 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, class isolation or small group absence we expect parents to follow our usual guidance on absences. Staff 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 School will adhere to this guidance.

Please refer to the Digital Attendance Register for further information.

## **Communication**

Communication between boy, parents and staff is crucial during a period of remote learning. Wetherby School will ensure that high levels of communication will continue during this time.

## **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. One to one sessions will be arranged over Teams to either continue with the planned learning support lessons or 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 1:1 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 Headmaster along with the Senior Leadership Team will be responsible for the overall monitoring of the implementation of remote teaching and learning.

## **Section 2**

### **Provision of Remote Learning**

Microsoft Teams will be the hub for remote learning interactions. Teams meetings allow teachers to host video and audio calls and automatically invite members of their classes. Boys join by clicking the relevant meeting invite in the correct class team. Lessons will not be recorded due to 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 Seesaw and marked either through a Seesaw image or on return to school in 'Home Learning' exercise book.

### **Whole school closure – as deemed by PHE**

In the event of a whole school closure, each class will have a 'class group team' created on Teams. Lessons will be taught through Teams via shared screen and conference speaker. Worksheets (if any) and tasks will have been uploaded to Seesaw and should be completed in the Home learning exercise book. These can then be photographed and uploaded to Seesaw for teacher feedback. During a live lesson, additional members of staff will be in the session to provide extra support.

During the independent task, staff will be available to support individual boys as and when needed. Additional measures, (extra 1:1 readers, learning support lessons, peri lessons, class pastoral teams) will also take place.

A united timetable will be created for the year group / school and foundation subjects will be taught live through Teams.

Sports lessons will continue on Seesaw with videos posted and an additional live 'hitt' session per year group per week.

### **Whole Class Isolation – as deemed by PHE**

In the event that a whole class are sent home a 'class team' group is created on Teams. Lessons will be taught through Teams via shared screen and conference speaker. Worksheets (if any) and tasks will have been uploaded to Seesaw and should be completed in the Home learning exercise book. These can then be photographed and uploaded to Seesaw for teacher feedback. During a live lesson, additional members of staff will be in the session to provide extra support.

During the independent task, staff will be available to support individual boys as and when needed. Additional measures, (extra 1:1 readers, learning support lessons, peri lessons, class pastoral teams) will also take place.

The class will follow their usual school timetable and foundation subjects will be taught live through Teams.

### **Teacher absence**

In the event that the class teacher is ill, all lessons would be live streamed through Teams from a partner class in the year group and supported by an additional member of staff for independent learning. The timetable followed would be the same as the paired class and foundation subjects would also be live taught in this manner. Parents have the option to access the live stream for each foundation subject lesson. Alternatively work will be uploaded to Seesaw to be completed at a time that suits each family.

Sports lessons would continue as a live 'hitt' session once per week.

### **Self – Isolating Boys**

In the event that a boy has to self-isolate the individual boy will be sent a live stream invitation to the teaching part of the English and Maths lessons. All associated work will be uploaded via Seesaw to be completed in the Home Learning exercise book and returned to school for marking after the self-isolation period is over.

Foundation subjects would also be taught in this manner, if parents wish their sons to join the lesson remotely. Alternatively work will be uploaded to Seesaw to be completed at a time that suits each family.

The timetable would remain consistent with their class in school.

## **Precautionary measure for boys kept at/sent home**

In the event that a boy is kept home from school or sent home from school due to displaying COVID-19 symptoms, work for all lessons will be provided (via email or Seesaw) at the earliest possible time for the boy to complete at home. After work has been completed it will be marked upon return to school.

## **The Curriculum**

All boys 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 boy 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 very high standard and meets the needs of all of the boys within our school community. We will continue to follow the Wetherby School curriculum throughout a period of school closure.

## **Resources**

Each boy will be given a 'Home Learning Pack' which is kept at home in the event of them not being able to come into school. All resources necessary for learning will be available in the pack or accessed from Seesaw. Parents will be able to print out or source these resources prior to the lesson taking place. Teaching staff will use various online materials to deliver their lessons.

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

## **Marking and Feedback**

Each piece of work that is submitted in assignments will be marked via Seesaw or through the Home Learning book once returned to school (not both). Teachers will also be able to give individual feedback to boys on their learning during optional one to one sessions they can arrange each week.

## **Assessment and Reporting**

Spelling tests and other tests will also take place via Teams in line with the timetable. Formal exams 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 the boys learning during remote learning and will complete the relevant online documents. Boy progress and well-being 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 (full or partial) parents' evenings will take place as normal via a parents' evening portal. School reports will be written and sent to parents as usual at the end of each term. 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 regularly**