

Covid -19 Policy suite – Remote Learning: a summary guide for parents

Executive Summary:

This document is intended to meet the school's statutory requirement to inform parents and carers of the how the College makes provision for pupils to learn remotely in accordance with paragraph 2 of the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction given on 30 September 2020. This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

It is anticipated that provision for remote learning will be made when:

- The school is closed and all pupils are being taught remotely. Some boarders may be on campus and working in their houses.
- Travel-rule self-isolation or quarantine is required. For example, if a pupil is residing with a guardian, or more typically, in their boarding house.
- Self-isolation is required owing to close contact. Pupils might be residing at home (day pupils) or in their boarding house or with a guardian (if a boarder).

The remote curriculum: what is taught to pupils at home

As far as we are able, the College will continue to provide pupils with their full academic timetable. Pupils should expect to be taught by their normal class teacher, but some modification may need to be made, for example if the usual class teacher is unwell. Lessons will be at their normal timetable times with some minor modification to lunchtime and the bringing forward of lessons normally scheduled for later in the day.

Tutors and hsms will remain in regular contact with their tutees, and houses will provide opportunities for pupils to enjoy time together as they would normally do in school.

To help support their health and wellbeing, the school will provide pupils with co-curricular enrichment including opportunities for physical activity.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

The College will expect pupils to switch to remote learning without interruption to their normal academic timetable. Teachers will make accommodation for pupils travelling long distances to make sure that any academic time lost to travelling is recovered.

The remote curriculum: what is taught to pupils at home

It is expected that there will be a seamless switch to remote learning following any announcement of school closure. As far as possible, pupils will follow their normal school timetable as described above.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will occupy a similar amount of directed time to that which pupils would experience if they were in school. Lessons will take place at their usual timetabled time and be of 50 to 55 minutes in length. Teachers are aware that working online can sometimes mean that pupils take longer to complete their work than they would do in a classroom and will adapt their tasks and activities accordingly.

Teachers will continue to set independent (prep) tasks for their pupils to support and deepen the learning undertaken in their lessons. Prep tasks should take no longer than those that would ordinarily be set if pupils were in school. Some modification to the prep timetable might be made in order to support pupils' wellbeing and provide opportunity for time away from a screen.

Accessing remote education

How will my child access any online remote education you are providing?

All pupils in years 9 to 11 are issued with a College-managed iPad. The resources pupils will be using during the period of remote learning can be accessed using this device. Pupils in the sixth form are expected to have their own laptop or tablet device as listed in the school's uniform list.

The College advises pupils to use a wired connection for a desktop or laptop computer but appreciates that this is not always practically possible. For devices using a wireless connection, consider the distance from the router and obstacles in between that can affect connection quality. Loss of connectivity can be frustrating and demotivating for learners, making it harder for them to stay on task.

Slow internet connections or demand from several people working in the household may also cause issues. We recommend switching off streaming or similar services when your child is working.

Teachers will be encouraging pupils to use video during their lessons. Video creates a more inclusive experience and may be adopted to help your daughter or son to feel present and engaged. It can also be helpful to see facial expressions to increase connection and understanding.

When pupils are using video they should think carefully about their surroundings and what others might be able to see. Features like 'blur my background' in Microsoft Teams can help minimise distractions and protect privacy.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. If you are concerned about your daughter or son's ability to access remote learning from home, please speak to your child's hsm in the first instance.

How will my child be taught remotely?

All pupils have a school Microsoft Office 365 account which gives them access to all the productivity tools that they are familiar with when working on site. These include things like Microsoft Word, Excel, PowerPoint and their school email accounts (Outlook).

Teachers will schedule their online lessons using Microsoft Teams which is included in pupils' Microsoft 365 accounts. Your daughter or son will automatically be made a member of a Team for each of their classes.

'Normal' lessons are planned with a variety of activities to help pupils learn and to maintain their engagement. Lessons are also partitioned with time assigned for knowledge acquisition, skills development, practice, reflection, assessment and feedback. Activities delivered remotely are no different in this regard so teachers will structure tasks in a manner to help scaffold the way pupils will be learning. This means that there might be, for example, two 20/25-minute tasks, or three 15-minute tasks for your daughter or son to complete. The tasks should be manageable within the 50/55-minute window pupils are familiar with. During the 50/55 minutes when the lesson is normally scheduled to take place, the teacher will be available and, in the majority of lessons, will provide some live interaction, direction and support. Pupils can post questions for the teacher to respond to, and learn from the questions being posed by others. Teachers will provide learning materials within the Team and signpost opportunities for pupils to access other resources to enrich their learning by providing appropriate links.

Prep tasks will continue to be set through the Satchel: One platform (previously known as Show My Homework). Parents can access their child's Satchel: One account to see the tasks they have been set (please see appendix I).

Citrix Remote Desktop provides pupils with access to a virtual desktop PC as though they were sitting at a desk on campus. If there is a piece of software or productivity tool that is needed to complete a task that the pupils cannot reach by other means, then it can be accessed this way. Details of how to log on to Citrix can be found in Appendix I.

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

The College expects pupils to engage in remote learning in the same manner that we would if they were in school and attending their normal lessons.

Hsms will register pupils in houses each day and teachers will register pupils in every lesson, following up any unexpected absences with the tutor and / or hsm. The school expects parents and carers to ensure that pupils are attending and engaging in their remote learning in accordance with the school's terms and conditions.

Families can help support their child's learning by helping them set up a workspace that is comfortable and free from unnecessary distraction. A safe space to work with good ventilation, proper lighting, good ergonomics, and comfortable furniture will create a space where your daughter or son will be happy to spend their time.

If possible, aim for a space with minimal distractions and disruptions. We realise this can be challenging if others are also working at home. A 'work base' where equipment and materials can remain undisturbed is ideal.

Seldom-used rooms (eg a dining room) might be better than a bedroom as a place to work. Further information regarding safeguarding and maintaining your child's wellbeing can be found in Appendix 2.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Teachers will monitor your child's work through the Team assigned to that particular class. Working within the Team and using Microsoft OneNote, your child will be able to submit work to their teacher online and have it assessed and returned through the platform (see below).

If pupils are not engaging in their work, then teachers will report concerns using the same channels as they would were pupils in school. This means that tutors and hsm's will maintain an oversight of any pupil's performance, prompting discussion in their weekly tutor meetings and conversations with parents. All concerns are recorded in the school's pastoral management system (PUPIL) allowing for timely intervention.

Parents are similarly encouraged to report concerns to your child's tutor or hsm so that appropriate support can be provided.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, among many others.

In keeping with the tasks set in a 'normal' classroom lesson, teachers are not expected to assess every lesson task set remotely. For prep assignments, teachers will mark and assess pupils' work in a manner that befits the task set, in keeping with the school's and each individual department's marking policies. For classes in which pupils are being prepared for public examinations, marking and assessment will reflect the learning objectives and assessment criteria for those exams.

Where possible, teachers will mark and return work in digital form, for example by using inking tools, or mark-up within OneNote or other Office 365 applications. Other platforms may also be employed similarly. Teacher feedback should be informative and developmental in the same way as would be expected were pupils in school.

Pupils experiencing difficulty

Within the conversation space in the Microsoft Team set up for each class, pupils have the opportunity to raise questions for their teacher on any topic / area in which they feel their learning is insecure. Equally, pupils can use digital drop-ins (on Saturday mornings) or email any questions to their teacher using their College Outlook email account. Please make sure that your child uses only their College email account and the teacher's school email address when communicating this way.

We also encourage pupils to try to help one another when working remotely. Checking in with their classmates is a great way for pupils to make up for classroom interaction, time spent in house, conversations in the dining hall or any other social interaction that they would normally have if they were in school.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support to access remote education?

We recognise that some pupils, for example pupils with identified learning needs, may find remote learning particularly challenging.

For those pupils who receive one-to-one learning support, we expect those lessons to continue throughout any period of remote learning. Learning support teachers can also be made members of class teams, to have visibility of the tasks pupils are being set and to offer appropriate direction and suggestion. Similarly, teaching staff will have due regard to any pupil's individual education plan (IEP) and make appropriate accommodation to working in a digital way.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, teachers will offer a hybrid model of both classroom learning and online engagement.

Those working remotely will have the opportunity to join the lesson, or relevant parts of the lesson, live through the Team assigned to that class. Teachers will make modification to their task design in order to provide as rich an experience as they can, though it should be noted that some classroom activities (eg practical work in science) might be difficult to replicate in entirety.

Date of this policy:	February - 2021
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Date of next policy review:	September - 2021
Date for publication of revised policy:	September - 2021

References:

Internal

Appendix I

How pupils can access the College's online tools to support remote learning

Satchel: One



- Academic work setting, submission and reporting utility for teachers, pupils and parents
- Access by clicking the link
<https://www.satchelone.com/login?subdomain=eastboumecollege>

Citrix Remote Desktop



- Citrix allows you to connect to a virtual desktop PC at the College and should be used only if your needs are not met by one of the other listed systems
- Access Citrix by clicking this link:
<https://ec-remote.eastbourne-college.co.uk/logon/LogonPoint/index.html>
- Log in with your standard username and password.
- For best experience, Citrix needs a program to be installed on your device. Instructions are provided alongside the download link once authenticated

Office 365



- Office 365 is a suite of online productivity tools including Teams, OneDrive and Outlook
- Access Office 365 by clicking the link:
<https://www.office.com>
- Sign in with Office 365 using your email address and standard password
- Our licence includes use at home rights for the Office suite of applications.
- Click the Install Office button to download and install Office 365 Apps on your personal computer

Microsoft Teams



- Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings and file storage
- Access Teams by clicking on the link:
<https://teams.microsoft.com/>
- Sign in with Office 365 using your College email address and standard password

Appendix 2

Remote learning – safeguarding and wellbeing guide for parents

1. Take an active interest in your child's learning

These are strange times. Your child is under your care while learning when they would normally be in school. It is inevitable that this is going to be even more of a partnership between home and school for all this to work best. This situation has been forced upon us all; pupils, parents and staff need to work as a team. One hundred per cent remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. If you can, try to take an active interest in your child's learning, and support them if and when they need a helping hand and / or direct them to the relevant member of staff to support them.

2. Monitor your child's communication and online activity

It is important to remind your child that, despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage and insist that they remain polite, remember their manners and courtesies, and never to post or send negative comments / inappropriate material just because they are behind a computer. The school will challenge poor behaviour and will expect your support in so doing. Poor behaviour which could or does harm other pupils or where more serious rules and / or the law is broken or where the school or staff are brought into disrepute will be dealt with robustly in accordance with normal procedures.

3. Establish a daily routine and schedule

As explained herein, teachers will be available online during the times they would normally be teaching to the standard school timetable for all pupils living in the UK / in close time-zones. Those in far-away time-zones will still be able to access all material to be working through but not 'live' until such times as routine times are established, quite probably / importantly with you being aware. Certain aspects such as music lessons and tutorials will be published as can reasonably be accommodated. To allow flexibility with others working or learning from home, we encourage you to work with your child to help them establish their daily routines. Tutors or hsm's can also provide support and guidance.

4. Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers / devices. Please support your child by helping ensure that they take breaks away from screens (eg daily exercise); also the need to be screen-free before bed will be even more important, given the time they are spending in front of a screen during the main part of each day.

5. Ensure suitability of learning device and location

Please ensure your child is using an appropriate device such as a school-issued or personal iPad or personal computer. Working on a phone is not recommended. Please help ensure that their workspace is appropriate with no personal information / effects in front of any camera. We advise the workspace being in a separate room from your child's bedroom unless there is a clearly designated workspace area within it and where the bed itself is not visible. Being able to see personal effects and / or a bed would be entirely inappropriate. Unless you are yourself engaging directly with a member of staff (eg during a music lesson) you will wish to ensure your privacy is maintained by being out of the camera lens, especially if your child is engaging with a class discussion.

6. Implement safety controls and privacy restrictions on apps and software

Most of the apps the school will be using will be cloud-based and internet accessible via transparent school passwords. Please remind your child of the importance of user security; they should never share logins with other pupils. It may be that, in time, the school may require some apps to be downloaded onto your / their device. Please continue to ensure that content-filtering and also anti-virus measures and user-safety controls are implemented by you as standard, as the school will be able to ensure this only on networked or cloud-based applications.

7. Ensure your child uses only official school communication channels

It is important that all communication with teachers and school staff is directed through approved (and transparent) school channels, primarily using Office 365 Teams and Show My Homework or pupils' College Outlook accounts.

8. Familiarise yourself with relevant school policies

An understanding of this e-safety remote teaching / learning policy is key. The Pupil ICT Acceptable Use Policy and the College Rules / Code of Behaviour form important underpinning safeguards for all pupils. These and a number of other relevant school policies are available on the parent portal. Please alert your child's hsm and / or tutor if you have any concerns about anything at any time. Such concerns might be the conduct of your child, someone else's child or a group or indeed a member of staff. Even though the school is operating remotely, all concerns will be taken seriously and followed up diligently and promptly.

9. Maintain feedback with teachers

If your child is struggling, encourage them to engage with teachers directly – either the relevant teacher or via their tutor – to address the issue. If this does not work, we encourage you to engage with us to assist your child. Our normal method is for a pupil's hsm to be the main conduit for such communication, but under these changed circumstances, it might well be that you engage more directly with one or more of your child's teachers. We are keen to learn from any issues which may arise during this period and to improve the way we do things and aim to be receptive. We respectfully remind parents of the need for open, transparent and honest communication which has courtesy and mutual respect at its core. Please only use the same official channels by which to communicate ie not communicating with staff via their personal phones, personal accounts, etc. We understand the reality that there will be times when you may be communicating directly with staff alongside your child during part of certain learning activities eg music lessons.

10. Monitor and support your child's wellbeing and mental health

Remote learning will mean that your child will not get the same level of social interaction and will not see their friends for a while. Please keep up a check on their wellbeing and try to encourage them to get outside as much as they can, in accordance with government regulations. While learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might, and probably will, take its toll. Thank you for supporting them with sensible self-help strategies.