



REMOTE LEARNING GUIDANCE

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

Introduction

This guidance covers remote learning (i.e. pupils learning at home in place of their lessons at school) in the case of both pupils having long-term authorised absence and school closure.

The purpose of this guidance is to ensure that there is continuity regarding pupil learning and progress in both scenarios. This guidance summarises the provision of remote learning for pupils in this position, so that there are consistent and well-understood expectations of the level of support that will be provided for the pupils concerned.

The College has plans to avoid closure if at all possible, for instance through the use of alternative premises if the site is unusable or the combination of classes if a disproportionate number of teaching staff are absent, though in certain circumstances closure may need to take place, particularly where it is advised by local civil authorities.

Given the dissimilar nature of learning and resources in different sections of the College, the guidance is divided accordingly.

Senior College

Remote learning for students with long-term authorised absence

Arrangements will be as follows:

- If possible subject teachers will provide remote learning to pupils, mainly via OneDrive / MS Teams.
- Subject teachers will set all class and homework (where relevant) tasks through MS Teams on a regular basis and according to existing timetables to ensure that

the pupils' work is structured and can be completed in a timely manner. Heads of Department will help to ensure that teachers in their departments are setting appropriate tasks in line with schemes of work, with appropriate resources. Mrs Davie, Academic Deputy, will have overall responsibility for the delivery of remote teaching.

- Form Tutors will maintain regular oversight of tasks set to ensure that all subject departments are setting work in a regular and appropriate manner.
- Completed homework exercises are submitted via OneDrive, MS Teams (assignments) for marking by teachers where appropriate. Electronic work can be shared on OneDrive or completed in assignments on MS Teams and hard copy work can be attached to the OneDrive / MS Teams assignment submission, once scanned or photographed. Work will be returned to pupils in a timely manner via OneDrive / MS Teams or can be alternatively scanned or photographed and emailed to pupils.
- If the pupil is absent during a period of mocks, assessments or class tests, papers will be sent to them via OneDrive / MS Teams for completion at home under exam conditions (instructions will be provided).
- If extended written notes are taken in lessons by pupils, a copy of these notes will be forwarded to the pupil via OneDrive / MS Teams. In some circumstances, such notes will be supported by reference to key pages in textbooks if available.
- Absent pupils can and are encouraged to email their subject teachers to ask questions about any work set, preferably during school hours. Once the pupil returns after the extended period of absence, their Form Tutor and subject teachers should speak to them individually to ensure that they are up to date with and understand the work which has been covered during their absence.

Remote learning in the case of College closure

Teaching online is different to teaching face-to-face, but staff will always maintain professional relationship and practice with pupils. Teachers will also remind pupils of this if ever an occasion arises where this has not happened. Staff will adopt an attitude that they will speak to pupils online exactly how they would in College, and staff will expect and hold pupils to a reciprocal standard.

- The College will provide remote learning to pupils mainly via MS Teams. If any pupils, parents or teachers experience any issues with these platforms they should contact the Form Tutor in the first instance and suitable guidance will be given.
- In addition to ensuring that they have access to MS Teams, pupils must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks (if appropriate). If a potential College closure is anticipated, students will then be advised to take all exercise and textbooks home at certain times, for example at the end of school on a Friday.
- Subject teachers and pupils will follow their regular school timetable, unless a bespoke timetable has been issued for the closure. Live lessons will be scheduled so that there are regular opportunities for interaction in the live lessons. Teachers may set work within the lesson time but they will be there to register the class, answer question either via the camera/microphone or chat features, and 'close' the lesson.
- Subject teachers will set all class and homework (where relevant) on MS Teams in accordance with the respective homework timetables unless amended versions have been created.

- Completed classwork should be returned by pupils to their teachers by uploading work on MS Teams.
- Teachers will be remotely available during the day to interact with students. This will be done via a MS Teams. Teachers will need to check the class Team and the chat function regularly through the day to ensure that all pupil comments are noted and, where appropriate, responded to. In addition, pupils may use the chat function on MS Teams to teachers outside of school hours to seek clarity over homework tasks.
- Completed homework exercises can be submitted on MS Teams for marking by teachers where appropriate. Electronic work can be attached to pupil assignment submissions on MS Teams and hard copy work, once scanned or photographed, can also be uploaded on MS Teams. Feedback will be returned to pupils in a timely manner via MS Teams.
- If pupils are absent during a period of mocks, assessments or class tests, papers will be sent to them via email or OneDrive / MS Teams for completion at home under exam conditions (instructions will be provided).
- Where necessary, departments may set common assignments across year groups rather than on a class-by-class basis. In such cases, whilst the submission of work will still be possible, the marking and return of work may have to be delayed further than normal.
- During a period of College closure, the management of setting of work and marking amongst teachers remains the responsibility of the Head of Department.
- If the College closure is for an extended period, work will be set to ensure effective progression through schemes of work to ensure curriculum coverage. This will be particularly important for GCSE and A level classes. Examples of work set may include use of OneDrive / MS Teams and resources, the reading and noting of material from textbooks and / or the provision of notes, presentations or video clips. Homework will be used to assess the learning of new material or in preparation for subsequent lessons.
- The College is acutely aware of the effect of extended periods of work at a computer and the effect it can have on a pupil's concentration, and potentially even mental well-being. Pupils will be encouraged to take regular breaks, both from work and screen-time.
- If any subject teacher is ill and unavailable during a College closure, he / she must inform his / her line manager, who will ensure that appropriate work is set for pupils.
- Teachers have been informed that personal email accounts and / or social media must not be used to communicate with pupils at any time.
- All other activities beyond those specifically associated with academic lessons will be suspended for the duration of the College closure.
- Where teachers have to call pupils or parents they will call either using a school device or with a personal device with caller withheld function activated, phone calls will always be to a parents phone and if phoning to speak to pupils, parents will always be requested to be present with the call on loudspeaker

Virtual lessons and live streaming

When staff do record lessons or teach live lessons, they will always consider their surroundings and ensure:

- A quiet or private room or area to talk to pupils, parents or carers.
- Sit against a neutral background
- Avoid recording in their bedroom
- Professional dress, as suitable for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
- Use professional language

Pupils will be asked to ensure:

- Be in a shared space in their house, rather than in their bedroom
- Pupils will be asked to turn their cameras off
- Parents will be asked to be mindful that other children may hear them

When teaching a live lesson staff will make a recording so there is something to go back to later on if needed. One-to-one tuition is permissible, however, staff will ensure that these lessons are recorded, otherwise the session will not take place. Pupils will be told that under no circumstances should they attempt to record any teaching staff during a lesson.

Safeguarding

The College is committed to keeping pupils and teachers safe during remote education, whether teaching face-to-face or in a virtual classroom it is important steps are taken to ensure pupils are protected. Teachers delivering remote education online are aware that the same principles as set out in the College's staff behaviour policy apply while teaching remotely. Mr Sanders, Designated Safeguarding Officer, will take overall responsibility for Safeguarding while remote learning is taking place.

Reporting Concerns - If children are not seeing trusted adults at school every day, it's even more important that staff are able to identify any child protection concerns and take appropriate action. Staff are aware that they should still be alert for concerns, such a staff member sees or hears something worrying during an online lesson or a child discloses abuse during via online contact. Staff are consistently reminded of the College safeguarding and child protection policy and procedures and know how to recognise, respond and report the signs of abuse.

Staff are aware of who they should contact should a concern arise, and the DSL and deputies should always be available during the school day to manage this. Mrs Pike (Headteacher) and Nurse Taylor are also DSL trained if ever the DSL or Deputies are unavailable.

Providing pastoral care remotely - Where pupils are required to remain at home pupils will still have daily access to their form tutor to raise any academic or pastoral concerns. Should the whole form group be at home the form tutor will be available online during form time for any questions and also to provide one-to-one sessions if necessary for some pupils. Pupils will be reminded by their form tutor that they can raise any concerns they have with them at any point in the school day.

Children and young people are likely to spend more time online while social distancing measures are in place. Form tutors will talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

The College is aware that with the move to online learning the potential for online peer-on-peer abuse is greater. The school will respond to online abuse as closely to the school

policy as possible with a thorough investigation, speaking to parents, supporting the victim and potentially imposing sanctions in the most serious cases. Staff are fully aware of this increased risk and that online bullying is now potentially a safeguarding issue.

Agreed by:	FGB
Date:	2 October 2020

Effective date of guidance:	October 2020
Date of Review:	October 2021

Appendix

Safeguarding

Online or offline, effective Safeguarding requires a whole-school approach. The College Safeguarding Policy applies. All staff have been reminded of their safeguarding obligations. If there are any safeguarding incidents or potential concerns report according to the College policy. This is on the College website.

If you have a safeguarding concern, please contact – Mr Sanders or the Head of Year (College) or Mrs Hunt/ Mrs Harrison (Prep)

We ask parents to support their child working online and to think about digital safety.