



Virtual Schooling, Remote Teaching and Learning Policy

Background:

This policy is in place to ensure the ongoing education of pupils at Mount House School under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness/epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

The school will continue to deliver timetabled academic lessons, academic tracking and monitoring, an academic enrichment programme, SEND provision, pastoral support, counselling, co-curricular activities and House Competitions to pupils as part of the virtual schooling, using a number of secure online platforms and delivery methods.

Virtual Schooling Lead:

The Pastoral Deputy Head and the Academic Deputy Head are responsible for formulating and overseeing Mount House School's Virtual Schooling, Remote Teaching and 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 Pastoral or Deputy Head Academic kerrm@mounthouse.org.uk sidhua@mounthouse.org.uk

Related Documents:

- Safeguarding Policy
- Online Safety Policy
- Staff Code of Conduct
- Behaviour Policy
- Data Protection Policy, and Data Protection Notices
- Acceptable Use of IT Policies (Pupils, and Staff and Directors)

The purposes of this policy are threefold:

- To outline procedures and practice for pupils in self isolation, (or who are unable to come to School for any other unforeseen reason) and are otherwise fit and healthy, to continue with their academic program
- To outline procedures and practice for staff in self isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic programme
- To outline procedures and practice for staff, pupils and their parents to continue with the academic programme if the School closes as a result of advice from the Government and/or Public Health England or similar body.

Virtual Schooling, Remote teaching and learning in case of enforced school closure

If the school undergoes enforced temporary closure due to government and/or public health guidelines, the School will follow continue as outlined in the Mount House School - Virtual Schooling document and the following will apply:

Student expectations:

- All Students should retain structure to their working day starting with their logging-in to Microsoft Teams or Show My Homework by 8.30am
- Students should be appropriately dressed at the start of each school day ready to learn
- The subject teacher will set the work and lead the lessons.
- For students in year 7 to year 9 at least one of the timetabled lessons each week for each subject will be conducted in real time using Microsoft TEAMS.
- For students in Year 10 and above at least two lessons per subject per week will be delivered using TEAMS. Depending on subjects chosen to study, this means that students can expect up to 4 hours a day of direct online contact with a teacher.
- Students should follow the usual timetable as closely as possible and when not involved in live lessons they should use lesson time to complete written work or set tasks.
- All Written work and tasks for the week will be posted on to Show My Homework by 8.30 on the Monday morning. This enables a degree of independent study throughout the week. .
- Pupils should complete all set work and, if requested, hand in work. Deadlines must be met.
- Unless otherwise directed, pupils should submit work via Show My Homework or via email.
- Use designated Microsoft Teams chat channel to communicate with their teachers and ask questions if they do not understand/require help. Alternatively, they may need to email the teacher as appropriate/if they are having difficulties.
- Any necessary email contact between staff and pupils must be conducted using school email
- Pupils should not record any online lesson content. Any pupil found to be capturing personal information in this way will be sanctioned according to the school's behaviour policy.
- Pupils should comply with the school IT Acceptable Use Policy.
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Teachers expectations:

- It is recognised that teachers are expected to fulfil their usual timetabled classes either by delivering a real time lesson on TEAMS or by providing appropriate exercises on Show My Homework.
- All written tasks and lesson content for the week should be uploaded to Show My Homework by 8.25am on Monday morning for all classes and lessons for that week.
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be saved within Microsoft Teams or posted on Show My Homework so that all students have access to the materials
- Teachers should use their own discretion when deciding whether to record presentation content, making it available for later use.
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via 'Microsoft TeamsChat'.
- All Staff to record a weekly score for every student they teach and record this mark (out of 10) in the All Staff Mark book which is located in the Schools OneDrive. This mark is a consolidated mark for effort, attainment and involvement in work completed during that week. It is deliberately not in line with any Public Exam marking criteria.
- Mark and feedback with the same regularity they would have done if in school. Pupils can continue to receive the feedback they need through online annotation of documents, along with audio

feedback.

- At the start of each lesson the teacher should set a clear behaviour expectation and may refer to the 'daily reminder' and 'live chat reminder' documents. A 'classroom standard' of behaviour is expected from all participants. Teachers are advised to Mute all participants. Any poor behaviour in lessons should be reported to the students tutor.
- As much as possible, follow the school's usual rewards guidelines as detailed in the Behaviour Policy Appendix. Particular emphasis is placed on students of the week and recognizing achievement awards that will be fed back to Heads of Section and Heads of Houses on a weekly basis.
- Full instructions for Staff on the use of Microsoft TEAMS are available from IT Support and a training video is available in the Mount House School virtual staff room.
- Teachers should comply with the school IT Acceptable Use Policy.

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Attendance at all online lessons will be logged and monitored in the normal way, and the school will contact the parent if there is non-attendance of which the school has not received prior notification.
- If live video and audio is being used, it may not be appropriate for pupils to be accessing such sessions from their bedrooms. The video feed can be turned off if parent/pupil feel they would rather not be transmitting images.
- Parents are reminded that pupils should not be recording any online lesson content. They should remind pupils of this.
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary.
- If there are any concerns, in the first instance parents should contact the pupil's Form Tutor. The school's IT team will be providing technical back-up when necessary. They can be contacted on itsupport@mounthouse.org.uk

Remote teaching for staff who are in self isolation

Teaching staff are required to self-isolate if they are displaying flu like symptoms.

During any such period, the School will ensure that the lessons are covered in a similar way to any other planned absence, so no student need fall behind. This policy summarises the provision of remote teaching by

teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

If a member of staff is required to self-isolate, they are expected to:

Follow the normal guidelines for planned absence. They should plan resources and set cover work for another teacher, who may not be a subject specialist, to follow.

If the member of staff is aware who the cover teacher will be they should add them as a Teacher member to their Microsoft Teams class.

Safeguarding Matters

This guidance document is supported by the school's Safeguarding policy, Behaviour Policy, Online Safety Policy and Data Protection Policy. Specific additions to note:

We will be streaming live lessons on a daily basis. Teachers will also continue to contact students using the telephone numbers held by the school. Teachers and students have been briefed about the basics of keeping safe online and general do's and don'ts with regard to online lessons. These lessons and calls will usually take place during normal school hours. Please contact Matt Kerr (kerrm@mounthouse.org.uk) if you do not want your child to receive these calls or live streamed lessons.

School staff should record and refer Safeguarding Concerns the Designated Safeguarding Lead - Matt Kerr via email Kerrm@mounthouse.org.uk

The Designated Safeguarding Lead, Matt Kerr, can also be contacted via mobile phone between the hours of 8am- 4pm Monday to Friday: 0772567336.

If a call is urgent i.e. a child is in danger of imminent harm, and the call cannot go through to the DSL please call the Police on 999.

Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson in school, meaning that the interaction in these lessons are between the teacher and the pupils alone.

Size of groups for home learning. We are aware of the increased level of risk around one-to-one video meetings with pupils, however, there are many reasons why they would be helpful and appropriate. One to-one sessions with pupils should follow the same guidance as one-to-one conversations in school (e.g. appropriate standards of dress as worn at school), the option for the teacher to video the teaching session should be used in this instance. Settings options in Microsoft Teams also allow background blurring if appropriate.

Teachers should never ask pupils to change to another communication platform without contacting parents first. Teachers will never ask pupils to share their passwords. Any IT issues should be forwarded to IT Support Team.

Summary

The primary purpose of this policy is the continuity of education for pupils at Mount House School. By using existing secure school systems (Microsoft Teams and Show My Homework), this provision

can be put into place quickly and pupils only need their existing login details of school email and password.

If there are any concerns regarding the learning content being distributed, in the first instance parents should contact the pupil's Form Tutor, or the Designated Safeguarding Lead (kerrm@mounthouse.org.uk) for any specific safeguarding concern (please see the school's Safeguarding Policy for more details with regard to safeguarding).

The school's IT team will be providing technical back-up when necessary. They can be contacted on itsupport@mounthouse.org.uk

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