MOUNT HOUSE
SCHOOL

VIRTUAL SCHOOLING, REMOTE TEACHING AND LEARNING

Review	Date	By
Last Reviewed	1st September 2026	Rob Cawley
Next Review	September 2027	

Background:

This policy is in place to ensure the ongoing education of students 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 students 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 students as part of the virtual schooling, using a number of secure online platforms and delivery methods.

It does not apply for a student with requested planned absence, or where a student is absent from school due to regular illness where the school is working as normal. In these instances, a student is expected to recover and return to school when well, with support from teachers to support understanding of material missed and this may include catch up on any work missed.

Virtual Schooling Lead:

The Senior Deputy Head, Pastoral Deputy Head and Digital Transfomration Lead 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 Senior Deputy Head cawleyr@mounthouse.org.uk or Deputy Head Pastoral crosbyg@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 (Students, and Staff and Directors)
- Academic Integrity (including use of AI) Policy

The purposes of this policy are threefold:

- To outline procedures and practice for students 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 in the event of the school closure due to events such as epidemics, power loss or extreme weather.
- 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, students 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 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 Involve 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 11 at least two lessons per subject per week will be delivered using TEAMS. Depending on subjects chosen to study and how the timetable falls, this means that students can expect up to 4 lessons a day of direct online contact with a teacher.
- For Sixth Formers at least three lessons per subject per week will be delivered using TEAMS. Where there are 2 teachers for each subject, we aim for direct online contact of this nature to happen with each teacher per week. Depending on subjects chosen to study and how the timetable falls, this means that students can expect up to 4 lessons 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 Involve by 8.30 on the Monday morning. This enables a degree of independent study throughout the week.
- Students should complete all set work and, if requested, hand in work. Deadlines must be met.
- Unless otherwise directed, students should submit work via Involve 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 students must be conducted using school email
- Students 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.
- Students should comply with the school IT Acceptable Use Policy.

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 Involve.

- All written tasks and lesson content for “non-live” lessons for the week should be uploaded to Involve by 8.30am 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 Involve 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 students may have via 'Microsoft Teams Chat'.
- 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 will be 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. Students 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 student's 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 additional training is provided as part of the ongoing CPD programme.
- 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 students 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 students should not be recording any online lesson content. They should remind students 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

askit@mounthouse.org.uk

Remote teaching for staff who are in self-isolation

When advised by relevant government guidelines, 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:

In the event of a lockdown, 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 Gerrard Crosby (crosbyg@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 - Gerrard Crosby via email crosbyg@mounthouse.org.uk and MyConcern

The Designated Safeguarding Lead, Gerrard Crosby, can also be contacted via the school.

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 students alone.

Size of groups for home learning. We are aware of the increased level of risk around one-to-one video meetings with students, however, there are many reasons why they would be helpful and appropriate. One to-one sessions with students 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. Staff should inform the Deputy Head (Pastoral) of any 1:1 meetings happening in advance.

Teachers should never ask students to change to another communication platform without contacting parents first. Teachers will never ask students 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 students at Mount House School during periods when schooling is disrupted for example a national lockdown. By using existing secure school systems (Microsoft Teams and Involve), this provision can be put into place quickly and students 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 (crosbyg@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 askit@mounthouse.org.uk