Wychwood School
OXFORD

Online Learning Guidelines
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Purpose

Should Wychwood have to close for any reason and Remote Learning is re-implemented, or should concurrent lessons be necessary the following guidelines are to be followed so that the excellent teaching that Wychwood pupils and parents expect remains in place as far as is possible and a full teaching programme is maintained.

Safeguarding

The use of video meets is governed by the Pupil ICT, Network, Internet and Mobile Phone Acceptable Use Policy already signed and the Online Home Learning Responsible User Agreement.

1. **Parental Involvement:** the same rules of communication apply as if this were a lesson taught in school meaning that interaction should be between the teacher and the pupils only.

2. **One-to-one video meets:** we recognise the increased level of potential risk around one-to-one video conversations, although there are many reasons why these are also helpful and appropriate. One-to-one conversations should follow the same guidance as applies to one-to-one conversations in person in school: staff should ensure that their door is open and that another member of staff or responsible adult such as a parent is nearby and aware whilst the conversation is taking place.

3. **Email addresses:** staff registering for software / platforms should do so with their @wychwoodschool.org email address. Pupilss and staff should only communicate with staff using their @wychwoodschool.org email address.

4. **Video meets initiated by girls:** staff should not participate.

5. **Other devices:** girls should not have other internet enabled devices open during video meets or online lessons.

Pupils

1. Should be online and follow their normal timetable to enable teachers to respond to their needs and queries.

2. Should check the Remote Learning Folder daily to see the posts for each lesson.

3. Must complete all work set.

4. Should upload completed work to the class note book in their own homework section in a form that staff can mark.

5. Must use email to initiate communication with individual teachers in order to ask questions.

6. May respond to one-to-one video meets from teachers when parents have emailed in their reply slip giving permission to say such a meeting is acceptable.

7. At video meets pupils must be appropriately dressed. It is strongly recommended that video meets should take place in a public room rather than a bedroom.

8. **May not record any lessons or one-to-one video meets in any format.**

9. May not mute, blind or drop others from lessons.

10. May not eat or drink during lessons.

Teachers

1. If a teacher is in any way concerned about a safeguarding issue that comes to light during remote learning, they should contact the Designated Safeguarding Lead (DSL), Mrs Andrea Johnson, or the Deputy Designated Safeguarding Lead (DDSL), Ms Bridget Sherlock, as they would do under normal circumstances.
2. In the unlikely event that both the DSL and DDSL are simultaneously unavailable the members of the SPT are available to give advice: these are Key Stage 5: Mr Mark Pennington, Key Stage 4: Mr Luis Jimenez and Key Stage 3: Mrs Helen Kirby.
3. For each online lesson a post should be placed on the Remote Learning folder beginning with the date and time of the lesson. **This should be by 8.30am on the morning of the lesson at the latest.**
4. This should be done even if continuation work from the last lesson is being set.
5. If school is closed there is an expectation that staff should be online and watching their email following their normal timetable alongside the pupils to enable them to respond in a timely manner to pupils need and to keep a structure to the day.
6. Where pupils are in significantly different time zones to the UK, staff should only be available during the UK school day.
7. Where pupils are in significantly different time zones and therefore cannot access live lessons, teachers should provide an alternative format for these lessons on the Remote Learning Folder. This could be by recording the lesson and posting it, by recording an audio version or podcast of the lesson and posting it or by providing written resources. In some cases lessons, especially 1 : 1 lessons, can take place at a mutually agreed time outside the normal core curriculum time.
8. Video conferencing on Teams or Skype should be to support lessons as often as possible.
9. Teachers must be professionally dressed for video conferencing.
10. Teachers should record all live lessons so that, if necessary, the footage can be reviewed. Parents must return a reply slip to give permission for this to happen before a girl can be allowed to join live lessons.
11. Teachers should know how to remove a pupil from a live lesson / video meet in case they do something that is harmful or upsetting or dangerous. They should immediately reassure the remaining members of the class and explain that this

needs to be dealt with quickly. The lesson should be terminated when the remaining pupils are reassured and then the teacher should report the incident to the head or deputy head and to the parents immediately. Support or school sanctions will be put in place as appropriate. Staff can always reach the head/DSL or DDSL by telephone and the head/DSL or DDSL can reach parents by telephone if the staff or pupil's home computer is concurrently in use.

12. Work set should reflect the length of the lesson.
13. Teachers should be differentiating as normal.
14. Wherever possible teachers should be developing skills, understanding and knowledge in the usual way although we recognise that learning activities may differ from those taking place in a classroom setting.
15. Additional prep during remote learning should not exceed the time guidance on the staff handbook and on the website and should complement the lesson. Homework should be uploaded to class note books to give staff access for marking. Where pupils email work, teachers should ask that it is also uploaded to the class notebook to build pupils' understanding of the systems in place.
16. It is the student's responsibility to complete and upload the work or communicate with the teacher as to why it is not complete.
17. It is the staff's responsibility to chase work not done by emailing the pupil on their @wychwoodschool.org email address and copying in the parents.
18. Teachers must ensure that by the end of the school working day all pupil queries that have come in to date have been dealt with in an appropriate manner. Queries that come in after 4.00pm can be dealt with the following day.

Parents and guardians are informed by the school of the possibility of concurrent lessons running. This is most likely when the school is in session, but individuals are away from school because of covid-19 reasons. Parents and guardians have the chance to object to their children participating in these. If this is the case the SLT will look for possible alternatives such that minimum disadvantage occurs.

Progress Tutors

1. Progress tutors should arrange a means of communication with each of their tutees.
2. Progress tutors should schedule a daily time to touch base with their progress tutees.
3. Progress tutors should arrange a weekly meeting of about 30 minutes with their tutees – this can be a small group meeting.
4. Teachers should advise progress tutors of pupils regularly not completing work and progress tutors would pick up on any issues by email with the pupil copying in parents.

Form Teachers

1. Form teachers should arrange a means of communication with each of their tutees usually in timetabled am and pm form time.

2. Form teachers should arrange to see their forms each Tuesday for long form time.

SPT Members

Please be in touch with your form and progress tutors on a weekly basis or as necessary to pick up on any issues.

SLT Members

SLT members are available to staff, pupils and parents by email or Teams as normal.

How to:

Record a podcast: https://www.podcast.co/create/record-a-podcast#scroll

Use Teams: https://www.youtube.com/watch?v=2Hhqko4pTqs

Add voice over / narration to a PowerPoint: https://www.youtube.com/watch?v=wlha2MaoJEk

Use QuickTime (Macs only): https://www.youtube.com/watch?v=fgBWvU3YNhM

There are MANY other tutorial videos and posts out there!