



SPRATTON HALL

Remote Learning Policy

September 2022

REMOTE LEARNING POLICY

Title: Remote Learning Policy	Responsible: SJSC / SRB / CJB
Date implemented: April 2020	Last review: September 2022
	Next Review: September 2023

Should the school need to close due to circumstances such as those presented by the Covid-19 pandemic, the following procedures will be implemented to ensure Remote Learning (RL) takes place effectively as possible.

The School will continue to use a variety of means for our virtual learning environment. Lessons and form-times are delivered via live Google Meets, recorded videos to demonstrate and model work and to provide support. Google Classroom, our virtual learning platform, One Note and emails are used to set work, send work to pupils and parents and receive work from pupils.

We have set out to give the children the opportunity for live interaction both with teachers and with peers.

1. Remote Teaching and Learning

If the School has had to undergo enforced temporary closure due to Government and public health guidelines, the following will apply:

Pupils are expected to:

- Retain structure to their working day, for the prep school this means adhering to a new Remote Learning timetable similar to that in Appendix 1.
- Be ready for lessons at 9am (Monday live assembly at 8.50am) and attend them fully dressed, and not in pyjamas/nightwear.
- Check their emails and Google Classroom for any messages/resources for each lesson and work through tasks in a timely fashion, by the due date given.
- Communicate via the live Google Meets or via school email with their teachers to ask questions if they do not understand.
- Email support@sprattonhall.com if they are having technical difficulties.
- Treat remote learning the same as classroom learning: the same good behaviour is expected as in school.
- Be aware that all communication on Google Meets may be recorded
- Pupils should not record any live activity at all (unless directed to by a teacher as part of the lesson)
- Ensure that they are polite and courteous at all times.
- Comply with the terms of the School's ICT Acceptable Use Policy by not sharing their password or any sensitive information with others.

Teachers are expected to:

- Upload teaching materials/lessons to Google Classroom as per normal timetabling expectations.
- Teachers will endeavour to set work equivalent in length to the lessons on the RL timetable.
- Be available during scheduled lessons to answer any questions pupils may have via email, Google Classroom or Google Meets.

- It is recognised that it is not easy to estimate the time it takes to complete work and that some pupils will work faster than others. An element of differentiation and/or extension work is to be expected.
- Provide a range of different lesson activities and resources in their lessons, using the variety of online platforms and websites available to them as part of this structure (see Appendix 2)
- Mark and give feedback as far as possible.
- Use the RL rewards programme 'Lockdown Legend Credits' (LLC) and inform FTs when a LLC has been awarded.
- Inform the relevant year group pastoral team for pupils who are not submitting work or not appearing in lessons.
- Respond to parents if they have any queries or concerns.

The Learning Support teachers are expected to:

- Connect with parents and/or pupils, who receive one-to-one support, or to liaise with their teachers to check how they are coping with remote learning.
- The Head of Learning Support will coordinate with relevant teachers to reach out and provide guidance/feedback as necessary.
- Encourage and support their child(ren) to complete the schoolwork and submit it in the agreed way.
- Contact their child's Form Teacher in the first instance if there are any concerns.

2. Form Tutors

Prep School:

Form Tutors will continue to be the first point of contact for parents and pupils in their form group and, as such, they should continue to be available to communicate as necessary with parents and pupils during normal school hours, where possible. Form teachers will communicate with parents by email, where necessary, which may lead to a phone call.

Form Tutors will have a weekly timetabled form session to communicate with pupils in their forms. This time will be to impart information, to check-in with their form, to award LLCs and for any other pastoral / academic matters.

Form Tutors are expected to make a phone call to every family at least once a fortnight. These should be logged and dated in the shared document in the G-Admin Staff Drive.

3. Missing or incomplete work protocol

We understand that work may be difficult to complete at times. If this is the case, parents and/or pupils should inform the relevant teacher in the usual way so that we can be supportive and understanding.

Whilst we wish to maintain our normal high standards, we are sympathetic to the challenges faced by all during the period of RL. If a pupil is unwell and unable to complete work, parents should inform school in the normal way or via the Form Tutor, so that the relevant teachers can be informed.

4. Safeguarding Guidelines

- ◊ If staff are delivering lessons from home via live Google Meet sessions, all should be aware of material that may be visible in the background.
- ◊ All participants should avoid revealing personal information or other sensitive data.
- ◊ All pupils and teachers (and other family members) who can be seen during a RL lesson should be properly dressed and in a suitable location.
- ◊ Pupils should not record any live activities at all.
- ◊ All teachers delivering virtual lessons should ensure they log out and end the virtual lesson at the end of the session.
- ◊ Any concerns raised of a potential safeguarding nature should be notified in the usual way to the DSL and logged on Engage.

5. GDPR and data security: This advice pertains to all users when remote learning:

- ◊ Ensure computers are stored securely, out of view and shut down every night.
- ◊ Keep anti-virus software up to date.
- ◊ Close laptop lids when temporarily not in use as webcams may stay on without a user realising.

Related Policies

- ✓ Safeguarding and Child Protection Policy
- ✓ Addendum to Safeguarding Policy (January 2021)
- ✓ E-Safety Policy
- ✓ Staff Code of Conduct
- ✓ ICT Acceptable Use Policy

Appendix 1

Spring Term 2021 - Spratton Hall lockdown distance-learning timetable plan for parents

Below is the plan for a distance-learning timetable with the whole Prep school in lockdown.

We have decided to make 4 x 1 hr sessions rather than 3 x 1 ½ hour as we did previously, to give us more scope to cover a broader curriculum.

All subjects are being taught, other than Drama, which we consider too difficult to do very easily remotely.

There are 19 timetable periods per week, plus a 'form time slot' on a Wednesday, when tutors will meet with tutees online, and also assembly can be watched. There is a further assembly to watch on a Friday at 1:15pm.

Lessons will continue to be taught using Google Classroom and email to share resources, while a good number of lessons will be 'live streamed' using Googlemeet, or pre-recorded and sent to the pupils.

Pupils should 'register' in with staff at the beginning of each session via a Googlemeet link, where possible. This will not be for every session, but we will attempt it for many of them.

Staff will be posting work early on Google Classroom in some cases, to allow things to be printed off in advance, but pupils should try not to complete the work early and then turn up asking what to do next, as there won't be anything, but should wait for the session, when they will be taught about the work first. Equally, pupils should be ready to start lessons on time, especially if they are 'live streamed'.

If pupils do finish early and there is not any further work to complete for a teacher, there are many sites used by school the pupils can visit to continue practising basics. These include TTRockstars, MyMaths, Linguascope, Typing Club, Quizlet, Traveller IQ. The BBC Bitesize website is also excellent.

Year 8 – new schedule (4 x 1hr sessions per day)

	9:00am – 10:00am	10:00am – 10:30am	10:30am – 11:30am	11:30 – 12pm	12 – 1pm		1pm – 2:30pm	2:30pm – 3:30pm
Monday	Maths (sets)	Break	French 8B Latin 8P History 8Q	Break	PHSCE 8B RPE 8P French 8Q		Lunch	Music 8B Art 8P Computing 8Q
Tuesday	Biology 8A Chemistry 8C Physics 8Y	Break	History 8B French 8P Geography 8Q	Break	English (sets)		Lunch	Physical Activity
Wednesday	French 8B History 8P French 8Q	Break	Biology 8Y Chemistry 8A Physics 8C	Break	Form time 12 – 12:30pm	Assembly 12:30 – 1pm	Lunch	Latin 8B Geography 8P PHSCE 8Q
Thursday	English (sets)	Break	Physical Activity	Break	Maths (sets)		Lunch	Geography 8B French 8P RPE 8Q
Friday	RPE 8B PHSCE 8P Latin 8Q	Break	Computing 8B Music 8P Art 8Q	Break	Biology 8C Chemistry 8Y Physics 8A		Assembly 1:15pm	Lunch Art 8B Computing 8P Music 8Q

Year 7 – new schedule (4 x 1hr sessions per day)

	9:00am – 10:00am	10:00am – 10:30am	10:30am – 11:30am	11:30 – 12pm	12 – 1pm		1pm – 2:30pm	2:30pm – 3:30pm
Monday	English (sets)	Break	Biology 7C Chemistry 7G Physics 7H	Break	Music 7F Computing 7N FDT 7S		Lunch	Latin 7F History 7N Geography 7S
Tuesday	French 7F RPE 7N PHSCE 7S	Break	Maths (sets)	Break	Physical activity		Lunch	Biology 7H Chemistry 7C Physics 7G
Wednesday	RPE 7F Art 7N Art 7S	Break	Geography 7F Latin 7N History 7S	Break	Form time 12 – 12:30pm	Assembly 12:30 – 1pm	Lunch	FDT 7F Music 7N Computing 7S
Thursday	Biology 7G Chemistry 7H Physics 7C	Break	History 7F French 7N RPE 7S	Break	PHSCE 7F Geography 7N French 7S		Lunch	Art 7F PHSCE 7N Latin 7S
Friday	Maths (sets)	Break	English (sets)	Break	Computing 7F FDT 7N Music 7S		Assembly 1:15pm	Lunch Physical activity

Year 6 – new schedule (4 x 1hr sessions per day)

	9:00am – 10:00am	10:00am – 10:30am	10:30am – 11:30am	11:30 – 12pm	12 – 1pm		1pm – 2:30pm	2:30pm – 3:30pm
Monday	Science 6B RS 6S Geography 6W	Break	Music 6B Geography 6S PHSCE 6W	Break	Maths (sets)		Lunch	Physical activity
Tuesday	English (sets)	Break	Geography 6B Latin 6S History 6W	Break	Computing 6B, 6S, 6W		Lunch	LLL 6B History 6S French 6W
Wednesday	FDT (6B, 6S, 6W)	Break	Maths (sets)	Break	Form time 12 – 12:30pm	Assembly 12:30 – 1pm	Lunch	Art 6B Science 6S RS 6W
Thursday	French 6B Art 6S Music 6W	Break	Latin 6B PHSCE 6S Science 6W	Break	English (sets)		Lunch	Science 6B Music 6S LLL 6W
Friday	History 6B Science 6S Art 6W	Break	RS 6B French 6S Latin 6W	Break	Physical Activity		Assembly 1:15pm	Lunch PHSCE 6B LLL 6S Science 6W

Year 5 – new schedule (4 x 1hr sessions per day)

	9:00am – 10:00am	10:00am – 10:30am	10:30am – 11:30am	11:30 – 12pm	12 – 1pm		1pm – 2:30pm	2:30pm – 3:30pm
Monday	French 5C/ 5W Science 5H	Break	Art 5C PHSCE 5H History 5W	Break	English (sets)		Lunch	Geography (5C, 5H, 5W)
Tuesday	Geography 5C Art 5H Music 5W	Break	FDT (5C, 5H, 5W)	Break	Maths (sets)		Lunch	Physical Activity
Wednesday	English (sets)	Break	History 5C French 5H RS 5W	Break	Form time 12 – 12:30pm	Assembly 12:30 – 1pm	Lunch	LLL (5C, 5H, 5W)
Thursday	Science 5C History 5H Geography 5W	Break	PHSCE 5C Geography 5H Art 5W	Break	Music 5C/ 5H Science 5W		Lunch	Computing (5C, 5H, 5W)
Friday	Science (5C, 5H, 5W)	Break	RS 5C/ 5H PHSCE 5W	Break	Maths (sets)		Assembly 1:15pm	Lunch Physical Activity

Year 4 – new schedule (4 x 1hr sessions per day)

	9:00am – 10:00am	10:00am – 10:30am	10:30am – 11:30am	11:30 – 12pm	12 – 1pm	1pm – 2:30pm	2:30pm – 3:30pm	
Monday	Science 4D Art 4R Music 4S	Break	Maths (sets)	Break	Physical Activity	Lunch	Computing (4D, 4R, 4S)	
Tuesday	Geography 4D French 4R History 4S	Break	Art 4D PHSCE 4R PHSCE 4S	Break	PHSCE 4D Science 4R Science 4S	Lunch	English (sets)	
Wednesday	RS (4D, 4R, 4S)	Break	English (sets)	Break	Form time 12 – 12:30pm	Assembly 12:30 – 1pm	Lunch	Physical Activity
Thursday	Science 4D Geography 4R French 4S	Break	Music 4D Science 4R Art 4S	Break	History 4D Music 4R Geography 4S	Lunch	Maths (sets)	
Friday	French 4D History 4R Science 4S	Break	Maths (sets)	Break	English (sets)	Assembly 1:15pm	Lunch	FDT (4D, 4R, 4S)

Year 3 – new schedule (4 x 1hr sessions per day)

	9:00am – 10:00am	10:00am – 10:30am	10:30am – 11:30am	11:30 – 12pm	12 – 1pm	1pm – 2:30pm	2:30pm – 3:30pm	
Monday	Maths (sets)	Break	Humanities	Break	Physical activity	Lunch	FDT	
Tuesday	English (sets)	Break	Science	Break	Maths (sets)	Lunch	Music	
Wednesday	English (sets)	Break	Art	Break	Form time 12 – 12:30pm	Assembly 12:30 – 1pm	Lunch	French
Thursday	Humanities	Break	Maths (sets)	Break	Science	Lunch	Physical Activity	
Friday	Computing	Break	English (sets)	Break	Outdoor Ed	Assembly 1:15pm	Lunch	PHSCE

Appendix 2

IT Platforms at Spratton Hall

As with most workplaces now, the use of IT at Spratton Hall is deeply embedded in our day to day routines. This document explains what these systems are and when you may encounter them as a parent, to remove some of the concern when you start at Spratton as to what can be a confusing array of login information, and how it all links together. If you have any problems with any of this technology working (or not), then contact support@sprattonhall.com , where issues can be resolved by our IT support team.

Parent Sites

Tapestry (<https://tapestryjournal.com>)

Who uses it? Reception parents only.

What is it used for? To record a pictorial record of pupil progress in Reception, with associated teacher comments.

An activation login will be sent to the primary email contact for school, at the beginning of September, to allow parents to access the online journal and view their child's posts.

School website (www.sprattonhall.com)

Who uses it? Anyone and everyone!

What is it used for? While a large part of the website is about advertising what we do to interested parties, there is a section for Parent Information, where documentation such as certain school policies, advice about the curriculum and exams, and other useful general information, is available. There is also an 'amendments' section in School News, where we post any changes to the school calendar and school events.

Google Classroom (<https://classroom.google.com>)

Who uses it? Year 3 to Year 8 pupils, and parents of these pupils.

What is it used for? It is our main education platform for sharing instructions for prep, sharing work and/or useful videos etc, and ensuring work at home is completed. Pupils will be set up at school and login using their Google accounts, on whichever devices they use at home.

Parents are linked to their child and can choose to receive daily or weekly updates from the 'feed' as to what is expected.

ClarionCall

Who uses it? All parents

What is it used for? We use it for communicating messages and letters to parents via email or SMS text. You will be sent messages regarding a wide range of school matters using this system, from a text informing you that a trip is running late on return, to letters from the Headmaster. The system is automatically set up when you join school, as long as your contact details are correct and up to date.

For some messages, where permission is required for a school trip, you may be asked to complete a short online permission reply.

Pupil Only Sites

Tootoot (<https://sprattonhall.tootoot.co.uk/login>)

Who uses it? Year 3 to Year 8

What is it used for? A way for pupils to speak confidentially to the Head of Pastoral Care, Mrs Benn. Tootoot enables pupils to reach out for support through messaging via any platform rather than having to have a face to face conversation. It can be completely anonymous, if the pupil so chooses. Login details are provided in Computing lessons, where the pupils are shown how to access the website if they need to.

TT Rockstars (<https://play.ttrockstars.com/auth/school/student>)

Who uses it? Year 3 to Year 8

What is it used for? Maths sets use it to provide regular practice of times table facts, to increase overall recall speed and accuracy.

A free app version is available to download on most home devices, or it can be played via the web version. Login details are provided by the maths teacher to the pupils at the beginning of the term, which are written in their planners.

MyMaths (<https://login.mymaths.co.uk/login>)

Who uses it? Year 3 to Year 8

What is it used for? Maths sets use it for setting work, either in class or for homework. It can also be used for revision and practice. Login details are provided by the maths teacher to the pupils at the beginning of the term, which are written in their planners.

Linguascope (<https://www.linguascope.com/>)

Who uses it? Year 5 to Year 8

What is it used for? French use it to practice many aspects of language skills. Login details are given out in French lessons.

Typing Club (<https://www.typingclub.com/login.html>)

Who uses it? Year 3 to Year 8

What is it used for? Practising and improving touch-typing speed, which will be an extremely useful skill when the pupils are older, as well as helping in the senior years at Spratton when they have a Chromebook. Login details are provided in Computing lessons.

Chromebooks

Who uses them? Year 5 to Year 8

What is it used for? Pupils are given a Chromebook which they have personal use of throughout Year 5 to Year 8. They will be set up in Computing lessons, and predominantly use the Google drive for saving work etc. Separate documentation as to the appropriate and safe use of this is sent out at the start of term to parents.