



## **COVID-19 College Closure Arrangements**

### **Distance Learning and Pastoral Support Policy**

The information below relates to circumstances around College closure. If individual pupils are isolating work will be provided for them on Microsoft Teams to complete if they feel well enough. If year groups are isolating they will be taught remotely and the Distance Learning and Pastoral Support Policy applies.

#### **Distance Learning**

We encourage pupils in Year 3 and above to follow their timetable; they will be taught using Microsoft Teams. Any timetable changes will be communicated in advance. Tapestry will be used for Year 2 and below.

Wherever possible, we will aim to stick to the planned curriculum and ensure that pupils return to school ready to move on to the next stage of their education. This is a more straightforward proposition in some subjects than others. There are clearly challenges relating to practical work and as such our departments will review their curriculum and adapt where necessary to minimise the impact of the College closure.

Despite the challenges created by the College closure our intent is to ensure that teaching enables pupils to continue to make progress. We will make our teaching as effective as possible, with feedback and assessment remaining a key element of the pupil experience. If we have concerns about a pupil's progress (i.e. they are not completing work or are producing poor quality work) we will contact parents by email or phone.

We expect pupils to continue to follow their timetable as closely as possible. For pupils in the Senior School, tutor time and all lessons will begin and end on Microsoft Teams. The class teacher will be available on Microsoft Teams throughout the lesson if pupils require support. All work set will be on the class Team in case there are any issues for pupils in joining the Teams Meeting. For pupils in the Prep School each class will begin with a daily Teams meeting at 8.30am. We aim to set pupils work that should be achievable in the allocated lesson time although pupils may find that they get through work more quickly as there will not be the usual opportunity to discuss what they are learning with their teachers and peers.



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The below should be adhered to when delivering virtual lessons, especially where webcams are involved:

- Group sessions only - No 1:1 sessions without the permission of the Head or one of the College Deputy Heads. (1:1 sessions may be allowed for peripatetic music, LAMDA and mental health support sessions at the parent's discretion),
- Staff and pupils must wear suitable clothing, as should anyone else in the household,
- Pupils should have their cameras switched on during lessons, unless parents/guardians have requested otherwise,
- Microphones should be turned off during lessons unless they are directed to turn on their microphone by the member of staff, to ask or answer questions,
- Any computers used should be in appropriate areas such as communal areas of the home,
- If a member of staff is using their camera, they must ensure that the background is plain,
- The live class should be recorded so that if any issues were to arise, the video can be reviewed,
- There should be no screenshots taken of lesson content, pupils or staff,
- Live classes should follow the College timetable,
- Staff must only use Microsoft Teams as specified by the Senior Leadership Team and approved by our IT network manager / provider to communicate with pupils,
- Staff should record attendance of any sessions held.

### **One-to-One Sessions**

One-to-one sessions with Microsoft Teams may be allowed for peripatetic music, LAMDA and mental health support sessions at the parent's discretion. Sessions should also be agreed by the Head or one of the College Deputy Heads before they can go ahead.

The guidelines below for one-to-one sessions differ from those outlined above.

- Parents should be aware of the date and time of the session in advance,
- For Year 6 and below, an adult should be present for the start and end of the session and be on hand if needed, but not necessarily in the room. Senior School sessions may be unaccompanied,
- Staff and pupils should select a suitable, neutral location for the lesson such as communal areas of the home,
- Staff and pupils should be dressed appropriately,
- All written and verbal comments must always be appropriate to the formality of the session, as they would be in the normal school context,
- Pupils' behaviour must be appropriate at all times. If pupils are not suitably dressed or if any behaviour is inappropriate, staff will end the online session immediately then email parents and one of the College Deputy Heads to inform them of the reason for this,
- The College will record all sessions to safeguard staff and pupils.



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## **Attendance**

Senior pupils' attendance will be registered at the beginning of each tutor time and lesson and Prep pupils at the beginning of each day and at the beginning of afternoon lessons. If there are any issues or your child is ill and not able to attend a lesson, we ask that this is communicated with the College.

Absence is to be logged in the usual way through My School Portal.

Unless we have had communication that a pupil is ill, then we will assume that they are well and will expect them to be attending lessons. Repeat absences will be followed up with parents/guardians.

## **Pastoral Care**

The College will endeavour to continue to deliver a high level of pastoral care to its pupils, who may be worried about the impact of distancing learning and/or national lockdown. In the Prep School class teachers will keep in touch with each pupil in the class. We expect all Senior School pupils to join tutor time each day as usual. The Section Teams will also keep in touch with pupils via the Year Group Forums on Microsoft Teams. These have been set up to maintain a sense of community, talk to pupils about what is going on, check how they're feeling and keep them as well informed as possible. There will also be opportunities for pupils to take place in various challenges. These Forums are facilitated by the Heads of Year along with the Assistant Head (Wellbeing and Safeguarding) and Form Tutors.

Those who already have mental health difficulties such as anxiety might be finding things particularly tough. Pupils who are supported by a staff mentor or the College Lay Chaplain will receive weekly email contact to keep the contact and offer support. One-to-one Teams meetings may be arranged with approval by the Assistant Head (W&S).

Pupils currently receiving support from our Education Mental Health Practitioner will continue to be offered their one-to-one sessions on Microsoft Teams at the discretion of their parents. Other pupils who are considered vulnerable or receiving support externally will be contacted weekly via Microsoft Teams by a member of the Pastoral Team. The College will continue to liaise with parents/guardians if there are any concerns. If further support is required a one-to-one can be arranged at the discretion of the parents and permission from the Head or one of the College Deputy Heads.

The Lay Chaplain will be available for a drop-in Teams Meeting for any pupil that feels they need support. The timings of this will be advertised to pupils on Microsoft Teams.

The 'Who to Talk To' posters for the College will be updated and circulated to pupils in light of the situation. Regular information will be circulated to support pupils in maintaining their wellbeing.

## **Behaviour, Rewards and Sanctions**

The College continues to maintain high expectations of pupils as detailed in the Behaviour, Rewards and Sanctions Policy and will reward achievement, commitment and effort accordingly.



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In the event of any behaviour management issue, the College will liaise closely with parents and, if relevant, other support agencies.

If pupils are behaving inappropriately, they will be warned by the member of staff. If there is no improvement the member of staff will remove them from the Team Meeting lesson and contact their parents. The pupil will be expected to continue with the learning outlined in their class Team.

Further instances of misbehaviour in lessons or on the IT and E-Learning platform (which includes Microsoft Teams and email) will not be tolerated and will be escalated to a senior member of staff as a serious case of misconduct. The College will look at this on a case-by-case basis in line with our existing Behaviour, Rewards and Sanctions Policy. The College reserves the right to exercise discretion as to the suitability of the type of action applicable in any given situation.

### **E-Safety**

Pupils are likely to spend more time online due to social distancing. Parents/guardians play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The College will continue to educate them about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them. Our expectations regarding e-safety and appropriate use laid out in the Mobile Device Policy, Computer Usage Policy and ESafety Policy are applicable with regards to use of the Colleges online facilities. Pupils, parents and staff should report any issues or concerns to the child's Head of Year, Prep Pastoral Lead, Head of Sixth form or Assistant Head (W&S).