Online Learning Policy

Author: Deputy Head Academic
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Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its pupils and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the *the Safeguarding Policy and Curriculum Policy.*

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

As a Dyslexia specialist Bredon treats all of its pupils as individuals, empowering them to achieve to the very best of their ability. Bredon School ensures that the individual flourishes and reaches their full academic potential by instilling a passion for learning through our broad and innovative curriculum, developing skills pupils will carry with them for life beyond the school gates.

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:

Peninsula, Bright HR, Business Safe (Health and Safety), Atlantic Data (DBS),Educare (online CPD), Schoolpro (Data Officer)

This policy outlines Bredon School's plans and procedure for remote teaching, marking and feedback in the event of a partial or whole closure of the school – Bredon School Online. Additionally, it outlines the school's procedure for remote teaching, marking and feedback, to be put in place for individual pupils in the event of pupil absences, as well as appropriate internal cover or supply cover for remote teaching, marking and feedback in the event of staff (especially quarantine) absences.

In addition, the policy outlines any other occasion that pupils may require, or may be offered, access to lessons or school services online, whilst at home.

Bredon School Online – Bredon's Remote Learning Programme

In the event of a partial or whole school closure, the Bredon's Online programme will provide remote teaching, marking and feedback via the Google Classroom online platform. The Bredon School Online will operate from 08:25 to 16:30, Monday to Friday.

Setting up Remote Learning

Information given to staff:

- A copy of <u>this policy and the Golden Rules (appendix 1) will be made available to teaching staff.</u>
- Updated phone tree
- Instructions to staff to prepare/modify the current term's SOW for teaching online via Google Classroom and ensure they have required resources at home
- Confirm TA's are added to Google Classrooms and inform them of how they will be used for cover
- Instruction to notify the relevant head of school if they expect to have

any difficulty with WiFi access at home
- Instruction to notify the relevant head of school of any coursework planning required, especially Year 11-13

Information on how to undertake pupil registration Information to be sent to parents:

- A copy of [Bredon School's Remote Learning Procedure](#), including instructions for operating laptop and connecting from home (Home WiFi Connect, Pupil log-ins, Bredon School Student IT Permissions)
- Copy of individual learner's lesson timetable (Form Tutor)
- Contact details for school therapists and counsellors
- Helpline phone number (run by SLT)

Running Remote Learning

Care should be taken to ensure lessons are accessible and well differentiated, to allow for different working conditions for pupils in the home and their specific access needs. Lessons should be planned as follows:

1. Introduction	This should be an explanation of the context of the task. You could explain it in writing or by audio/video introduction or commentary.
2. Main task	This is the document on which the work should be completed.
3. Conclusion/Reflection	Something to support the students to reflect/comment on their learning.

Outline of the specific online learning programmes that are in used in your school

- Bredon School predominantly uses Google Classroom for its online learning programme. This is a programme that our students are used

to using within their usual lessons. Daily work scheduled for each lesson is uploaded to the Google classroom, so students can access set work on a lesson by lesson basis.

- This will also be fully supported by Google Meet allowing all students to fully engage with their lessons and receive additional support from their teachers. Google Meet is a face to face application, allowing students to sign in with their teachers on a lesson by lesson basis.
- Google Meet also allows them to interact with their fellow peers, something they would very much do in the normal classroom environment.

Helplines/email for parents & students

Key contact details

Deputy Head Pastoral and Safeguarding	Charmain Eaton eatonc@bredonschool.co.uk Mobile: 07920548531
Deputy Head Academic	Nathan Monk monkn@bredonschool.co.uk Mobile: 07494759812
Head of Junior School	Sue Dickson dicksons@bredonschool.co.uk Mobile:
Housemistress – Jarrett	Natasha Deary Dearyn@bredonschool.co.uk Mobile:
Housemaster – Sharp	Ben Phillips phillipsb@bredonschool.co.uk Mobile:
Housemistress – Thomas	Gina Odam odamg@bredonschool.co.uk Mobile:

Timetable of daily lessons, Senior School Years 7 to 13

We are continuing to schedule inline with every student's normal timetable.
Morning registration 08:30 (all year groups)
Lesson 1 starts at 08:50
Lesson 2 starts at 09:45
Break 10:40 to 11:00
Lesson 3 starts at 11:00
Lesson 4 starts at 11:55
Lunch 12:50 to.13:50
Lesson 5 starts at 13:50
Lesson 6 starts at 14:45
Lesson 7 starts at 15:40

Most lessons will be for 55 minutes, except for lesson 7, which is for 50 minutes, allowing suitable time for rest breaks etc.

If students are unable to attend school due to ill health, please email their tutor directly and call the school absence line on 01684 293156.

For our International students experiencing time differences from the UK, individual support will be allocated.

Junior School, will offer a bespoke programme, focussing on Maths and English for morning lessons, with more practical tasks for the afternoon. This will be fully supported by the Junior School staff. Further details can be obtained from Mrs Sue Dickson dicksons@bredonschool.co.uk .

Marking/feedback

Daily verbal feedback will be given by each teacher during and at the end of the lesson. Our marking policy continues as it would be in school, with written feedback every two weeks , giving clear feedback on work produced and guidance on what has been done well and how work can be improved.

Indicators grades on Achievement, Behaviour and Effort will also be provided.

Exams Summer

Bredon school will be led by the latest government advice on exams.

Annual Reviews, SLS and SALT provision

- Mrs Grant (Head of Learning Development) leads our SEN team. She will coordinate all SLS lessons and support our SALT team. Jodie can be contacted on granj@bredonschool.co.uk
- Annual reviews will continue to take place, but will be held remotely , usually through telephone facilities/ Google Meet.
- Supporting Annual Reviews are:
  VACANCY - SEN Administrator role
  SENCO Mrs Amy Leeke leekea@bredonschool.co.uk
  SENCO Mrs. Harriett Reynolds reynoldsh@bredonschool.co.uk

Reminders of social platforms

Bredon School has a active Facebook page, keeping our parents up to date with current events

Online resources provided for Excluded Pupils

Staff must not arrange face to face lessons with excluded pupils during their period of exclusion.

Classwork must be provided for the individual, with clear instructions on Google Classroom. Work completed by pupils must be marked and feedback given in accordance with the school's marking and feedback guidance.

Online provision for pupils unable to attend school due to health

By arrangement with parents, staff may include pupils in lessons via Google meet. Classwork should be set with clear instructions given on Google Classroom. Work completed by pupils must be marked and feedback given in accordance with the school's marking and feedback guidance.

Online provision by external tutors

Pupils from any year group may request for additional tutoring by an external tutor. Any tutoring sessions must not replace any timetabled lesson. The school can only accommodate this if a suitable time can be found in the individual's timetable.

Any external tutoring must be approved by the HoD of the relevant department. Material covered during online tutoring must be agreed and monitored by the relevant HoD at regular intervals depending on the frequency of the tutoring sessions.

Feedback from the tutor to the HoD must occur at regular intervals.

Pupils attending external online tutoring must be located in an area with school staff in close proximity.

If tutoring takes place during the school day, the relevant HoD must take responsibility for registering the pupil on schoolbase.

Appendix 1 - The Golden Rules of Remote Teaching

1. Where am I setting up my classroom?
Make sure you are in a reasonable quiet common space like the lounge or kitchen, definitely NOT your bedroom.

Try to be in an area with a plain background, if possible. If not, please ensure there isn't any offensive or personal information behind you. Try to have your back to a wall.

2. What am I wearing?
You will need to be clothed and not in your Pyjamas. Make sure your family members or guardians are aware that a class is taking place (so they don't get caught out being half dressed or saying something they wouldn't want broadcast!)

3. How should I behave?
Treat it like you are at school and be kind and respectful towards each other – negative behaviour cannot be tolerated and teachers can delete you from a lesson. Parents/guardians would be contacted, although we do not expect negative behaviour to happen.

4. Who can be in the lesson?
This is your lesson so there should only be one person who joins the meeting.We expect that there will be an adult in the house nearby.

5. When should I get prepared?
You should be ready five minutes before the agreed time starting with the 8.30 tutor meeting.

6. Is there anything else I need to know?
Remember that you must never record or take screenshots/photos/film of the class, teacher or classmates. This is important to remember, can be illegal and against school policy.

7. Listen to the teacher's instructions.

For example when the teacher is talking mute your microphone, give a thumbs up for 'I understand' or put your palm up to show you want to ask a question.

8. Enjoy the lessons.
Be positive and do the best you can, give your teachers feedback and ask for support when you need to.