



# ST. BEDE'S COLLEGE

## REMOTE LEARNING GUIDANCE

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

### Introduction

This guidance covers remote learning (i.e. pupils learning at home in place of their lessons at school) in the case of both pupils having long-term authorised absence and school closure.

The purpose of this guidance is to ensure that there is continuity regarding pupil learning and progress in both scenarios. This guidance summarises the provision of remote learning for pupils in this position, so that there are consistent and well-understood expectations of the level of support that will be provided for the pupils concerned.

The College has plans to avoid closure if at all possible, for instance through the use of alternative premises if the site is unusable or the combination of classes if a disproportionate number of teaching staff are absent, though in certain circumstances closure may need to take place, particularly where it is advised by local civil authorities.

Given the dissimilar nature of learning and resources in different sections of the College, the guidance is divided accordingly.

### Senior College

#### Remote learning for students with long-term authorised absence

This will generally only apply to pupils with more than a week (5 working days) of authorised absence. Arrangements will be as follows:

- The College will provide remote learning to pupils, mainly via OneDrive / Microsoft Teams.
- Subject teachers will set all class and homework (where relevant) tasks through OneDrive / Microsoft Teams on a regular basis and according to existing timetables to ensure that the pupils' work is structured and can be completed in a timely manner. Subject Leaders and Heads of Faculty will help to ensure that teachers in their departments are setting appropriate tasks in line with schemes of work, with appropriate resources.
- Form Tutors will maintain regular oversight of tasks set to ensure that all subject

departments are setting work in a regular and appropriate manner.

- Completed homework exercises can be submitted via OneDrive, Microsoft Teams (assignments) or via email for marking by teachers where appropriate. Electronic work can be shared on OneDrive or completed in assignments on Microsoft Teams and hard copy work can be emailed to teachers or attached to the OneDrive / Microsoft Teams assignment submission, once scanned or photographed. Work will be returned to pupils in a timely manner via OneDrive / Microsoft Teams or can be alternatively scanned or photographed and emailed to pupils.
- If the pupil is absent during a period of mocks, assessments or class tests, papers will be sent to them via OneDrive / Microsoft Teams for completion at home under exam conditions (instructions will be provided).
- If extended written notes are taken in lessons by pupils, a copy of these notes will be forwarded to the pupil via OneDrive / Microsoft Teams. In some circumstances, such notes will be supported by reference to key pages in textbooks if available.
- Absent pupils can and are encouraged to email their subject teachers to ask questions about any work set, preferably during school hours. Once the pupil returns after the extended period of absence, their Form Tutor and subject teachers should speak to them individually to ensure that they are up to date with and understand the work which has been covered during their absence.

### **Remote learning in the case of College closure**

- The College will provide remote learning to pupils mainly via OneDrive / Microsoft Teams. If any pupils, parents or teachers experience any issues with these platforms they should contact the Form Tutor in the first instance and suitable guidance will be given.
- In addition to ensuring that they have access to OneDrive / Microsoft Teams, pupils must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks (if appropriate). If a potential College closure is anticipated, students will then be advised to take all exercise and text books home at certain times, for example at the end of school on a Friday.
- Subject teachers will set all class and homework (where relevant) via email or OneDrive / Microsoft Teams by 9am on each day that the College is closed.
- Completed classwork should be returned by pupils to their teachers via email or OneDrive / Microsoft Teams by 4pm each day.
- Teachers will be remotely available during the day to interact with students. This will be done via a Microsoft Teams group chat: such pages will be set up for each year group within each subject. Teachers will need to refresh the page regularly through the day to ensure that all pupil comments are noted and, where appropriate, responded to. In addition, pupils may email teachers outside of school hours to seek clarity over homework tasks.
- Completed homework exercises can be submitted via email or OneDrive / Microsoft Teams for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Microsoft Teams and hard copy work can be emailed to teachers, or attached to the OneDrive dedicated file / Microsoft Teams specific group task submission, once scanned or photographed. Work will be returned to pupils in a timely manner via OneDrive / Microsoft Teams or can be alternatively scanned or photographed and emailed to pupils.
- If pupils are absent during a period of mocks, assessments or class tests, papers

will be sent to them via email or OneDrive / Microsoft Teams for completion at home under exam conditions (instructions will be provided).

- Where necessary, departments may set common assignments across year groups rather than on a class-by-class basis. In such cases, whilst the submission of work will still be possible, the marking and return of work may have to be delayed further than normal.
- During a period of College closure, the management of set work and marking amongst teachers remains the responsibility of the Subject Leader.
- If the College closure is for an extended period, work will be set to ensure effective progression through schemes of work to ensure curriculum coverage. This will be particularly important for GCSE and A level classes. Examples of work set may include use of OneDrive / Microsoft Teams and resources, the reading and noting of material from textbooks and / or the provision of notes, presentations or video clips. Homework will be used to assess the learning of new material or in preparation for subsequent lessons.
- If any subject teacher is ill and unavailable during a College closure, he / she must inform his / her line manager, who will ensure that appropriate work is set for pupils.
- Please note that personal email accounts and / or social media must not be used to communicate with pupils at any time.
- All other activities beyond those specifically associated with academic lessons will be suspended for the duration of the College closure.
- Staff and pupils can communicate via the chat facility in Microsoft Teams but currently not through the video tool.

## **Prep School**

### **Online learning in the case of school closure**

- The school will provide online learning details to parents. If parents experience any issues with this, they should contact their child's class-teacher
- In addition to ensuring they have access to online learning, school must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks.
- Class teachers will set all class and homework (where relevant). Pupils may have enquiry-based learning projects set with clear content and guidance.
- Teachers will be available for support via email. In addition, parents may email teachers to seek clarity over homework tasks.

## Safeguarding Appendix

Online or offline, effective safeguarding requires a whole-school approach and the College's Safeguarding Policy always applies. All staff have been reminded of their safeguarding obligations. If there are any safeguarding incidents or potential concerns, reports should be made according to the College's policy. This is on the College's website.

**If you have a safeguarding concern, please contact Mrs Pike or the relevant Head of Section. We ask parents to support their child working online and to think about digital safety.**

### Things to consider:

Location/Environment

**Video conferencing will not take place**, but there may be audio conferencing. Everyone should think about where they are working. It is not ideal for pupils to be working in their bedroom. Parents please check where your child is working.

### Ground rules to consider for teachers to consider

1. Always make a note of the conference timing and who participated, including those that arrived/departed early or late. Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing

If the service you use records the conference, make sure that everyone is aware of this. It is important to know how long any recordings are kept for and how to access them.

2. Ensure online tuition follows best practice and is in-line with the College's Safeguarding Policy.

### Behaviour

1. The College's IT Acceptable Use Policy will apply.
2. The College's Behaviour Policy will apply - if there is an online conversation, it will be led by the teacher.
3. If there is **interactive, live or synchronous activity**, which means that pupils and staff are connected in the same service at the same time, live audio classroom rules will apply.

### Ground rules to consider

It is worth considering some ground rules; creating safe spaces and explaining these at the introduction to each session. An example might be who is allowed to speak and when. If this is the first time that classes are delivered online, it may take some time to become familiar with the new environment.