



The Mall School

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## **Remote Teaching and Learning Policy**

### **1. General statement of Policy**

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during a school closure. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. This policy has been drawn up to protect all parties: pupils, parents and staff, and applies to all teachers, teaching assistants and admin staff.

### **2. Responsible staff**

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team.

It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities (see also the School's ICT and Email policies).

The School will endeavour to ensure that staff have access to a suitable device in the event of closure, for example, that members of staff are supplied with a laptop to facilitate provision of work and a means of communication with our pupils.

### **3. Remote Teaching and Learning**

While some work will be completed by analogue means there will also be a need for digital learning as well. In this instance, email and Microsoft Office 365 will be the primary platforms for this work. In conjunction with this provision of work, the Zoom app will be used for video-conferencing to provide pastoral support.

We are aware that if all schools are required to work remotely then there may be technical issues and bandwidth restrictions. We are also mindful that some students may find working from home challenging.

### **4. Expectations**

Teachers will need to make themselves available during their normal working hours and should communicate with the Head of Juniors (Reception to Year 3) or Deputy Head (Year 4 to 8) if this is not possible.

#### 4.1 Pupils

Pupils need to understand that remote learning is a new experience for teachers as well as students so there is a need to be mindful and interact patiently and respectfully.

- Pupils should only use technology at home with the permission of their parents or a guardian.
- Pupils should try to maintain some structure to their day. Check emails and Microsoft Office 365 to see any new posts in the chat room or any new assignments for each subject. Complete the work that has been set and, if requested, save it on OneDrive or email it to the relevant member of staff to be marked.
- Use email and Microsoft Office 365 to communicate with their teachers and ask questions if they do not understand a task or require help.
- Never reveal their password to anyone.
- Be responsible for their behaviour and actions when online.
- If a pupil comes across offensive material they should report it immediately to their teacher or parent.
- Pupils must not record or take photos of classmates or teachers during video conferencing sessions, nor share lessons publicly.
- Pupils should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents contacted.

#### 4.2 Teachers:

The Mall School will make provision for remote contact with pupils on a daily basis for pastoral care. In addition teachers will ensure pupils have access to work that allows them to continue working while at home. We are mindful of the challenges of remote learning in an unfamiliar environment and that some subjects and activities do not lend themselves well to remote learning.

- Staff have access to email and Office 365, in particular Microsoft Teams, and classes have been set up.
- Staff will receive training to make them familiar with the main functions of Microsoft Teams
- Staff to email or upload tasks to Office 365 and provide each class with a basic weekly timetable.
- Pupils and parents can email or use the chat function in Teams to ask questions about the work. Teachers will endeavour to respond within 24 hours.
- Office 365 and email allow for some pieces of work to receive written feedback.
- Office 365 may be used for boys to take online quizzes on what they have learnt.
- Teachers will continue to award house points, credits and certificates as appropriate.
- The school will endeavour where practicable to provide hard copies (for example, textbooks) of the work boys have to complete.

#### 4.3 Heads of Department:

- Fulfil expectations of a normal classroom teacher.

- Regularly check department pages and the work being set on Teams.
- Regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.

#### 4.4 SEN:

- Where a boy is in receipt of an EHCP the school will endeavour to match the level of support the boy would normally receive.

#### 4.5 Parents:

- Encourage and support your sons by finding an appropriate place to work and checking that the core set work is completed each day.
- Contacting the class teacher (Reception to Year 3) or the form tutor (Year 4 to 8) by email or through the Chat facility on Teams if there are any concerns.

### 5.0 Video-conferencing

Teachers will be using the Zoom app to initiate video conferencing for pastoral purposes only. There will be a daily meeting for the purpose of checking on the boys well-being. Video-conferencing does not lend itself to online teaching which will be conducted mainly through pre-recorded descriptions of activities for the boys to complete.

Parents should assist the boys with accessing the video conference but otherwise should not take part. If a parent wishes to discuss something with a member of staff they should email or use the Chat function in Office 365.

Furthermore, pupils must remember that, despite being at home, a conference with a teacher is an extension of the classroom and pupils should conduct themselves as they would at school. This includes:

- Dress appropriately.
- Work in a suitable space i.e. somewhere quiet, safe and free from distractions where parents can see and hear what is happening.
- Be punctual, log on and be in the waiting room early to ensure the interactive session can start on time.

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