

DAUNTSEY'S SCHOOL

REMOTE LEARNING POLICY

In the event of an enforced school closure, the following procedures are in place for remote learning. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, pupil progress should not be negatively impacted.

Teachers

- In the event that the School is closed to pupils, all teaching staff will be expected to be present at School unless the Head Master or the government issues advice to the contrary. Teaching staff should only teach from home in the following circumstances:

 - If the government closes the School to all pupils and staff, or if they separately advise everyone to work from home
 - If members of staff are self-isolating in line with government guidance; or
 - Members of staff need to be at home for other reasons (e.g. childcare arrangements)

There is no expectation or requirement for staff to teach if they themselves fall ill.
- A post on Firefly should be made to outline the work set for each timetabled lesson. Enough work should be set to fill the lesson time, with more set for 'homework' as per the usual prep timetable. The prep should be clearly labelled as such in the task description. This should be posted as early as possible on the day of the lesson, and at the very latest, by the time of the lesson.
- There is an expectation that each member of staff will meet their classes via Microsoft Teams once per week at the very least, during one of the normal timetabled slots. The nature and length of these lessons will vary between different year groups and subjects, but it is important that pupils are given this chance to interact with their teacher. These lessons replace the need for work to be set on Firefly for that period.
- Invitations to pupils for lessons via Teams should be sent out by the end of the previous day at the latest. This is so that pupils can see these when they check their emails at 8.25am each morning.
- If staff are unwell or unable to offer sessions via Teams for any other reason, they should follow the usual absence procedure by contacting the Second Master. If staff experience technical issues, they should contact the Head of Professional Development (JMW) or a member of the IT team for help in the first instance (help@dauntseys.wilts.sch.uk). The Deputy Head (Academic) and Academic Coordinator (VAHW) are also available to

provide assistance. It is worth remembering that buffering issues can sometimes be improved by turning off video and switching to audio only.

6. Lessons that are taught via Teams cannot currently be recorded. Teachers must be dressed professionally if they can be seen on camera. There is no expectation to register pupils for these lessons via iSAMS, but tutors should be informed when pupils are absent.
7. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.
8. It is each pupil's responsibility to complete the work set or communicate to their teacher why they cannot do so. Teachers are expected to make the tutor aware of a pupil who does not complete work.
9. Teachers are asked to ensure that all pupil queries are dealt with inside 24 hours (excluding Sundays or other non-teaching days).
10. Teachers should take into account adaptations to home learning for pupils receiving Learning Support and the most able, ensuring they are able to access the work and that there are appropriate expectations of the work they will produce.
11. Teachers should ask for work to be submitted as appropriate via Firefly. This can be accessed by clicking on the 'Tasks' menu option, followed by selecting the task set. Pupils who have submitted work will have 'File received' written under their name.
12. Work should be marked as normal. This can be done via Firefly by following the instructions in the previous point, then selecting a pupil and clicking on 'Add Mark, Grade or Feedback'.

Heads of Department

1. Should regularly check in with their teams to ensure that staff are able to use Microsoft Teams and consistent in their approaches, and pick up on any potential concerns early on.
2. Should provide support to colleagues in their department to ensure that work is provided as required.

Tutors (supported by Housemasters/mistresses)

1. Should post a personal tutor group message on Microsoft Teams to offer support, then follow up on any concerns raised.
2. Should 'meet' with each member of their tutor group at least once a week using Teams. This can be done as a whole group. It is recommended that this take place one morning at 8.25am, when many pupils are already used to having tutor group sessions.

3. Should be prepared to follow up on anyone who has not been completing work. This is likely to entail contacting the pupil and/or parents.
4. Should be mindful of tutees who may feel particularly isolated or anxious during this period. This is likely to mean having additional contact with these individuals.

Pupils

1. Should check their emails a minimum of once every school day, at 8.15am (exceptions may apply – e.g. pupils who are overseas). This is important in order to receive lesson invitations via Microsoft Teams, task notifications via Firefly, and for other communication with staff.
2. Should follow their normal timetable as far as possible, completing tasks set on Firefly and attending any lessons and tutor periods arranged via Teams. Pupils who are unable to attend live via Teams (e.g. for pupils in a different time zone) should complete any work set from the lesson as soon as possible. This will be posted on Firefly.
3. Should be fully dressed and in an appropriate space if they can be seen on camera via Teams. Pupils may choose not to be seen on camera if they wish.
4. Should submit any work requested via Firefly by clicking on the task set, followed by ‘Send a File’.
5. Should communicate with their teachers and ask questions if they do not understand, either via email or via a Chat or Video Conversation that has been set up for a lesson via Teams.
6. Should not record or share any meetings conducted via Teams.
7. Should also make use of subject-specific online learning packages as appropriate to supplement their learning. A list of these will be posted on Firefly.
8. Should email IT Support if they experience technical issues with Teams (help@dauntseys.wilts.sch.uk), or the Database Manager if they experience any technical issues with Firefly (c.jones@dauntseys.wilts.sch.uk).
9. Should read and adhere to the School’s home learning agreement (included in this document as ‘Appendix A’).

Parents

1. Can help to encourage and support their children's work by ensuring they have an appropriate place to work, checking that work set on Firefly is completed by the end of each day, and ensuring that the normal school timetable for the day is followed as far as possible.
2. Should contact the subject teacher / tutor in the first instance if there are any concerns.
3. Should not attend or view any meetings conducted via Teams. These are for pupils only.
4. Should make arrangements for their child to come into school if they do not have access at home to the internet or a suitable device (e.g. PC, laptop, tablet or smartphone). If this is not possible, they should contact their child's tutor to make them aware.

Jon Tyler
Deputy Head (Academic)

Reviewed: October 2020

Next Review: October 2021

Appendix A: Online Home Learning Responsible Use Agreement

These rules are an extension of the School Code of Conduct and the School Rules, Rewards & Sanctions. All pupils are expected to follow these rules and guidelines and all other existing School policies continue to apply.

Rules

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house or they know I am using it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and Other interactive applications); this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I will not forward links or invitations to any meetings on Microsoft Teams to any other people except for members of the class which has been invited.
- I understand that these rules are designed to help keep me safe and that if they are not followed then School sanctions will be applied and my parents may be contacted.

Guidelines

When participating in a video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behavior in a classroom.

This includes:

- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom)
- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

Will Ethelston
Bursar

Appendix B: How To Access Teams (for pupils)

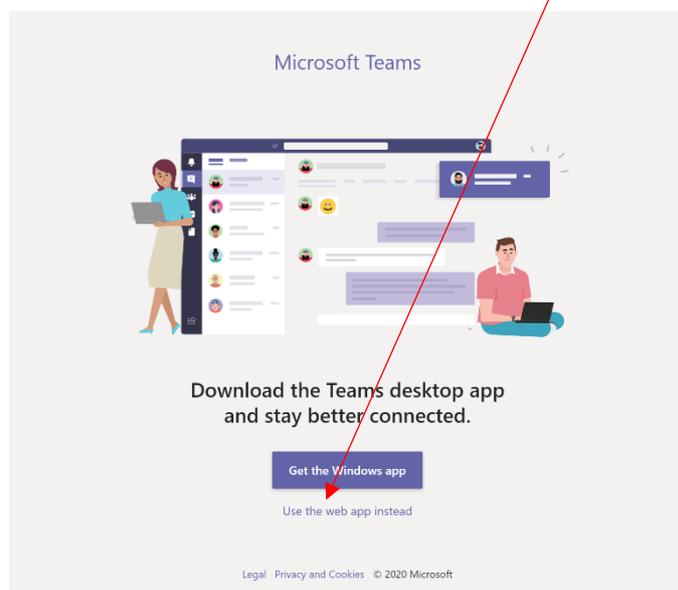
- 1 Sign into Office 365 with your school account (username@dauntseys.wilts.sch.uk and password), or log into the Microsoft Teams app.
- 2 Please accept any meeting invitations you have been sent by your teachers. These will then show up in your Teams and Outlook calendars.

To access Teams on the web...

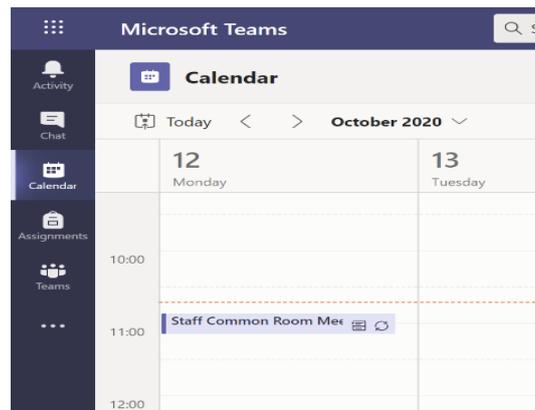
- 3 Select the Teams web app.



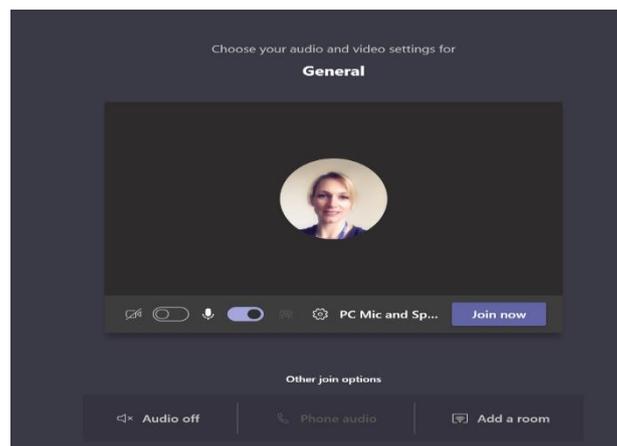
- 4 When the following screen appears, click to use the web app instead.



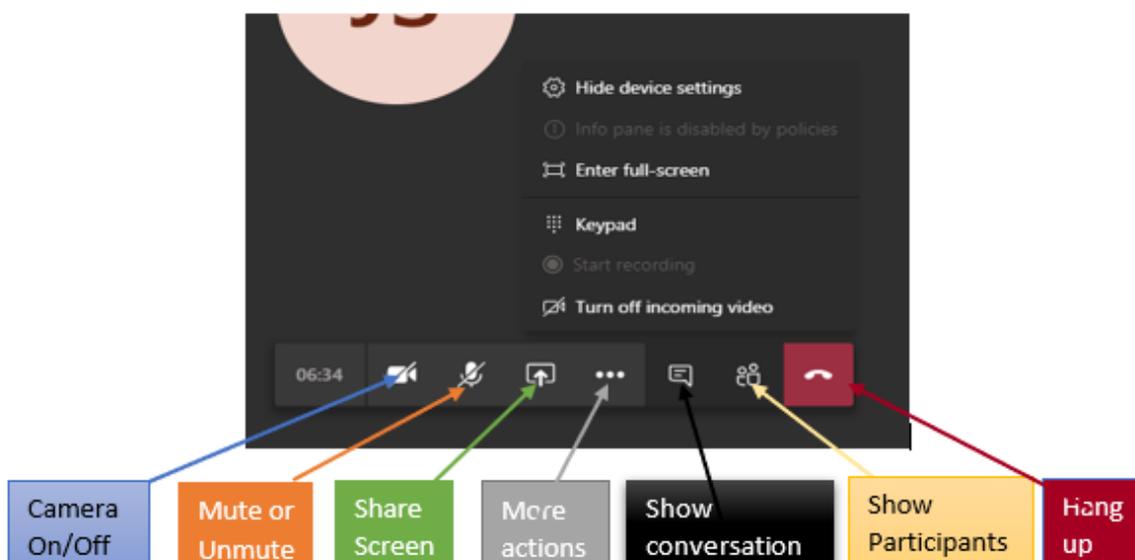
5 The following screen will appear. Click 'Calendar' and join the relevant lesson.



6 You will see the next screen. You should be signed in and be able to see your initials or picture.

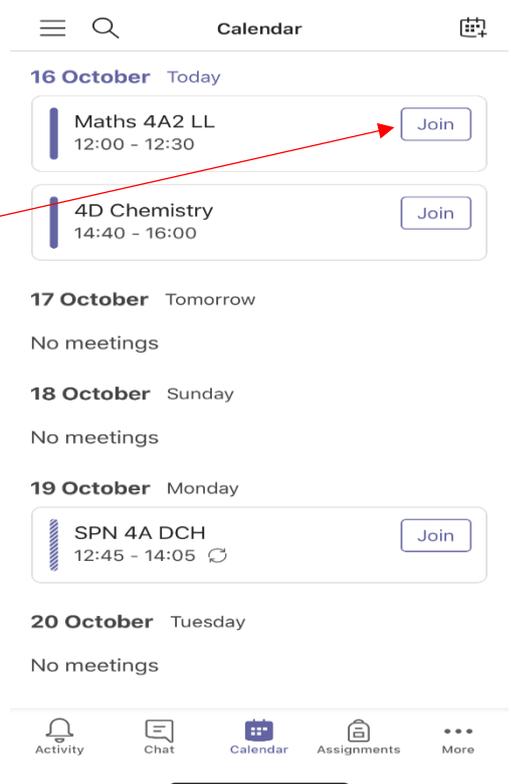
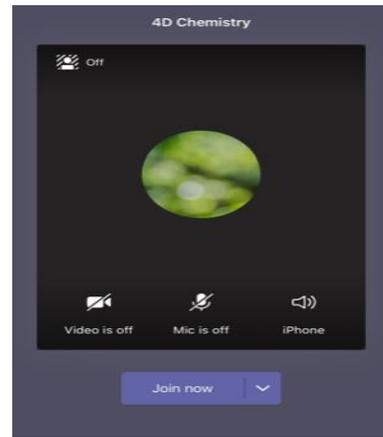


7 You will then see the following screen once you have been let into the meeting.



Alternatively, to login via the app...

- 1 Open the app and sign in, if you are not signed in automatically. Check you are signed in to YOUR account.
- 2 Click 'Calendar' and join the relevant lesson.
- 3 Press 'Join now' when you see the following screen.



- 4 You will then be in your lesson, ready for some marvellous learning. Meeting controls will be as follows:

