**QEII Provision for Online Teaching and Learning for Students and Parents**

# This guidance is intended for use when a class or larger groups of students are required to work remotely due to partial school closure. The guidelines are intended to support parents in supervising the work their children do whilst learning at home.

# Lesson Allocation Expectation

In the case there is a full school closure, students working at home and remotely in school are encouraged to follow the structure of their school timetable.

There will be live sessions interspersed throughout the school timeable, at a time teachers will arrange. This will not be for every lesson on a student’s timetable, but usually for at least one lesson a week for core subjects, and one session every two weeks for other subjects. Live sessions will take place through Microsoft Teams or Google Meets and joining details will be sent out with sufficient time to plan for them. Teachers will ensure that live sessions are kept to a reasonable length of time to protect them from screen time fatigue. Live sessions will not be recorded. If a student misses a live session, they will be able to speak to their teacher through Google Classroom to gain resources, direction or feedback from the session.

For the lessons that are not live sessions, students should work on assignments set via Google Classroom. The School will endeavour to focus on screen use rather than screen time.

# Assignments and Feedback

Students’ assignments will be set through Google Classroom, with all assignments allocated a due date to show in students’ Google Calendar. It is advised that students use their Google Calendar to structure their work, and make sure assignments are submitted by the date set. Assignments will often be required to be edited using the Google Suite applications. Students will be able to edit their own document and not the original one set.

Sometimes, assignments may require students to access other platforms outside of the Google Suite. With lots of login details to remember, students’ should keep all login details neatly in the notes section in their planners.

Students will receive feedback for their assignments in written and verbal form within live sessions in a timely manner.

If students are struggling with work from their subject teachers they can contact their Key Worker for support and guidance. If it is appropriate, the Key Worker can then liaise with the students’ subject teacher. If a student is struggling to complete their learning independently at home they must make this known to their Key worker where further provision can be looked at.

Student Guidance for Live Sessions

· Students should aim to arrive at the time of the session, not before. The lesson will start when most people have arrived.

· The duration of a session will be around 30- 40 minutes.

· Live sessions may involve a whole class or a smaller group from a students’ whole class.

· Students are to join sessions with their microphone off (muted), where they are to use the chat box responsibly, only to ask the teacher a question or reply to one.

· If students are required to turn on their camera they are to be dressed appropriately and in a family space where the background is neutral or blurred. A space which is quiet, away from distractions, with good connectivity and preferably in the same place every time for each live sessions is advisable.

· The teacher may require students webcams/phone cameras are disabled during a live lesson and not be switched on. Often the only face a student will see are the teachers.

· Students may not record the sessions.

· If students are late, they are not to panic; the platform will still let you join. If they cannot join the live session, they are to make the teacher aware via their Google account.

· Students are to make a note of live session times, so they know when these are.

· Live sessions can only take place if more than one student attends.

· Students are requested to make sure they "hang up" to end the video when the lesson is complete.

Safeguarding

Parents should be aware that students are using their own devices at home away from the usual checks of the school systems. The only realistic way of auditing their online safety is through education and raising awareness. A common-sense approach is required and it is recommended that parents oversee how the devices are being used. The School Acceptable Use Policy, signed by all users of School systems remains in force. All users must ensure that they follow this.

When working online it is especially important for parents and carers to be aware of what their children are being asked to do, including:

· sites they will be asked to use

· school staff their child will interact with.

We encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

The Schools Child Protection and Safeguarding Policy continues to apply when students are working online. Parents and Carers should report concerns to the school immediately. This includes viewing harmful or explicit content, and cyber bullying or online abuse. Support can be found at [Safer Schools Website](https://oursaferschools.co.uk/), National Crime Agency’s [Child Exploitation and Online Protection command](https://www.ceop.police.uk/safety-centre/) and from [Anti-Bullying Alliance](https://www.anti-bullyingalliance.org.uk/tools-information/if-youre-being-bullied).

It is important for teachers, students, parents and carers to maintain professional practice, particularly with communication. Communication between all parties will be within school hours as much as possible and through the school approved channels. Please note that parents are required to use Intouch or enquiries to contact teachers at school and not a student’s Google account which is used for learning purposes only.

Routines support behaviour and students will be finding a new rhythm within the home. Talk to your child to help them plan their new routines. Good practice in this area is set out in [Guidance on Support Children and Young People's Mental Health and Wellbeing](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress). Routine can give children and young people an increased feeling of safety in the context of uncertainty.

We encourage a ‘family friendly’ physical space where students complete their online studies. This is important to ensure safety of both pupils and teachers, and in order for maximum the impact of learning. A space which is quiet, away from distractions, with good connectivity is advisable.

Self-Isolation

If your child is required to self-isolate through no fault of their own, other than due to a part school closure, they are able to continue their learning provision online. An area has been set up on our school website detailing content covered for each year group, along with a list of useful websites and online resources. Each of your child’s classes also has an online space on Google Classroom where they are able to contact their teacher.