



ST MARY'S SCHOOL ASCOT

Continuation of education during leave of absence from school: guidance for pupils and parents

Updated 5 January 2021

We are very proud of the St Mary's online learning provision that we have developed during the pandemic.

Online learning enables the pupils to progress with the benefit of their teachers' teaching and support, even when the pupils and/or the teachers are not able to be in school.

This guidance is to ensure the consistency of approach and provision and to clarify for pupils and parents the expectations for this different way of learning and working.

Creating a positive online learning environment

Girls should have a designated workspace that is quiet and well-lit. They need space to work with their books, files and devices and a comfortable chair. Girls should eat at regular intervals, having had breakfast before 8.20am and lunch in their lunch break, and keep well hydrated. They should be encouraged to go outside for fresh air and exercise every day. In the 15-minute break between lessons, girls should get up and move around; ensure that they stretch their body; give their eyes, ears and brains a break from screens; and go to the loo if necessary. This will aid their concentration for the next lesson and help them remain positive and focussed throughout the remote learning period.

Guidance for pupils for online learning

1. Pupils must abide by the school's ICT Acceptable Use Policy at all times.
2. Pupils are expected to behave courteously and appropriately at all times and follow the normal high expectations for classroom behaviour. In the case of a lesson delivered by Teams, pupils are expected to listen respectfully to others and contribute purposefully to the lesson.
3. Pupils must ensure that they have access to an internet connection and a web browser so that they can access school emails, Microsoft Teams, SMILE and other resources required for their learning. Pupils must ensure they prepare for all lessons in advance and have all their books, files and a charger on hand for their iPad or laptop.
4. Pupils should be online during the normal school day (GMT), and follow their normal timetable. This includes Chapel, House meetings or Tutor time at 8.20am and their tutor period in period 5 on Tuesdays. Pupils living in different time zones will be able to view recordings of lessons they are unable to attend 'live'.

5. A register will be taken in lessons for pupils following GMT. Evidence of completed work will be used to register attendance for pupils in different time zones.
6. Pupils must participate fully in online learning sessions and complete all work set. Study should be returned to teachers electronically, in accordance with the regular study timetable. Pupils in Years 7 and 8 will not be set study. Year 9 pupils will be set one study per subject per week. Year 10 study will be reduced by 10 minutes per study. Year 11, Lower Sixth and Upper Sixth will be set study as normal and teachers will be mindful of the additional time required to upload or email study.
7. Pupils must use email or the chat function on Teams to communicate with their teachers and to ask questions if they do not understand. The chat function, or any other platform, should not be used to communicate with other pupils during the lesson unless instructed to do so by the teacher. Heads of House should be copied in to all emails with teachers in line with our normal practice as detailed in the attached ICT Acceptable Use Policy.
8. If invited to join an online conversation or lesson, pupils must:
 - be suitably dressed and in a quiet space without other people around
 - indicate to the teacher that they are present and must remain in the lesson at all times. If a pupil is late to a lesson, she must make sure the teacher knows that she has joined because they may have already taken the register
 - be ready and prepared for the lesson with notes and textbooks available
 - use earphones so as to reduce feedback for the teacher/the rest of the class
 - mute their microphone and unmute it at any time they wish to speak
 - have the camera on, unless directed to turn it off by the teacher
 - follow the recorded lesson on Teams if they live in a different time zones or are absent during the lesson
 - interact patiently and respectfully with their teachers and peers
 - be sympathetic to and patient with any issues relating to the technology
 - contact IT support: itsupport@st-marys-ascot.co.uk if they have difficulties with using Teams

Pupils must not record or take photos of other pupils or any teacher during an online conversation. All online lessons will be recorded.

Guidance for parents for remote learning for pupils

- Parents are asked to ensure that their daughter has good internet access and an appropriate place in which to work.
- Parents are asked to encourage their daughter to follow the normal school timetable and study schedule.
- Parents should contact their daughter's Head of House if there are any concerns.

Safeguarding

This guidance document is supported by the school's Safeguarding Policy.