



ST MARY'S SCHOOL ASCOT

Continuation of education during leave of absence from school as a result of self-isolation: guidance for pupils and parents

Updated 11 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.

On a pupil's first day of absence from school for self-isolation, if they are well enough to engage in online learning, the pupil will be provided with classwork and study via email, SMILE or Microsoft Teams to support her continuation of education.

Thereafter, a pupil will be able to continue their education from home via video conferencing, following the same academic curriculum as the pupils still in school, using their school ipad or other device. It is school policy that all pupils have an appropriate device to work on: Years 7 and 8 use ipads and Years 9 and above use ipads or laptops.

Teachers will implement dual mode teaching which caters for the continuation of education of pupils in the classroom on site as well as those learning remotely, and teachers will deliver all lessons and resources via the Microsoft Teams platform. Teachers will aim to use a range of strategies to keep the learning experience and provision varied, and pupils can expect to be set tasks to complete independently, as well as interacting with their teachers and peers online. Lessons will be structured to ensure that pupils have time both on and off screen. All classwork and study will be monitored and assessed, and feedback provided, via the Teams platform or email, in line with what is required of the pupils who are learning in school.

Pupils will follow the same full timetable as their peers in school, with alternative provision for sports lessons and co-curricular activities as required. Pupils living in the UK, or in a time zone close to GMT, will be expected to follow their normal lesson and study timetables and will have access to the full academic curriculum. When dual mode teaching is implemented all lessons will be recorded in Microsoft Teams and pupils living overseas will therefore be able to access recorded lessons if they are unable to attend 'live'.

Overseas pupils who are accessing recorded lessons are also able to contact their teachers by email for any further support.

We encourage pupils to keep their cameras on during lessons: teaching and learning is much more effective when pupil and teacher can see one another and, although people can sometimes feel self-conscious when seeing themselves on screen, we are all much more used to this now. Pupils will also be able to engage with the online co-curricular and academic enrichment provision available on SMILE and Teams.

Teachers are aware that it can be tiring for pupils to work for sustained periods online. A pupil's Head of House will be in regular contact with her and her parents to monitor her progress and wellbeing, and to oversee any necessary adjustments to her continuation of education programme and any required IT support from the school's IT Support department (itsupport@st-marys-ascot.co.uk).

When a pupil is required to self-isolate and is unwell, all educational provision will cease temporarily until they are well enough to continue their learning. When they are well enough to return to education, teachers will make the necessary provision to ensure they catch up on all the work missed during their illness in a manageable way.

Online learning will not be provided for a pupil who needs to be away from school temporarily for any reason other than a requirement to self-isolate due to COVID-19.

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 10-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 bathroom 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. A pupil's Head of House will contact parents if there is any concern about a pupil's attendance or engagement with learning.
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.
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 pupils are 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.

Provision for Special Educational Needs and Disabilities (SEND)

Teachers will continue to support pupils with SEND. The SENCo, who is regularly in touch with teachers about girls with special educational needs, will continue to ensure that subject teachers are fully informed of all individual requirements alongside recommended teaching strategies specifically for online learning. During the period of self-isolation one-to-one learning support sessions will continue through 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 online 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 support their daughters in following the normal school timetable and study schedule.
- Parents should contact their daughter's Head of House if there are any concerns, including IT or technical difficulties or concerns about mental health and wellbeing.

- Parents are required to contact the Head of House if their daughter is unwell and unable to engage in online learning.

Pastoral care and support

Pupils will continue to be contacted regularly and supported by their Head of House and tutor, and can also contact them at any time for guidance and help. House meetings and tutor times should be attended remotely and pupils are encouraged to continue to take an active role in all aspects of House and school community life. The School Counsellors and Independent Listener are available to meet online, and pupils can request appointments by email or through their Head of House in the usual way. Pupils and parents wishing to contact the Infirmary or the School Doctor are also welcome to do so.

Safeguarding

This guidance document is supported by the school's Safeguarding Policy which includes a specific COVID-19 annex.