Online Learning Provision 2021

Table of Contents

1. Introduction

Twickenham Prep School (TPS) is looking forward to welcoming our pupils back to School following the recent closure. This will be a welcome return for many, but with the possibility of restrictions being applied at any given time, or pupils and teachers having to self-isolate, the School has developed an Online Learning Model to ensure our pupils continue to receive an excellent education across the curriculum.

The School operates an approach that recognises the importance of direct teaching through online live lessons, through which the teaching staff can give direct instruction and subsequently feedback to pupils on their progress, whilst answering any questions that the pupils might have. Balanced with this is the need for pupils to have time away from a device and opportunities for creative pursuits and physical activity. The approach to Online Learning at TPS reflects the need for a variety of approaches based on the nature of specific subjects and the age of the pupils and their level of independence and concentration.

Online Learning covers the following:

Remote Learning: This is where staff and pupils are all working remotely and there is no face to face teaching. All teaching is provided through electronic platforms to educate online.

Blended Learning: This is where lessons are a combination of staff teaching pupils who are in School, as well as those who are self-isolating at home, but well enough to join online lessons. It also refers to when a member of staff could also be self-isolating and able to teach pupils from home. Blended learning allows for both school-based and online learning environments to work hand in hand, helping our pupils achieve.

The Online Learning Provision was drawn up having regard to the Government guidance:

[Safeguarding and Remote Education During Coronavirus (COVID-19)](#)

2. Aims
This online learning procedure aims to:
- Ensure consistency in the approach to online learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to online learning

3. Who is the Online Learning Provision Applicable to?
If your child is unwell (regardless of whether their symptoms are consistent with Covid-19 symptoms) they should stay home, rest and recover. In line with our current procedures regarding pupil sickness absence, online learning will not be provided to pupils who are unwell.

Online learning is available to pupils in the following circumstances:
- A pupil (and their siblings if they are also attending Twickenham Prep School TPS) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A pupil's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Enforced school closure in response to directives from the Department for Education (DfE) and Public Health England (PHE).

For further information see [Appendix 1.](#)

4. Content and Tools
An overview of remote teaching study times across all year groups is provided in [Appendix 2](#).

Resources used to deliver online education include:

- Online Platforms
  - Zoom
  - Showbie

- School subscriptions
  - Doodlemaths
  - Dr Frost
  - Purple Mash
  - Rising Stars
  - Atom Learning
  - Accelium

- Printed learning packs
- Physical materials

5. Home and School Partnership

TPS is committed to working in close partnership with families and recognises each family is unique and because of this online learning will look different for different families in order to suit their individual needs. The responsibility for online learning is, therefore, a shared one.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

TPS will move quickly to provide blended learning for your child in the event that they are required to self-isolate due to Covid-19, either as an individual or as part of a bubble. TPS aims to provide blended learning within one working day.

6. Roles and Responsibilities

6.1. Teachers

If teachers are unable to work for any reason during this period, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teachers may be required to teach in a variety of ways during this period, for example:
- Teaching at school to a whole class bubble at home **(remote learning)**
- Teaching at school to an actual class and individual pupils at home **(blended learning)**
- Teaching remotely from home **(remote learning).**

6.1.1. General principles for online teaching
- Current teaching timetables should be adhered to as far as

practicably possible with all lessons taught remotely via Zoom or Showbie

- Revised timetables may be issued in due course
- Zoom lessons codes will be made available to pupils via subject teachers on Showbie
- Pupils should submit work via Showbie
- Work submitted should be marked in a timely manner in keeping with the School's marking policy
- Form registration should take place via Zoom at the beginning of each day
- Zoom codes will be published weekly for assemblies
- Pupils should be encouraged to attend Zoom assemblies
- Whole class bubbles working remotely should be provided with regular opportunities to talk to each other in a more sociable way
- If pupils are misbehaving on virtual lessons, or are not completing work, this should be addressed directly with the pupil in the first instance. If this does not resolve the matter, the teacher should speak to the pupil's parent/s. If felt appropriate, the Pastoral Team should be informed
- Emails/messages from parents should be responded to in a timely manner
- If a parent makes a complaint, this should be dealt with as per the School's Parental Complaints Procedure
- Staff should always dress professionally when teaching online
- Staff should consider where they work so that there is limited background noise. A virtual background should be used if possible for Zoom lessons.

6.1.2. Blended learning arrangements for individual pupils
In the event that an individual pupil or a small group of pupils are learning from home, the following arrangements will apply:
- The School will require one working day in order to prepare the pupil's lessons for blended learning
- The pupil will be able to access lessons via Zoom
- When providing blended learning to individual pupils at home (via Zoom) when teaching an actual class at school, teachers should ensure the camera is facing the smartboard or the teacher, not the pupils studying within the classroom
- If a pupil is late to a Zoom lesson, the lesson will unfortunately need to start without them. In these circumstances the pupil will need to be patient and wait for the teacher to let them in at a convenient time
- Teaching and learning resources will be available for the pupil on Showbie
- If there are materials that a pupil/s require for the lesson, these must be uploaded by the teacher prior to the lesson.

6.2. Teaching Assistants (TA)

If required to work remotely from home TA's must be available for their normal working hours. During the school day TA's must complete tasks as directed by the Class Teacher, Head of Department or by a member of the SLT.

6.3. Senior Leadership Team (SLT)

Alongside any teaching responsibilities, the SLT are responsible for:
- Co-ordinating the online learning approach across the School
- Monitoring the effectiveness of online learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of online learning systems, including data protection and safeguarding considerations.

6.4. Designated Safeguarding Lead (DSL)

The DSL is responsible for:
- Ensuring that the safeguarding policy is being effectively implemented
- Responding to safeguarding concerns
- Keeping all relevant documents related to safeguarding up to date
- Attending relevant safeguarding training.

6.5. Network Consultant

The Network Consultant is responsible for:
- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer.

6.6. Pupils

When working from home pupils should:
- Switch cameras on for Zoom lessons unless instructed otherwise by the teacher. This is to enable the teacher to assess the pupil's engagement and focus in the lesson
- Be seated at a table or desk and ensure devices are situated in an appropriate area, preferably not in a bedroom. If this is unavoidable there must be a blurred or alternative background when the camera is on
- Be appropriately dressed, school uniform is not compulsory
- Complete work to the deadline, set by teachers
- Seek help from teachers if required
- Alert teachers if they are not able to complete work
- Be sensible, polite and well behaved, as they would be in the classroom
- Refrain from eating in lesson
- Not use mobile phones or access chat rooms, apps or games during lessons to avoid unnecessary distractions.

6.7. Parents
Parents should:
- Make the School aware if their child is sick or otherwise cannot complete work
- Seek help if required from the School
- Be respectful when making any complaints or concerns known to staff.

6.8. Governing Board
The Governing Board is responsible for:
- Monitoring the School's approach to providing online learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that online learning systems are appropriately secure, for both data protection and safeguarding reasons.

7. Data Protection
When accessing personal data for online learning purposes, all staff members will:
- Access the server via the remote access provision when working remotely from home
- Ensure no data is transferred onto any other device or recorded in any other way
- Adhere to the School's Acceptable Use Agreement.

8. Safeguarding
Staff should always maintain appropriate professional boundaries, avoid behavior which could be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and/or parents online have a responsibility to model safe practice at all times.

The DSL, a member of the SLT or Department Heads are able to drop in to any virtual lesson at any time.

It is the responsibility of the teacher to act as a moderator; raise any issues of suitability (of dress, setting, behavior) with the pupil and/or parent immediately and end the online interaction if necessary.

If a staff member believes that a pupil and/or parent is recording the interaction, the lesson should be brought to a close, or the pupil should be logged out immediately.

The following school policies have been updated in light of online learning:
- Safeguarding & Child Protection
- Staff Code of Conduct
- Online Safety.

Appendix 1: Teaching and Learning Arrangements (2020-2021)

During the term ahead, it is possible that several (and possibly all!) of the following scenarios will occur in the event that our school community is affected by Covid-19. The following scenarios will be set into motion.

- The provision of remote learning via Zoom and Showbie will take place *within 24 hours of notification* in order for staff to readjust their planning to suit the scenario.
- Teachers will not set work for pupils who are unwell for reasons other than Covid-19; we would not do this usually, with the exception of circumstances where a pupil is away for an extended period due to an accident or operation.
- Pupils who are unwell should focus on getting better as a priority, rather than completing school tasks.

	All pupils in school	*Some pupils self-isolating, awaiting the results for Covid-19 or as instructed to self-isolate by PHE/NHS* *Parents should notify the School Office*	*Whole class/bubble at home due to positive result for Covid-19 or as instructed to self-isolate by PHE/NHS*
Teacher in school	- Lessons will be taught as normal but with COVID restrictions in place. - Things that may be different: - Staff moving to the pupils more than pupils coming to staff - Pupils may be asked to post pictures of work from exercise books to Showbie for assessment and feedback - More self-marking in books - Staff are stood behind pupils when supporting them to minimise face to face situation.	- Teacher to teach lesson normally in school but provide access to pupils at home via Zoom and Showbie, *within 24 hours of notification* *Access to Zoom is communicated by the relevant teacher via Showbie* - Pupils may use Zoom to ask questions. - Those at home, log into Zoom and Showbie via their own device at the usual time, with sensible background.	Teacher will be in the usual classroom at the usual time but will teach a remote lesson as per during lockdown using Zoom and Showbie from the next school day

	- Not sharing equipment. - More cleaning of resources.		
Teacher at home (well)	- Pupils go to classroom as normal. - Cover teacher assigned to pupils in classroom. - Cover teacher to Zoom with teacher at home.	- Pupils in school go to classroom at usual time. - Cover teacher present and will log into Zoom. - Those at home, log into Zoom and Showbie via their own device at the usual time, with sensible background and mic muted.	- Teacher(s) uploads relevant resources on Showbie for pupils at home - Pupils log into Zoom and Showbie via their own device at the usual time, with sensible background
	If a pupil or class is at home and is self-isolating, the pupil is expected to attend lessons *only if they are well enough*		
Teacher unable to deliver live lesson (unwell)	- Work will be set and shared via Showbie for pupils and cover instructions placed in the folder. - A Cover Teacher may communicate this to the group via Zoom (details will be emailed)		
Whole school closure	- Alternate lockdown timetable issued as per lockdown Summer 2020 - The new timetable will be issued via Showbie and MSP, with Zoom links provided via Showbie by the relevant teachers		

Appendix 2: Remote Teaching Study Time

Group	Teaching Time Breakdown	Range of Subjects Taught
Reception	4 hours	English, Maths, Science, STEM, PE, French, Music, Computing,
Year 1 and 2	4.5 hours	English, Maths, Science, Art, PE, French, Music, Computing, PSHE, History, Topic
Year 3-8	- Daily 15 minutes: *Tutor time* 5 x 50 minute*: *Lessons which include a range of recorded or live direct teaching time and time for pupils to complete tasks and assignments independently* - Weekly 30 minutes: *once a week, small group pastoral check-in.* - Weekly Y7 & 8: 1 x 50 minutes: *extra Science lesson*	- English, Maths, Science, Computing, PE, Geography, History, RS, PSHE, Art, Music, French - Drama(Y3) - Reasoning (Y5) - Latin (Y5 upwards), Greek (Y8) - Philosophy (Y6 upwards) - English extension and support classes - Maths clinics
Whole School Assemblies Mondays and Fridays	20 minutes	
Wednesday Prep & PP assemblies	20 minutes	
	*10 minutes have been allocated between lessons to give pupils opportunity to have a short screen and comfort break	