



ST JAMES
Senior Girls' School

Remote Learning Policy

St James Senior Girls' School

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Introduction

‘Remote Learning’ refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that lessons are unable to be delivered ‘face-to-face’ as normal.

In the event of pupils being required to self-isolate or the school being required to close during term time (for example, because of instruction from the Department of Education/Public Health England), the school will provide remote learning to pupils.

News of any closure will be communicated via the school’s website and parents and staff will also be alerted by SMS and email. If the closure is announced while pupils are in school, they will be asked to take home all their files, textbooks and other relevant material.

The Deputy Head (Academic) has overarching responsibility for the quality and delivery of remote education, including ensuring that the provision meets the statutory expectations.

Aims

St James Senior Girls’ School is committed to providing continuity of education for its pupils. Whilst every situation will inevitably have different causes and ramifications, we will endeavour to provide continued learning for our pupils during any period of closure or self-isolation in the following ways:

- The provision of relevant, developmental, written work for each subject area and each year group which enables pupils to make continued progress.
- Regular, live instruction from staff, with the ability for pupils to ask questions of their teachers in real time.
- The opportunity for pupils to have their work assessed by their teachers and receive feedback on it.

Any provision of remote learning to achieve these three aims assumes that pupils and staff have access to the internet and a laptop or other suitable device at home. It may be possible to loan school devices to pupils if this is not the case.

Work will be set, submitted for assessment and assessed through Microsoft Teams, a collaborative platform which allows for real-time communication and sharing of resources between teachers and their classes. Every member of the school community has been set up on Teams and pre-registered to each of their classes. However, we cannot assume that everyone has access to printing facilities, so any work set will be electronically assigned and collected.

Contact during school closure and holidays

We will aim to provide all key functions remotely. The best way to contact the School is via email (schoolsec@sjsjg.org.uk). If you wish to contact us by phone, please use the school reception number (020 7348 1777) between 8am and 4pm. You can also continue to contact individual members of staff via their school email addresses.

Expectations of Pupils

Pupils must ensure that their use of technology complies with our Acceptable Use Policy for Pupils.

Lessons:

- Pupils must use the Microsoft Teams website or app to access the material for their lessons. They should access each lesson by opening the 'Team' for that subject. Assignments will be provided for lessons and they may also be invited to join a Teams meeting.
- Pupils can message their teacher via Teams to ask for advice or send them an email (using their school email addresses, not personal ones).
- Pupils should complete their assignments during the lesson time and submit them to their teacher (via Teams). They can handwrite their assignments and upload a photo of their work if they prefer.
- Teachers will assess these assignments via Teams.
- If pupils experience any technical difficulties, they should email the IT Helpdesk for help: ithelpdesk@stjameschools.co.uk

Assuming they are well enough to work, pupils are expected to:

- Check Teams and their school emails regularly and read/respond to communication from the school;
- Complete all work set and submit it promptly for assessment where required;
- Proactively seek help from the IT Helpdesk if they experience any technical difficulties: ithelpdesk@stjameschools.co.uk;
- Uphold the same standards of conduct and behaviour during live online lessons as would be expected if they were in school. This includes but is not limited to:
 - Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand;
 - Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set;
 - Ensuring that their clothing is appropriate if they are taking part in an online meeting, following the same guidance as a normal 'non-uniform' day in school.

Expectations of Teachers

Assuming they are well enough to work, teachers are expected to:

- Use Citrix to access the school network and resources;
- Prepare an assignment for each of their lessons, labelling it with the date and time and uploading it into the relevant Team in good time before the start of each lesson;
- Give feedback via OneNote/Teams to each pupil for every assignment.
- Contact the parents of any pupils who are unexpectedly absent from their lessons and/or who do not submit assignments by the due date, copying in the relevant form teacher and Head of Section.

If teachers are ill and unable to be online during these times, they should, ideally, set assignments as cover and notify their Head of Department/Deputy Head (Academic) who can upload them to the relevant Team if necessary (or set assignments for them if they are unable to do so themselves).

Heads of Departments must liaise with their Departmental staff through regular (at

least weekly) contact to ensure that:

- Sufficient and appropriate work is being set to cover an ongoing period of closure;
- Pupils causing concern through a lack of engagement with live lessons or assignments requiring submission are flagged via MyConcern.

Teaching:

- Teachers should endeavour to be available online during the times at which they normally teach their lessons so that their pupils can contact them to ask questions directly. They should respond as promptly as possible. However, outside of lesson times it is not expected that they will respond to pupil questions in the same timescale.
- Teachers can use the chat function in Teams to answer questions/dialogue with their pupils. Pupils can also contact them via their school email and teachers must copy in 'safeguarding@sjsjg.org.uk' when they reply to them.

The SMT will liaise with Heads of Department on a weekly basis to monitor the remote learning provision.

Arrangements for remote learning (school closure)

Communication:

- Form teachers of Years 7-11 (or their subs) will check in with their form group at 8.45am each morning via Teams to ensure that all is well. Sixth Form Tutors will check in with Years 12 and 13 at 1.50pm.
- Teachers will endeavour to be available online during the times when they normally teach their lessons so that their pupils can contact them to ask questions. Teachers will respond as promptly as possible. If teachers are unwell, they will set assignments and explain that they will not be available online. Outside lesson times, it is not to be expected that staff will respond to pupils' questions within the same timescale.
- The School's IT Helpdesk will maintain the functionality of our online systems during the closure. Any technical issues should be reported to the IT support staff by email: ithelpdesk@stjameschools.co.uk.

Peripatetic Music Teachers:

- Peripatetic Music Teachers may be able to continue providing music lesson to their pupils via Zoom. Lessons will be recorded for safeguarding reasons and recordings will be stored safely and automatically deleted after 10 days. They will contact parents directly to discuss this option.

Pastoral support

Parents should contact their daughter's form teacher via their school email address in the first instance if they have any concerns. They can also email their daughter's Head of Section or Mrs Holder, Deputy Head (Pastoral).

Our Well-being Coach and Art Therapist will continue to work on a one-to-one basis with their

pupils if the school is closed during term time. This will take place via Zoom, a video conferencing application, and the parents of those pupils will be contacted individually to give their consent/agree to the required protocols. (Please see Appendix 1 for a sample letter).

We will provide pastoral resources and support for parents via SchoolBase.

Advice and support is also available from:

Childline

<https://www.childline.org.uk/>

Tel. 0800 1111

CEOPS

For advice on making a report about online abuse

<https://www.ceop.police.uk/safety-centre/>

UK Safer internet Centre

to report and remove harmful online content

<https://www.saferinternet.org.uk/>

Samaritans

<https://www.samaritans.org/>

Tel. 116 123

Young Minds

<https://youngminds.org.uk/> If you need urgent help text YM to 85258

MeeTwo (phone application)

<https://www.meetwo.co.uk/>

Support for parents and carers to keep their children safe online includes:

- www.internetmatters.org for support for parents and carers to keep their children safe online
- <https://www.lgfl.net> London Grid for Learning provides support for parents and carers to keep their children safe online
- www.net-aware.org.uk Net-aware provides support for parents and careers from the NSPCC
- <https://parentinfo.org> Parent info provides support for parents and carers to keep their children safe online
- www.thinkuknow.co.uk Thinkuknow provides advice from the National Crime Agency to stay safe online
- www.saferinternet.org.uk UK Safer Internet Centre provides advice for parents and carers

Further helplines and guidance can be found in our Mental Health Policy, available on our website.

Safeguarding

Any contact between pupils and staff must only take place through official school channels. This includes emails from pupils to teachers, which should only be sent from pupils' school email addresses.

During any period of school closure, our Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the Acceptable Use Policy for Pupils.

If you are concerned about the welfare of any child, or you are concerned about the behaviour of any adult or child towards a child at St James Senior Girls' School, **please report this to Mrs Holder (DSL) as soon as you are able to do so: m.holder@sjsg.org.uk**. Peer on peer abuse and all forms of bullying are safeguarding matters.

Signed by:	Hugh Venables Chair of Governors
Date of adoption of this policy	September 2021
Date of last review of this policy	Summer 2021
Date for next review of this policy	Spring 2022
Policy owner (SMT)	Deputy Heads (Academic and Pastoral)

Appendix 1

date

Dear Parent,

Well-being Coach Zoom Sessions Letter

We would like Emily Johnston, our Well-being Coach, to continue to work with the students that she is currently supporting whilst the school is closed during term time. She would be able to do this on a one to one basis via Zoom, a video conferencing application which is widely used in the counselling profession. However, we would need you to give your permission for these sessions to take place.

By completing the consent form you are agreeing that you will support the process by ensuring that:

- A quiet space will be available to have the Zoom meeting, with an adult nearby but not in the same room.
- Your daughter will be fully dressed in appropriate daywear.
- You consent to the sessions being recorded for safeguarding purposes. They will be stored securely and automatically deleted after 10 days.
- You will not share anything from the sessions in any public forum.

Please do not hesitate to contact me if you have any questions.

With best wishes

Michelle Holder
Deputy Head (Pastoral)