

Information for parents on remote teaching procedures

This procedure is to guide families in the event that their children are required to remain at home due to the need to self-isolate or the closure of the school.

Facilitating Remote Teaching

The Stephen Perse Foundation will endeavour to continue to provide an educational experience for its students. We will use the digital technologies and communication network that the school already has to enable us to deliver remote teaching and learning. This will be primarily focused around the use of Google Apps for Education Suite, including Google Meet, Google Classroom and Tapestry (Year 1). Students in Years 6 - 13 will be expected to have their school iPad at home.

Reception and Kindergarten

We will be sending, via Tapestry, our weekly planning for the Reception and Kindergarten learning experiences. We will upload pre-recorded videos for the children to watch explaining the activities. It is not compulsory to complete these activities and if your child does engage with any of the activities planned please upload photographs, videos and comments on Tapestry. Staff will respond to any written comments within Tapestry from children and parents in the usual working hours of the school day 08:30-15:30.

Years 1 to 4 - via Tapestry or Google Classroom

- Pupils will be sent daily activities for core subjects.
- Parents and pupils will be sent an overview of the focus of each activity in the form of a weekly timetable.
- Staff will respond to any written comments within Tapestry (Year 1) or Google Classroom (Years 2-4) from students or parents in the usual working hours of the school day, 08:30-15:30.
- Where possible, if teachers are in school, they will endeavour to have a telephone tutorial with a student and their parent on each day they are not in school to talk through any issues that arise in the assigned work, this may take the form of a video conference where possible. Parents will be notified of this call time via email and will be required to support this process where possible.
- Specialist subjects, for example music and Sport, will assign the pupils activities through Tapestry or Google Classroom via the class teacher or directly. For Year 2 these will be added to the thinking further classrooms.

Years 5 and 6

- Pupils, via Google Classroom, will be sent an overview of the weekly timetable showing when Google Meets will take place for live teaching of maths and English. It is not the expectation that the entire lesson will be a 'live teaching stream', this may form only an element of this lesson.
- Pupil activities for maths and English will be assigned in Google Classroom alongside any further resources provided by the maths or English teacher.

- Staff will respond to any written comments within Google Classroom from students in the usual working hours of the school day, 08:30-15:30.
- Specialist subjects, for example music and Sport, will assign the pupils activities through Google Classroom, these will be added to the thinking further classrooms. The teachers of these subjects will continue to monitor the Google Classroom and respond to student comments.

Years 7 - 13

Students' existing timetables will be followed where possible using a combination of live teaching via Google Meet or pre-prepared material via Google Classroom. For subjects or tasks where a live link is not suitable, e.g the teaching of P.E, ongoing projects will be posted through Google Classroom; for example, Health Related Fitness challenges or diaries. The teachers of these subjects will continue to monitor the Google Classroom and respond to student comments.

Instrumental Lessons

Our peripatetic music teachers will be able follow this guidance and will be able to continue music teaching via Google Meet where possible. Parents or students will be contacted by their music teacher through school email to establish suitable teaching times.

International Students

There are issues around time difference and access to the Google Apps for Education for some of our students if they return home.

Those outside of China will still have access to Google Apps for Education, so where time differences make it problematic for students to join live teaching sessions work will be set through Google Classroom.

For our students who have returned to China and do not have access to the Google Apps, due to the Chinese firewall, students will be guided through setting up a forward from their Gmail account to a personal email account. This will ensure all emails can still be accessed from home.

Specific details will be communicated by Denise Hammersley, Head of Stephen Perse International and Boarding, as required.

Accessing Google Meets and points to consider:

- When joining a meeting, students/students will gain access through a shared invite via email or Google Classroom, and you need to ensure you allow access to the microphone and the device camera when prompted to do so.
- students should be logged in via their school Google account. If the pupils logs in to their Google Drive first then they will be recognised on joining a Google Meet. The teacher will then be prompted to allow the student access to the meeting. On accepting the student will gain immediate access.
- Students will mute their class' microphones within the lessons so it is solely the teacher's voice that is heard. Teachers are unable to un-mute users and teachers will prompt students to do this individually when required.

Please note that these live teaching sessions are for the students. Whilst we ask for a level of support during the initial set up with access to a scheduled lesson if required your child should be able to work independently within the lesson from that point on. The sessions will not be indicative of the high standards of teaching that are experienced on a daily basis at The Stephen Perse Foundation, but are a measure put in place that will ensure education can continue.

We may need to adjust our methods of teaching or communication during a period of remote teaching and ask for your understanding and support to ensure that our students/students continue to access learning from home. We also understand that there may be technological obstacles at home that make the connection to a live teaching session problematic. All work will be available on Google Classroom so at the very least students will have access to class material.

Depending on certain closure scenarios our school may or may not be staffed. In the event that our schools are closed down to all, you will be able to make contact with your children's teachers via email as well as contact with your child's Head of School.

Reviewed: March 2020

Student User Agreement

Parental Role

For remote teaching to be most effective for students who are not in school it is expected that an adult will support students in Year 6 or below, at this live teaching time by being on hand to give support if they require it.

Although students will be remotely supervised during live teaching sessions, teachers will not be responsible for the safety of your child. Should a child become unwell or distressed during a live teaching session members of staff would act accordingly, but it would remain the parents' responsibility to ensure suitable support is available at home.

If students are unwell or have appointments, that means they cannot be present in a session, then the teacher or Head of School should be notified.

Please consider where students are accessing lessons and what they are wearing. Although uniform isn't required we do expect children to be suitably dressed and ready to access learning. Please consider the immediate environment and what information you have at home that may be on show (photographs, personal information etc.).

Student Role

The use of Google Meet is not a perfect answer. By following some practical advice students can help the smooth running of lessons:

1. Students must have the equipment ready for each lesson as in school, including any textbooks, exercise books, fully charged iPad, pencil case etc. Have a charger ready, as Google Meet and the increased reliance on digital teaching means that you will need to charge more frequently.
2. Students are expected to join lessons, choosing not to do so is the equivalent of not coming to school.
3. Students must be suitably dressed prior to joining a live session.
4. You need to ensure that the environment you are working in is free of personal information that could be viewed through the live teaching session.
5. Students have the ability to turn their mic on during teaching and take over audio. This should **only** occur when prompted by the teacher.
6. The expectation is, providing students are well, that the work that is set should be completed on time.
7. Students should only use the comments functionality within Google Classroom/ Google Meet for communication with the teacher regarding their work, unless told otherwise by the teacher.

8. Outside of live teaching sessions, communication with teachers should primarily be through comments in Google Classroom.
9. Students must not remove any user from the group meetings.
10. Students are not to screen record or capture live teaching sessions. Any material which is necessary for revision and review will be shared in Google Classroom.
11. Our schools' codes of conduct will continue to apply.

Our understanding is that you and your child agree to follow this guidance. If anyone should have any concerns the relevant Head of School should be contacted.