



4 January 2021

REMOTE LEARNING: PUPIL AND PARENT GUIDE

This guide is to support all pupils and parents at St Chris Senior School to access remote learning throughout the period of physical closure due to the COVID-19 outbreak.

Please do feedback any issues or questions you have in regards to this document as we will work with pupils and parents to update it.

OVERVIEW

IT Requirements and Platform

- To access remote learning pupils will need access to wifi, video and audio facilities on either a laptop, desktop, tablet or (though not ideal) a mobile phone.
- Remote learning takes place via Microsoft Teams.
- Resources for lessons will either be uploaded to Teams or Satchel One (Show My Homework) prior to the lesson.
- Videos with further information about how to access and use your Microsoft Teams and Satchel One accounts can be found online here: <https://www.stchris.co.uk/covid19/>
- If a pupil is having technical difficulties this should not disrupt the lesson; they may need to work independently on that occasion until they are able to resolve the problem.

What you'll need for your lessons:

You'll need these things to take part in your lessons

- A laptop, tablet or phone
- Headphones with a microphone (ideal not essential) or speakers and a microphone.
- A quiet space to work
- Paper to produce work on
- Pens and/or pencils and any necessary stationary.
- Access to any work sent on Satchel One (Show My Homework) for the lesson ahead

REGISTRATION & MORNING TALKS

Registration

- Registration will take place each morning between 8:50 am and 9:00 am via Microsoft Teams.
- To register, pupils should contact their Adviser or Personal Tutor – this can be by message rather than by video call.
- We will follow up any absences by contacting parents in the normal way.
- Afternoon Registration takes place at 1:40 pm, with the Adviser following up on any absences with the child/parent the following day, as required.



- Registration of attendance in classes will be carried out by the class teacher, with absences communicated home by the class teacher at the end of the school day.
- Each morning you will receive an email on your school email from St Chris with information about the day ahead, including any updates and staff absence.
- Parents and children can also contact their child's Adviser, Head of Year or an appropriate member of the Senior Leadership Team depending on their question, concern or query.
- Contact details can be found at the bottom of this guidance, or online here:
<https://www.stchris.co.uk/about-us/staff/>

Morning Talks

- Morning Talks take place three times a week
 - Monday – All pupils
 - Tuesday – Years 7 – 9
 - Wednesday – Years 10 and 11
 - Thursday – Years 12 and 13 (Sixth Form)
 - Friday – All pupils
- Pupils will be emailed the link to the Teams broadcast Morning Talk by their Adviser/Personal Tutor

TEACHING & LEARNING

Guide to Lessons

- Lessons, where possible, will take place at the same time as normal and with your current timetable.
- You will be sent a Microsoft Teams invitation from your teacher via your school email, which will include instructions on how to join your lesson. Nearly all lessons will be via a video feed from your teacher (with pupils asked just to provide an audio feed from themselves to enable smoother streaming).
- Please be online, signed in and mute your camera and microphone, ideally in a quiet space, 5 minutes before the start of your lesson time.
- Pupils should be at a desk, in a quiet room (not their bedrooms), with books, notes, pens and paper ready.
- Pupils should be dressed appropriately in case their camera turns on, as you would for a normal lesson at school.
- Before joining a Team, pupils should ensure that their microphone and camera are disabled until the teacher says otherwise. This can be done on the screen.
- You should behave in a manner appropriate to the classroom. The text chat should only be used to ask questions to the teachers.
- Should you have questions, they should ask first using the text-based chat. Pupils can then un-mute their microphone to ask the teacher questions.
- Work completed by the student should be submitted at the end of the lesson using Satchel One, email or Teams, as per the teacher's preference.
- Homework will be set via Satchel One as usual



Use of Video and Recording

- If you are unable to join a lesson in real time i.e. because you are learning in a different time zone, encounter technical problems or because you are ill, you will be able to access the lesson as a recording.
- All lessons will be recorded and will be available for a week. A link will be available a few minutes after the lesson has finished in the “Chat” section of the lesson.
- If a teacher is streaming a lesson on Teams neither they, nor their class, have to appear on video.
- If the teacher needs to illustrate something visually they will use the video function to do so.

Behaviour Expectations

Running a productive remote learning lesson is not straightforward and relies on positive engagement and co-operation. Expectations about good behaviour when participating in remote learning are very important. Students causing disruption or preventing the smooth flow of the lesson through either video, audio or the chat facility will be warned and if they do not respond they will have the privilege to participate removed.

Staff Absence

If a member of staff is absent and ill/unable to teach remotely, the School will inform remote learners and parents. The member of staff, or their Head of Department, will set cover work for their lessons, which will be sent to students.

What to do if there is a Problem

My connection on Microsoft Teams keeps dropping out

1. Turn your Wi-Fi Connection off and on again
2. Restart your browser and/or restart your laptop/computer
3. Send an email to your teacher letting them know about the issue
4. Do not worry – lessons are recorded and available for a week.

I cannot connect to Microsoft Teams

1. Check your connection works at home.
2. Check you are joining the right Team group at the right time for your lesson.
3. If you have a persistent problem, contact your Adviser or Head of Year.
4. If you are based in a country that does not allow access to Microsoft Teams, please be aware that we are working on a solution to send you the recorded lessons.

One to One Lessons

- If a pupil has any one-to-one lessons during the day such as music lessons, LAMDA or individual tutoring their teacher will contact parents directly to arrange this.
- The lessons must take place on MS Teams and be part of the normal St Chris day, as if the lesson were taking place in person.
- There must be a parent or carer supervising the child (in addition to the ‘remote’ teacher) when a session is taking place.
- All one to one sessions must be recorded.



PASTORAL SUPPORT

St Chris is committed to excellent pastoral care, which we recognise is more important than ever at the moment. It is something that parents and families have always chosen St Chris for, and the School is committed to delivering excellent pastoral care no matter where a child is based during remote learning.

There will be a number of ways for students to remain connected to school from home, but to properly support pupils we will ensure that there is direct contact with each child each week. Your Adviser or Personal Tutor will be in contact each week to 'touch base' and check how things are, and to see if any further support is needed. You can also contact the Head of Year and Director of Pastoral Care at any point, if you would find this helpful.

Members of the Pastoral Team will continue to support children they currently work with on a 1:1 basis, and will email home in addition to contact by the Adviser/Personal Tutor.

Company Time

- Advisers/Personal Tutors will contact those students who are at home, and contact parents, if needed, using Microsoft Teams during Company Time at least once a week to check on wellbeing.
- Advisers/Personal Tutors will also use this period to establish peer contact with children who are at home.
- Each year group will have "Teams Buddies" for their own year, who will contact children working at home.

Peer Mentors

- Sixth Form will form a group of "Online Peer Mentors" allocated to each year group and supervised by the Head of Year/Deputy Head Sixth Form
- Peer Mentors can be contacted by email (peer.mentors@stchris.co.uk)
- Peer Mentors will also host Teams drop-in meetings, which they will publicise
- Students will be able to attend these by emailing Peer Mentors

PSHE

- Lessons will run as per the normal timetable, with adaptations for remote learning
- PSHE content will be flexible, and altered to meet the children's needs and the wider Covid context to support students.

Counselling Service

- The Counselling Service operates remotely at the moment, and will continue to do so through remote learning.
- Suzanne Spaven, our School Counsellor, will email all the students she is currently working with, using their school email account, and offer remote support to pupils at home.

SAFEGUARDING

- Safeguarding and Child Protection is everyone's responsibility during remote learning. Keeping pupils



and teachers safe during remote education is essential.

- St Chris will continue to follow the Department for Education statutory guidance, 'Keeping Children Safe in Education'.
- In addition we have developed an *Online Teaching and Learning Policy (April 2020)* to reflect the changes that are in place due to the pandemic.
- Our remote learning guidance takes into account other St Chris policies and procedures, including Code of Conduct, Curriculum, Behaviour and Online Safety.
- Copies of all of these policies are available on our website (<https://www.stchris.co.uk/about-us/policies/>) or by contacting toni.warner@stchris.co.uk
- There are appropriate pathways for children and their families to report safeguarding concerns arising through work with teachers, Advisers, and support staff during remote learning. The primary pathway is through the pastoral system.
- There are systems in place for staff and tutors to report safeguarding concerns arising through work with children and their families. The most direct route is via the Heads of Year, the DSL team and MyConcern.
- All academic lessons should be recorded and all classes can be accessed by the DSL team.
- For further information, please refer to the government guidance on safeguarding and remote education here: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#safeguarding-pupils-and-teachers-online>

CONTACT DETAILS

- **Andy Selkirk** is responsible for the Senior School's remote learning approach to ensure consistency in the implementation. Andy can be contacted at andy.selkirk@stchris.co.uk
- **Rich Jones**, as Designated Safeguarding Lead, reviews (with the 'DSL team') all policies and procedures relating to Safeguarding and Child Protection. Rich can be contacted at rich.jones@stchris.co.uk
- **Gavin Fraser-Williams** is responsible for pastoral care in the Senior School – gavin.fraser-williams@stchris.co.uk
- **Heads of Year**
 - Year 7: James Stirratt - james.stirratt@stchris.co.uk
 - Year 8: Joe Sapsford - joe.sapsford@stchris.co.uk
 - Year 9: Jon Wright - jon.wright@stchris.co.uk
 - Year 11: Helen Hunt - helen.hunt@stchris.co.uk
 - Year 10: Cordy Lewis - cordy.lewis@stchris.co.uk
- **Sixth Form:**
 - Head of Sixth Form: Penny Main - penny.main@stchris.co.uk
 - Deputy Head of Sixth Form: Jenny Savage - jenny.savage@stchris.co.uk

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