



# Islamiyah School

## **REMOTE TEACHING AND LEARNING POLICY IN THE EVENT OF SELF ISOLATION AND/OR TEMPORARY SCHOOL CLOSURE**

### **The purposes of this policy are threefold:**

- To outline procedures and practice for pupils in self isolation, and are otherwise fit and healthy, to continue with their academic program
- To outline procedures and practice for staff in self isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program
- To outline procedures and practice for staff, pupils and their parents to continue with the academic program if the School has to close due to advice from the Government and/or Public Health England or similar body.

### **1. Remote learning for pupils who are in self isolation whilst the school is still open**

Pupils are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even if they are not displaying symptoms.

During any such period, the School will make sure that education is provided remotely (online) so no-one need fall too far behind. This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

#### **Pupil/Student expectations:**

- Pupils should retain structure to their working day starting with log-in to Google Classroom at 8:45
- Check Google Classroom to see the posts/resources for each subject
- Complete all set work and, if requested, to hand in work on Google classroom.
- Use designated 'Google Classroom' to communicate with their teachers and ask questions if they do not understand/require help. Alternatively, they may need to email the teacher as appropriate/if they are having difficulties.
- Pupils must sign off that they have completed set work as per teachers' instructions using the Google Classroom..

#### **Teacher expectations:**

- It is recognised that teachers will have to cover their normal timetabled

- lessons and may be teaching classes for most of the day.
- They should endeavour to find time whenever possible during lessons to set work that covers the salient points covered.
  - Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be shared with absent pupils. It is recognised that some lessons are discussion based and it is more difficult for pupils at home to benefit from this kind of activity. Alternative tasks should be set by the teacher if time allows.

**Parents expectations:**

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Contact the pupil's tutor if there are any concerns.

2. **Remote teaching for staff who are in self isolation**

Teaching staff are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even, if they are not displaying symptoms.

During any such period, the School will ensure that the lessons are covered in a similar way to any other planned absence, so no-one need fall behind. This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

**If a member of staff is required to self-isolate, they are expected to:**

- Follow the normal guidelines for planned absence. They should plan resources and set cover work for another teacher, who may not be a subject specialist, to follow.
- Additionally, they should mark work and give feedback remotely as per point 3 below.

3. **Remote teaching and learning in case of enforced school closure**

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

**Pupils/Student expectations:**

- Check Google Classroom to see the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work on Google Classroom.
- Use designated 'Google Classroom to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours. They may need to email the teacher as appropriate/if they are having difficulties with the system.
- Pupils must sign off that they have completed set work as per teachers' instructions using the Google Classroom.
- Deadlines must be met; the SLT will be informed if they are not.

**Teachers and support teachers are expected to:**

- Upload teaching materials/lessons to Google Classroom.
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via 'Google Classroom'. It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Set tasks on Google Classroom that include lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback using Google Classroom with the same regularity they would have done if in school.
- Make sure that all resources are available online including scanned pages of textbooks.
- As much as possible, use the usual rewards and sanctions such as merits/demerits, and verbal praise/warnings. Email parents if there are ongoing concerns.

**Parents are expected to:**

- Encourage and support their children's work, including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the tutor if there are any concerns.

**Further guidance on using online tools and Remote teaching and Learning**

## Remote teaching

If you plan to record or livestream lessons via an online platform, you need to assess any risks and take appropriate actions to minimise harm.

Things to consider include:

**Where is the recording taking place?**

Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

**Which platform will you use?**

Always make sure the platform you are using is suitable for the children's age group. Set up school accounts for any online platforms you use (don't use teachers' personal accounts). Check the privacy settings.

## Consent

Make sure parents, carers and children understand the benefits and risks of online lessons and get written consent for children to be involved.

## Contacting children at home

Use parents' or carers' email addresses or phone numbers to communicate with children, unless this poses a safeguarding risk. Use school accounts to communicate via email or online platforms, never teachers' personal accounts.

Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible.

If staff members are accessing families' contact details at home, ensure they comply with the [Data Protection Act 2018](#).

## Child protection concerns

All staff must follow safeguarding and child protection policy and procedures.

Everyone is able to contact your nominated child protection lead and deputy if they have any concerns about a child. This may be because:

- a staff member sees or hears something worrying during an online lesson
- a child discloses abuse during a phone call or via email.

Your nominated child protection lead should keep a note of any contact numbers they may need while the school is closed, for example children's social care and the local police.

## Online safety

Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

## Mental health and wellbeing

Children and young people may be worried about the impact of coronavirus, social distancing or self-isolation. Those who already have mental health difficulties such as anxiety might be finding things particularly tough. Talk to them about what's happening, check how they're feeling and keep them as well informed as you can.

Tell children and young people where they can go if they are worried about anything or

need to talk to someone while school is closed.

Childline provides a range of online tools that young people might find helpful:

- information about [coronavirus](#)
- [Calm Zone](#) – activities to help let go of stress
- [games](#) to help take your mind off things
- [information and advice](#) on a range of topics including feelings, relationships, family and schools
- peer support [message boards](#)
- [Childline Kids](#), our website for under 12s.

Childline can also give confidential help and advice. Calls to 0800 1111 are free or children can [get support online](#)

Available tools to enrich home learning are:

- Video lessons using Zoom. Please

Feedback - students can continue to receive the feedback they need through online annotation of documents, along with audio feedback, whilst teachers can track their progress and see where support is required.

### **Safeguarding**

This guidance document is supported by the Safeguarding policy in ISLAMIAH School. Specific additions to note:

Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupils alone.

Size of groups for home learning. We are aware of the increased level of risk around one-to-one video meetings with pupils, however, there are many reasons why they would be helpful and appropriate.

One to-one sessions with students should follow the same guidance as one-to-one conversations in school (e.g. appropriate standards of dress as worn at school), the option for the teacher to video the teaching session should be used in this instance. Settings options in Zoom also allow background blurring if appropriate.

The school will continue to be a safe place for children to attend. We will ensure that appropriate staff are on site to maximise safety, and refer to Government guidance for education and childcare settings on how to implement social distancing and to advice from Public Health England on handwashing and other measures to limit the spread of COVID-19.

Pupils on site will be registered and the school will follow up on any pupil expected to attend. Where a vulnerable child does not take up their place at school, or discontinues, the school will notify their social worker.

The school will also maintain a record of all staff/volunteers on site on any given day.

Staff registering for any software / platforms, must do so with their school email address.

Full instructions for Staff on the use of Zoom are available . [Safeguarding Pupils: Teaching Pupils Using Zoom Video | TeacherToolkit](#)