



Independent School for Girls Aged 2 to 18  
and Boys Aged 2 to 11

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# HARROGATE LADIES' COLLEGE REMOTE LEARNING POLICY - HIGHFIELD

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SLT Responsibility: James Savile

Governor Committee Review: Education Committee

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### **Purpose of Policy**

If access to school buildings is restricted and remote learning is implemented, this policy outlines guidance and expectations for staff, pupils and parents.

There may be 'hybrid learning', where some pupils are learning in the classroom and others are 'remoting' into lessons. If there is a 'full lockdown', all learning for Highfield pupils would be conducted online.

The intended outcome is that the remote learning curriculum is rigorous and pupil progress should not be negatively impacted.

This guidance on remote learning is supported by the Safeguarding Policy in place at Harrogate Ladies' College.

### **Teacher Expectations**

1. Teachers must consult boarding and day pupil isolation lists to identify which pupils require access to remote learning. Teachers must follow the procedures below:
  - Unwell pupils should be encouraged to rest, and catch up with work when they are feeling better;
  - If a pupil is self-isolating at home for reasons related to Covid-19, they should be sent work via Firefly, as soon as possible, and definitely within 24 hours, after which they should attend Zoom lessons; and
  - If a pupil is absent for other reasons, and is part of a class that is already being Zoomed for another pupil, they can attend that Zoom lesson.
2. When remote learning is required, teachers are expected to be online and follow their normal timetable alongside the pupils. This enables teachers to respond in a timely manner to each pupil's needs whilst keeping a clear structure to the day.
3. In the event of a full lockdown, teachers are expected to teach according to the temporary timetable that is issued for each year group. This is to manage the workload for both teachers and pupils.
4. Teachers should ensure pupils with SEN needs are able to access remote learning. There should be appropriate expectations of the work they produce.
5. Teachers must be professionally dressed at all times.

### **Setting up Zoom meetings via Firefly**

6. For each remote lesson/form time, the relevant Zoom code should be shared on Firefly. If this is shared via a task, the task must begin with a reference to the date and time of lesson/s to which the entry corresponds.
7. Teachers should video conference lessons using Zoom. Meeting codes must be password protected. Zoom will create a unique meeting code, which teachers must share on Firefly.
8. Teachers are permitted to set repeat meetings for Zoom lessons providing that:

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*



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- I. The waiting room is enabled;
  - II. The pupil has named their device; and
  - III. The pupil's camera is turned on when they initially join the lesson.
9. For re-occurring Zoom lesson codes, teachers can set up a page on Firefly and a page is called "Zoom Links" under the Highfield section of Resources. Parents will be written to in order to help them understand how to access this section.

### **Setting work**

10. If a lesson is not taking place via Zoom (or if a practical lesson is not accessible for remote learners), teachers are expected to upload suitable work to Firefly.
11. Work set should reflect the length of the lesson. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.

### **Setting Prep (homework)**

12. The Highfield Homework grids will be displayed on Firefly when needed.
13. Teachers may set other work that is not on the grid such as spellings.
14. Teachers should not assume that pupils have access to a printer or scanner. They should be aware that some pupils may not be able to access word documents and may require a pdf version as well. Therefore, if teachers intend pupils to edit a document it should be sent as an editable version, not as a pdf.
15. Pupils are expected to upload their work in the format requested by teachers.

### **Monitoring**

16. As far as possible, teachers should ensure that by the end of the day, all pupil queries have been dealt with in an appropriate manner.
17. Teachers must record an intervention on ISAMS if pupils do not regularly complete work or if teachers have any other concerns.

### **Safeguarding**

18. One-to-one Zoom sessions with pupils can only take place when there is an adult present in the house. At the start of the one-to-one session, the member of staff should check that an adult is present. If there is no adult present, the session should be terminated.



### **Deputy Head Expectations**

1. Deputy Heads should check the subject content of their Key Stage on Firefly regularly so that they can oversee the consistency and quality of work being set.
2. Deputy Heads should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns.
3. Deputy Heads should provide support to colleagues to ensure that work is provided as required.
4. Deputy Heads should ensure that, in the absence of teachers, work is set for relevant classes via Firefly.

### **Class Teacher Expectations**

1. Class Teachers should act on ISAMS Interventions and follow up accordingly. This includes e-mailing the parents as appropriate.
2. Class teachers should report any concerns about pupils whether it is pastoral or academic.

### **Wellness Centre Staff Expectations**

1. If a pupil attends the Wellness Centre with Covid-19 symptoms, the Wellness Centre staff will assess the pupil. Following this assessment, the pupil will either return to lessons or be required to self-isolate.
2. For day pupils who are required to self-isolate, the Wellness Centre staff will make direct contact with parents to ask them to collect their child. For boarders, the Wellness Centre staff will contact the boarding house staff.
3. The Wellness Centre staff will be responsible for informing the pupil's teachers that the pupil will not physically be in their lessons for the remainder of that day. They will also inform the teachers whether or not the pupil is well enough to learn remotely.

### **Boarding Staff Expectations**

1. The Head of Boarding will e-mail a list of pupils who are remote learning from the Boarding Houses. This e-mail should be sent to all teaching staff and the School Office by 8.30am each day.
2. Boarding staff should oversee pupil engagement with remote learning, intervening as appropriate.

### **Head of Learning Support Expectations**

1. The Head of Learning Support should regularly liaise with pupils on the SEN register who are remote learning to ensure they are working effectively.

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2. The Head of Learning Support should ensure that the TAs and teachers are working effectively with those pupils with specific learning needs.
3. In the event of a lockdown, the Head of Learning Support should be available to advise any staff as appropriate.

### **Pupil Expectations**

1. Pupils engaging in remote learning are expected to be online and follow their normal timetable.
2. In the event of a full lockdown, teachers will outline which lessons will be delivered via Zoom. Pupils will attend a reduced timetable of Zoom lessons. This is to help manage their workload.

### **Attending Zoom Lessons**

3. Pupils should check Firefly to access the Zoom code for each lesson. These codes will be accessed via Firefly on the Zoom Links page in the Highfield section of the Resource tab.
4. Pupils must be on time for their Zoom lessons.
5. Pupils must name their device so that their teacher can identify them. If they do not, their teacher cannot permit the pupil to enter into the Zoom lesson due to safeguarding concerns.
6. When pupils first join the lesson they must have their camera on. If they do not, their teacher cannot permit the pupil to stay in the Zoom lesson due to safeguarding concerns.
7. If pupils have questions during a lesson, they should ask the teacher.
8. Following a lesson, if a pupil still has questions, they should ask their parent to e-mail their teacher.
9. Pupils using Zoom should have their camera turned on at all times as far as possible and be appropriately dressed. Pyjamas and swimwear are unacceptable.
10. Pupils must ensure that their Zoom background is appropriate and does not include any personal care items, items of clothing, inappropriate posters or beds.
11. Pupils must not record or take photos of their classmates or teachers during a Zoom session.
12. Pupils must not eat during the Zoom sessions.

### **Attending Zoom Lessons if a teacher is absent**

13. In the event of a teacher's absence from school, teachers will Zoom their lessons if they are able to do so.



- I. Highfield pupils will remain in their usual classroom.
- II. Not all Highfield classrooms have webcams so a pupil may need to access the other teacher in the year group.

### **Completing Homework**

14. Pupils should check Firefly tasks to check their homework grid.
15. Pupils must complete all set work.
16. Pupils are expected to upload their work in the format requested by teachers.

### **One-to-one sessions**

17. If a pupil is attending a one-to-one session on Zoom (for example, a music lesson or a form tutor session), they must ensure that there is an adult present in the house for the duration of the session. If an adult is not present in the house, the session cannot take place.

### **Consequences of breach of the above additional rules and expectations**

The expectations set out in this Policy will form part of the School rules. Any breaches of discipline in respect of this Policy may result in appropriate sanctions being applied in accordance with the School's Behavioural Policies.

Whilst the School acknowledges that this is a difficult time for many pupils and that there will be a period of adjustment to the "new normal", the expectations in relation to remote learning are in place for the safety of pupils and for the whole School community.

### **Parents Expectations**

1. If your child is self-isolating, parents are requested to email [mrs.gravestock@hlc.org.uk](mailto:mrs.gravestock@hlc.org.uk) by 8.00am each day to confirm isolation and whether or not their child is well enough to engage with remote learning (Firefly or Zoom).
2. For remote learning, pupils are expected to be online and follow the lessons that have been agreed with the class teacher. Parents are expected to support their children's remote learning.
3. Parents should ensure that pupils have an appropriate place to work.
4. Parents should ensure that their child's Zoom background is appropriate and does not include any personal care items, items of clothing, inappropriate posters or beds.

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5. Parents must not record or take photos of a Zoom session.
  6. Parents should be aware that the same rules of communication apply to Zoom lessons as to classroom-based lessons, meaning that the interaction in these lessons are between the teacher and the pupils alone.
  7. Parents should check that set work is completed.
  8. Parents should contact the relevant subject teacher/class teacher if there are any concerns.
  9. If a child is attending a one-to-one session on Zoom (for example, a music lesson or a form tutor session), parents must ensure that there is an adult present in the house for the duration of the session. If an adult is not present in the house, the session cannot take place.