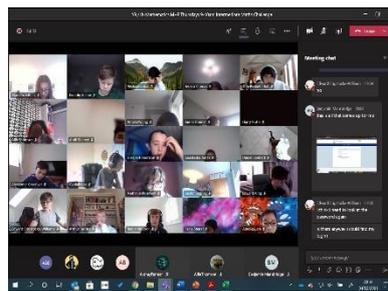




Colchester  
High School

# Online Teaching & Learning Policy

## September 2020



# Online Teaching & Learning Policy

## Contents

Introduction	Page 3
Academic	Page 4
CHS Online Learning Overview	Page 5
Screen time	Page 6
Registration	Page 6
Marking and pupil assessment	Page 6
Live lessons and catching up on missed lessons	Page 7
Homework and personal study	Page 7
Reading	Page 7
Additional online learning resources	Page 7
Pastoral: Behaviour system	Page 8
Pastoral concerns or queries	Page 8
Safeguarding guidance for online working	Page 8
Contacting staff	Page 9
Expectations and the Digital Safety Agreement for KS2-4 students	Page 10
Sources of information for parents	Page 13

## Online Teaching & Learning Policy

### Introduction

As we continue with online learning at Colchester High School, we are dedicated to providing our students with an outstanding education and to developing happy and confident young adults with the skills to become future leaders. Our online lessons are committed to maintaining small class sizes and a flexible approach to the curriculum to tailor our teaching and support to meet the needs of every child.

Our team of specialists and dedicated teachers can provide the inspiration that our students need to achieve their academic goals during these unprecedented times. We are immensely proud to be using state of art and new digital learning technologies to meet our aims. The focus on academic excellence is complemented by first class pastoral care and attention to the learning needs of every child. To broaden our students' interests and help them develop new and transferable skills, we offer a diverse online enrichment programme.

The main message is that, regardless of the setting, we are committed to providing an excellent education and to ensure that the pupils make good progress in the term ahead. While the school site may be closed our education provision most certainly continues.

Nothing can replace actually being in school and being taught and cared for in person. However, the entire school community will strive through our Online Teaching and Learning Programme, to ensure our children continue to love learning and are challenged along the way in order to make the best possible progress in their studies.

Our Digital Team is as follows:

- Harriet Croydon-Assistant Headteacher Teaching and Learning
- Chloe Haggerty Head of Digital and Creative Arts with STEAM
- Philippa Rush-E-safety Lead
- Mercedes Romero Fernandez-Head of Music
- Benjamin Abbott- Teacher of Physics
- Katherine Smith- Lower School Computer Science Co-ordinator and Year 6 teacher
- Jackie Finch-Learning Support Assistant
- Katherine Dixon-Learning Support Assistant
- Louise Drake-Administrator
- Ellis Stuart-ICT Technician

## Online Teaching & Learning Policy

### Academic

We recognise that learning from home is not always straightforward. However, we learnt a lot from the lockdown, the pupils from years 3-11 now have their own devices and most pupils are competent in the use of Microsoft Teams and SeeSaw.

The academic programme that your children will be following will be similar to that they would normally experience in school. There will be a blend of different teaching methods, which offers families flexibility, as well as ensuring we are able to maintain as much academic progress as is possible.

Our Online Teaching and Learning Programme is designed around the school's existing curriculum. This is the curriculum that your child would be working to when in school. Of course, we need to make adaptations to take account of delivering via the online platform. Our programme follows each child's in school timetable and blends a mix of online and offline content and experiences, including:

**Synchronous teaching**: All students will meet with their teacher at the beginning of every lesson. They will be taught the curriculum content and tasks will be explained to them. We will also be holding live assemblies and form times to continue our programme of wellbeing and to keep children informed on the events and activities on a day to day basis.

**Asynchronous learning tasks**: This is when a teacher sets tasks and activities for pupils to complete. These usually follow some teaching input. These tasks may reinforce previous learning or apply new learning. Tasks can be completed offline and will need to be submitted by the deadline. Teachers will be available for students to contact should they require help or support with their tasks.

**Asynchronous teaching and learning tasks**: This is mainly for our prep children who will be using a platform called SeeSaw. A teacher pre-prepares teaching input, often by a short video and uploads for pupils to view. This is an effective way of delivering short pieces of teaching content to support the learning of our younger pupils.

## Online Teaching & Learning Policy

### Colchester High School Online Learning Overview

#### Programme overview

Colchester High school's timetable is operating normally, but online. Students continue attending virtual classes following their normal timetable.

Lesson may be slightly shorter than normal to allow students to take breaks from their screens. Morning breaks and lunch time are critical too. Where possible, and weather permitting, these breaks should be taken outside to give the children the opportunity for fresh air and exercise.

Form Time is part of the timetable. Assemblies will still occur as per the weekly schedules to ensure that school wide notices are still accessible to students.

Teachers have scheduled meetings so you can see your child's timetable by looking at their calendar with MS Teams.

#### Technology platforms

Our staff will deliver our Online Teaching and Learning Programme using the following technology platform:

##### For EYFS and Prep children (Nursery to Year 2)



**SeeSaw** - Seesaw will be used to provide recorded lessons and activities directly to you and your child. Children's work to their teacher will be submitted back through Seesaw by completing activities directly into the platform or by uploading pictures, scanned images or videos into the

platform. Teachers will then feedback to the children via Seesaw.

**Microsoft Teams** - will be used for synchronous opportunities - live face to face sessions. These will be linked to your child's SeeSaw account and can be accessed from there.

##### For Junior and Senior children (Years 3-11)



**Microsoft Teams** - is a synchronous platform which allows students and teachers to collaborate and coordinate in a simple, secure way with chat, video, voice, and healthcare tools all in one hub. Microsoft Teams is designed with IT in mind, providing management capabilities for collaboration, meetings, callings, and apps in one place with a simple user interface.

## **Online Teaching & Learning Policy**

We hope that these arrangements will help to take some of the pressure off parents, as we encourage students to develop their independent learning and feel more connected with their teachers. Detailed instructions for each platform have been sent to parents. If you are struggling to access any platform, please email the school.

### **Screen time**

This is clearly an unusual situation for everyone, where there is greater reliance on digital devices than usual. Teaching staff will work together to ensure that work set is balanced across a mixture of mediums. If you feel your child's screen time is exceeding what is reasonable, please do contact their Tutor so that they can help to coordinate communication between teaching staff. Regular breaks, within the maximum recommended screen time, are crucial.

### **Registration**

As normal, teachers will be taking attendance registers at the beginning of every school day and in every lesson. We appreciate the support from parents in ensuring that students attend lessons during the period of online education. Of course, there will be legitimate reasons that a student may not attend, such as if they are unwell. In these instances, we kindly ask that you email the school in advance of the missed day or lesson.

### **Marking and pupil assessment**

Work is expected to be submitted back to teachers, but there is no pressure to do this immediately. Individual teachers will make clear their expectations around submitting work when individual tasks are set.

Feedback to students will consist of discussion during the lessons, summative comments through Teams or on the work itself on ClassNotebook.

Teaching staff will be keeping a close eye on academic work and will be regularly assessing and reviewing students' attainment and progress. This assessment will continue in line with our usual framework, considering both attitude to learning and attainment. Where there are specific concerns in any of these areas, our usual school approach will apply; subject teachers will address individual concerns, whilst form tutors will manage any broader issues.

### **Support Sessions**

We pride ourselves on the individual care and additional support that we provide our students. We very much wish this to continue as part of our Online

## Online Teaching & Learning Policy

Teaching and Learning Programme. If your child feels that they require additional support in a specific subject, please contact their form or subject teacher directly to set up a support session. Equally, a subject teacher may request a session with your child. Support Sessions will be delivered individually or in small groups.

### Live lessons and catching up on missed lessons

One-to-one lessons will always be recorded for safeguarding purposes and as part of teachers' continuing professional development; this means larger group sessions may also be recorded. Individual teachers will direct students to recorded sessions, if they believe it would be beneficial in catching up on missed work.

### Homework and personal study

All work is being set as assignments and we are not setting separate homework assignments. This is designed to help students focus on the core content being delivered within lessons.

### Reading

There is an expectation that all pupils read daily, aside from their timetable. As a guide, we recommend the following as minimum times:

Reception to Year 2: 10 minutes

Year 3 and 4: 20 minutes

Year 5 and 6: 30 minutes

Year 7 and 8: 45 minutes

Year 9-11: 1hr

### Additional online learning resources

In addition to the Online Learning Programme led by our school team, we recommend the following sites as good sources of content.

- Century Tech <https://app.century.tech/login>
- GCSEPod <https://www.gcsepod.com/>
- BBC Bite Size <https://www.bbc.co.uk/bitesize>
- Quizlet <https://quizlet.com/>
- Seneca Learning <https://www.senecalearning.com/>
- Times Tables Rock Stars
- [www.phonicsplay.co.uk](http://www.phonicsplay.co.uk)

## Online Teaching & Learning Policy

### Pastoral

#### Safeguarding guidance for online working

We recognise that our pupils may have increased access to the internet, as they spend more time at home and as they access our Online Teaching and Learning Programme. We would therefore recommend the following guidelines:

- We will be treating the online environment as part of the school day. Children should be aware of their use of language and ensure that they behave appropriately whilst online.
- Please be vigilant about the sites that your children are visiting. You may need to check their work as well as having a good understanding of the tasks that they are undertaking.
- At the beginning of the session the teacher will set out some ground rules for how each session will run.
- If your child is unwell or unavailable at the time of their assigned session, please let us know.
- Ensure that they have adequate breaks from devices. Children will be set a wide variety of tasks by staff to encourage the use of mediums other than electronic devices.

Our school safeguarding policy remains in place and if you have any concerns of a safeguarding nature then please contact the school's Designated Safeguarding Lead, Carole Goodwin on [carole.goodwin@cognita.com](mailto:carole.goodwin@cognita.com)

#### Behaviour system

During our online learning programme, we will continue to use our system of merits to reward pupils' good behaviour, achievements and effort. These will be recorded, gathered and monitored. Pupils' work will be acknowledged and celebrated in assemblies and form times.

#### Pastoral concerns or queries

It is important that pupils and parents know that we are here to support them during our Online Teaching and Learning Programme. Form times and PSHE will be held daily and weekly in small pupil groups for our pupils to discuss and share their learning, the opportunity to celebrate successes, and to provide a forum to ask questions and raise any issues.

## Online Teaching & Learning Policy

### Contacting staff

Please be assured that staff are contactable each day during our term times and are available to support pupils through their Online Teaching and Learning Programme. As per our normal communication protocol, staff will endeavour to respond to parent communication within 24 hours and will do so within their normal working hours: Monday – Friday.

For Pastoral or Wellbeing please contact the following:

**Lower School:** [claire.smith@cognita.com](mailto:claire.smith@cognita.com)

**Key Stage 3:** [chris.rayner@cognita.com](mailto:chris.rayner@cognita.com)

**Key Stage 4:** [alison.banks@cognita.com](mailto:alison.banks@cognita.com)

**Senior School Student Support:** [simon.newcomb@cognita.com](mailto:simon.newcomb@cognita.com)

**Designated Safeguarding Lead:** [carole.goodwin@cognita.com](mailto:carole.goodwin@cognita.com)

**Deputy Designated Safeguarding Lead:** [cora.allen@cognita.com](mailto:cora.allen@cognita.com)

**E-Safety Lead:** [philippa.rush@cognita.com](mailto:philippa.rush@cognita.com)

For Academic please contact the following:

Please do contact your child's Form Teacher if you have any general queries. If there is an issue relating to the work itself, please contact the relevant subject teacher in the first instance.

For an additional academic enquiries and support

**Lower School Academic Lead:** [danielle.harrision@cognita.com](mailto:danielle.harrision@cognita.com)

**Senior School Academic Lead:** [fiona.ritson@cognita.com](mailto:fiona.ritson@cognita.com)

**Assistant Headteacher Teaching and Learning:** [harriet.croydon@cognita.com](mailto:harriet.croydon@cognita.com)

### For technical enquires:

If at any time you require some assistance with online support, please see the following send an email to:

**[OnlineLearningSupport@cognitaschools.co.uk](mailto:OnlineLearningSupport@cognitaschools.co.uk)**

Please ensure that the email has a subject line of:

- *School Name – Student Name*

Within the body of the email please provide us with the following information:

- *A brief and clear summary of the issue that is being seen*
- *A screenshot of the error or issue where possible*
- *Agreed / Preferred method(s) of communication (eg Email, Phone, Teams Chat etc)*

## **Online Teaching & Learning Policy**

### **Expectations**

#### **What you can expect from our school**

- A continuation of an excellent and robust curriculum
- Online and offline learning activities
- Continued high quality pastoral care
- Regular communication from the school and teachers

#### **What we expect from our pupils**

- Commitment to take part in all online learning and work hard
- Willingness to step out of their comfort zone, especially when things are different or not straight forward
- To follow the Digital and Online Agreement that they have signed (please see page 11 and page 12).

#### **How you can help your child**

- Family comes first and must be your priority
- You are not expected to be your child's teacher. Please do contact the school if you are struggling with the work that has been set
- It would be helpful to provide a dedicated work-space for your child along with the following equipment: IT device / pad of paper / notebook / exercise books / pen, pencil, colouring pens/pencils / maths equipment / calculator / ruler / text books / reading book.
- Stick to a routine where possible. It may be helpful to print out a copy of your family timetable and how the school day will fit into it
- Recognise the need for regular breaks for your children
- Help your child to eat healthily
- Encourage children to keep in contact with their friends
- Enable children to be punctual for any live sessions
- During academic learning, focus should be entirely on schoolwork sessions, therefore apps/tabs that are not relevant to academic learning should be closed and mobile phones put away 21

## Online Teaching & Learning Policy

### Online Learning: Digital Safety Agreement Guidelines for KS2

These are our rules for using the internet safely and responsibly at home while the school is closed:

#### My learning

- I will set up a workspace free of things that might distract me. I will choose this space with
- my parents so that I can work efficiently.
- I use the internet to help me learn and connect with my teachers and classmates. I will use it
- safely and responsibly.
- I will only use technology at home if there is an adult present and they know I am using it.
- If I need help with my homework, I will contact my teacher through the learning platform

#### My relationship with others

When in a videocall,

- I will be on time and dressed appropriately.
- I will talk to my teacher and classmates respectfully.
- I will mute my microphone to avoid unnecessary noise.
- I will never record or take photos of my classmates or teachers.
- I will end the session as soon as our teacher indicates and will not return to the call.

I will send messages that are polite. I will not email, chat or video-conference without my teacher's or parents' permission.

#### My (digital) wellbeing

- I will never give out passwords or personal information (like my last name, address or phone
- number).
- If I see anything on the internet or in an email or other electronic message that makes me
- uncomfortable or appears unpleasant, I will talk to an adult immediately.
- If I receive a message sent by someone I do not know, I will inform an adult immediately.

## Online Teaching & Learning Policy

- I accept that the school monitors my school email account and my messages.
- I understand this Digital Safety Agreement for Online Learning is meant to keep me safe.

I understand this Digital Safety Agreement for Online Learning is meant to keep me safe.

Pupil signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Online Learning: Digital Safety Agreement Guidelines for KS3+4

I am encouraged to uphold and be aware of this Digital Safety Agreement which regulate my use of technology for Online Learning.

### My learning

- I will choose a dedicated study area free of distractions that will enable me to learn effectively and will also contribute to my wellbeing. For this purpose, I will avoid other screens (phones, iPads, etc) while studying.
- I will maintain a routine as close as possible to a regular school day.
- I will regularly check my email, for assignments, deadlines, messages from my teacher or classmates.
- I understand that the school monitors my school email account and messages.
- I will follow the school rules on academic honesty and not practice plagiarism.

### My (online) relationship with others

- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- I will never write racist, sexist, abusive, homophobic or aggressive words. I do not write things that could upset or offend others.
- I understand that sending malicious messages can become a matter whereby the school will set sanctions or involve outside agencies such as the police.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will not respond to offensive, abusive or rude messages. Should that happen, I will let a teacher or adult know immediately.
- When in a videocall,
  - I will be on time, in a suitable room, and dressed appropriately.
  - I will talk to my teacher and classmates respectfully.
  - I will mute my microphone to avoid unnecessary noise.
  - I will never record or take photos of my classmates or teachers.

## Online Teaching & Learning Policy

- I will end the session as soon as our teacher indicates and will not return to the call.
- I will report to a teacher or any incident that breaches the Digital Safety Agreement, even if that incident does not affect me.

### My (digital) wellbeing

- I will maintain a healthy relationship with technology by using it when appropriate.
- I will avoid distractions, such as other screens, loud music, etc that might interfere with my learning.
- I will always keep my username and password confidential. I will never share personal information about myself or anyone else, such as an address, telephone number and private details, in an email or on a website.
- I will take regular breaks from screens and technology. I accept that this Digital Safety Agreement for Online Learning is meant to keep me safe. I take responsibility for my actions online and know that any breach of this agreement will be considered a serious disciplinary matter.

Pupil signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Online Teaching & Learning Policy

### Sources of information for parents

A range of resources, tips and advice to help families during school closures is available and be continually updated on the Cognita website.

<https://www.cognita.com/cognita-be-well/resources-for-families/>



At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit [www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) for further guides, hints and tips for adults.



# REMOTE EDUCATION 10 TOP TIPS FOR PARENTS

Remote education ensures continuous learning outside the classroom. For parents and carers, remote education isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote education experience.

## 1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING

As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand.



## 2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



## 3. ESTABLISH A DAILY SCHEDULE AND ROUTINE

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



## 4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks; however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



## 5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



## 6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE

Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



## 7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



## 8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES

Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



## 9. MAINTAIN FEEDBACK WITH TEACHERS

Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



## 10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll.



[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

Sources: Remote education good practice. DfE guidance. | Safeguarding and remote education during coronavirus (COVID-19). DfE guidance.

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 04.11.2020