



## Alleyne's School Policies & Procedures

### Education Continuity Policy

Name of Policy	Education Continuity Policy
ISSR	N/A
Reviewed by	SMT
Author/SMT	Ms SP Chandler, Deputy Head (Personnel and Administration)
Date of school review	September 2023
Date of next school review	September 2024

### Policy Overview

#### **This policy applies to pupils and staff.**

In the event of any situation which forces the physical closure of the Alleyne's School site to all pupils and staff, and the normal structure of face-to-face teaching is not possible, the following plan is designed to ensure continuity of education.

#### **Introduction**

A rapid switch from our normal and in-person learning environment to a 100% online learning environment may be necessary in exceptional circumstances. It should be noted that such a switch is highly likely to cause stress and anxiety for pupils, parents and staff members. Patience, generosity of spirit and a can-do attitude will be required by the whole community including pupils, staff, parents, governors and regulators.

As a school we will ensure that we retain a focus on all pupils, recognising that those in Years 11 and 13 (who are preparing for public examinations) might require different support and provision to those pupils in Years 10 and 12 (who are part-way through public examination courses) and to those pupils in Years 7-9 (Key Stage 3).

We also understand that working parents, including teaching and administrative staff, may be required to manage the logistics of supervising children either while working from home or while working elsewhere. All members of the Alleyne's School community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online, if deadlines are missed, or mistakes made.

#### **Contact**

All staff must check their email before 08.10 each day from Monday to Friday, and pupils must join their Form Team Meeting for Registration by 8.30. Parents can contact the school as usual using the following channels and their enquiry will be directed accordingly. As a school we will remain in regular contact with staff, parents and pupils, with regular updates via Alleyn's Post on the status of the closure and online learning.

Reception: [reception@alleyns.org.uk](mailto:reception@alleyns.org.uk)

IT Helpdesk: [ithelpdesk@alleyns.org.uk](mailto:ithelpdesk@alleyns.org.uk)

Senior Deputy Head: [seniordeputyhead@alleyns.org.uk](mailto:seniordeputyhead@alleyns.org.uk)

Deputy Head, Academic: [deputyheadacademic@alleyns.org.uk](mailto:deputyheadacademic@alleyns.org.uk)

Deputy Head, Personnel and Administration: [deputyhead@alleyns.org.uk](mailto:deputyhead@alleyns.org.uk)

### **How will we deliver an Alleyn's School education?**

Lessons will continue according to the existing timetable, although timings will be adjusted to allow for breaks between lessons. As normal, it will include daily registration, assemblies and tutor and house meeting slots.

Always Alleyn's will operate via Microsoft Teams and the Hub.

We strongly recommend that staff and pupils download the Microsoft Teams desktop app. This will provide them with full functionality and a higher speed interface than the web version.

### **What sort of education will we deliver?**

Teachers will plan activities that relate as closely as possible to current class content and skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. While younger children in the Junior School may need more assistance with remote learning, parents will not be placed in the role of teacher and in the Senior School are not expected to be involved any more than through providing children with a WiFi-enabled workspace that is quiet, safe and free from distractions. Pupils will be able to carry out the tasks assigned by teachers independently, including accessing the material.

Teachers will continue to assess pupils' understanding in lessons as well as by written work, specifying where and when pupils will be expected to submit this work.

### **Lessons**

Our online provision will mirror the normal on-site timetable. There will be an appropriate mix of online and offline tasks which will help to ensure that pupils are not in front of screens all day. Pupils in all classes will be able to ask questions and share ideas with teachers and other pupils via Teams lessons.

Lessons and tasks will be carefully structured for pupils to scaffold learning for all and there will be regular opportunities to complete optional extension (and enrichment) tasks so that pupils who work more quickly feel they are being challenged.

Flexibility and understanding will be shown to pupils who need more time to complete tasks, especially when working independently.

Given the intensity of online learning, and being mindful of screen time, there will be a 10-minute break between each lesson.

All pupils will receive regular feedback on work that they have been asked to submit. Feedback will take different forms, including whole class feedback, self-marking from answers provided by teachers and individual feedback.

In addition to the teacher who sets-up the Team, **all Teams** will have a joint owner. This will be a second member of staff, normally a line manager, who will from time-to-time conduct virtual learning walks to help ensure both quality of provision and that safeguarding protocols are being followed.

### **Learning Support**

The Learning Support department will offer group sessions for pupils in all years, as well as maintaining blogs and forums/chats. Any pupil struggling with organising their work at home (whether they are on the register or not) can be referred by the Form Tutor to the Learning Support department for advice.

### **Pastoral Care**

Maintaining pastoral care will be crucial during these challenging times. Tutors, Housemasters and other pastoral managers will continue to monitor and engage with the well-being of pupils, helping them to manage the new challenges that remote learning will bring. Encouraging pupils to continue to engage with peers beyond their immediate friendship groups, and to feel part of the Alcey's community, will be vital. Regular contact by Tutors and Housemasters will be maintained. The School Counsellor will also continue to work remotely during this period.

### **Tutors**

Tutors will work closely with Heads of Section, Heads of Year and Heads of House and will be responsible for monitoring pupils' personal and academic welfare and progress. Tutors will also monitor attendance, follow up absence, and ensure that pupils are in regular contact with the tutor and peer group.

If a pastoral concern arises, then it must be logged in CPOMS/iSAMS in the normal way. The relevant Head of Section may then contact you directly via phone or a Teams call for further discussion. If a Tutor has safeguarding concerns for a pupil, they will follow the normal guidelines and contact either the Designated Safeguarding Lead (DSL) or one of the Section Heads who are the Deputy Designated Safeguarding Leads (DDSL) to discuss the matter.

### **Heads of House**

Heads of House will continue to take responsibility for all members of their House, overseeing welfare, general progress and behaviour. This will include ensuring the continuity of each pupil's individual development in conjunction with other appropriate members of staff. All Houses already have an established Team for their House so that pupils can easily communicate with the Housemaster and their peers.

### **Co-curriculum**

There will be a daily co-curriculum slot from 4.00 – 5.00. During this time, pupils will be able to engage in a variety of activities that will bring them into contact with other pupils and staff. Pastoral staff will encourage pupils to get involved in these opportunities. (Lunchtimes – from 13.05-14.15 - will not include school activities to provide a screen break and accommodate family life and lunch etc.)

### **IT and E-Safety**

All pupils and staff must adhere to the relevant IT and E-Safety policies, in order that everyone keeps safe online. These will be sent to relevant groups as appropriate.

### **Pupils**

Pupils must work in a WiFi-enabled workspace that is quiet, safe and free from distractions, and approved by their parent or guardian. Pupils will be expected to work positively with all staff and to actively engage with all aspects of school life.

### **Help**

Pupils already know how to access and use Microsoft Teams and the Hub. The first port of call for pupils needing assistance are the training videos hosted on the IT Support pages of the Hub; those needing additional support should contact the IT Helpdesk via the Hub.

### **Wellbeing**

Loss of face-to-face contact for an extended period may well be challenging for some pupils and staff and, indeed, parents. Any member of the community must feel that they can always contact someone. For pupils a trusted teacher, their Form Tutor, Housemaster and/or Sectional teams, the Chaplaincy team, or School Counsellor can always be contacted. For staff a trusted colleague, line manager, any member of SMT, and/or the Chaplaincy team or School Counsellor can always be contacted. Parents can also contact the School Chaplain.

## Review of Policy

The Alleyn's Education Continuity Policy is monitored by SMT and the Alleyn's Education Committee and will be reviewed regularly. This policy (minus the appendices below) will be posted on the Alleyn's School website.

In the event that the Education Continuity Policy is activated this policy will be reviewed in advance to ensure that it is fit for purpose given the situation at the time.

**In addition to this Policy** there are **associated Appendices**, which will be **sent to relevant groups** as necessary, when this Education Continuity Policy is activated:

- **Appendix 1: Addendum to Safeguarding and Child Protection Policy**
- **Appendix 2: Remote Learning Protocols and Online Safety: Staff**
- **Appendix 3: Guidance for Senior School Parents**
- **Appendix 4: Guidance for Junior School Parents**
- **Appendix 5: Remote Learning Protocols and Online Safety: Pupils**
- **Appendix 6: Guidelines for Visiting Music Teachers (VMT)**
- **Appendix 7: Guidelines for LAMDA Teachers**
- **Appendix 8: Guidelines for Remote Counselling**
- **Appendix 9: Guidelines and procedures for one-to-one live audio/video contact (sessions) for academic support of pupils**
- **Appendix 10: Guidelines and procedures for one-to-one live audio/video contact (sessions) for pastoral support of pupils – use by Housemasters, Section Teams, Heads of Section, the DSL, members of SMT**

Senior School teachers will also be supported in this work by:

- **A detailed Staff Manual (regularly updated) (Asst Hd (T&L));**
- **A Remote working at Alleyn's for Teaching Staff Policy (Dep Hd (P&A))**