



Alleyne's Junior School

Policies & Procedures

Education Continuity Policy

Name of Policy	Education Continuity Policy
ISSR	Part 1 Quality of Education
Reviewed by	Alleyne's Governing Board
Author/SMT	Mr S Severino (Junior School Head)
Date of school review	September 2023
Date of next school review	September 2024

Policy Overview

This policy applies to pupils and staff in the Junior School (including EYFS).

In the event of any situation which forces the physical closure of the Alleyne's Junior 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 our provision should be age appropriate.

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 Junior 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. The learning curve will be steep for everyone.

Contact

All staff must check their email before 8.10am each day from Monday to Friday, and pupils must register each morning before looking at any assembly and then their lessons. It is recognised that the youngest Junior School pupils may be dependent upon parents to assist in some of these

tasks. Pupils should aim to register at 8.30am 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.

If a pupil is unwell then parents are requested to email the School Office, copying in the Nurse and Tutor at the time of registration.

School Office: juniorschool@alleyns.org.uk

Nurse: jsnurses@alleyns.org.uk

IT Helpdesk: ithelpdesk@alleyns.org.uk

How will we deliver an Alleyn's School education?

Depending on the length of the closure, lessons will either continue according to the existing timetable, or via a newly constructed timetable. However, this will still include daily registration, assemblies and tutor meeting slots.

Teachers and pupils will attend Always Alleyn's via the Hub and Microsoft Teams (with Infants focusing on 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 or skills, whilst making appropriate adaptations to remote learning. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. The expectation should be that the older Juniors and any of the younger Juniors should be able to carry out the tasks assigned by teachers independently, including accessing the material. While most Infants will require some support in accessing some instructions it is hoped that they will be able to complete many tasks independently.

Teachers will continue to assess pupils by specifying where and when pupils will be expected to submit work, either via the Hub or Teams. Teachers will also continue to assess understanding via online communications (via Teams and the Hub) as well as through Class Chat pages and live form time.

Why are we using Microsoft Teams and the Hub?

The Hub is familiar to all pupils and staff, and we have chosen to increase our use of Microsoft Teams because of pupil, staff and parent feedback. Alleyn's is also a Microsoft school and all staff and many pupils are already familiar with the Office 365 suite, even if they are unfamiliar with Teams itself. Training resources for pupils and staff will be available on the Hub.

Lessons

An appropriate mix of online and offline tasks will help to ensure that pupils are not in front of screens all day and is vital for pupils who share devices with others or for whom broadband at home might be an issue. Live 'touch points' for all pupils will be part of our offering.

Pupils in all classes will be able to ask questions and share ideas with teachers and other pupils via Teams and the Hub or communicate via their parents' email addresses.

Teachers will adjust the curriculum to help pupils get the most out of Always Alleyn's and work collaboratively to create and draw on a wide variety of resources. Alongside live 'touch points', pre-recorded video and audio material will be used regularly as teaching aids.

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 to challenge.

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, pupils (with parental guidance) should have short breaks between lessons and build in a morning break and a lunch break into their daily routines.

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** should also contain one of the following as a joint owner (Head of Infants for Infant Teams, Teaching and Learning Coordinator for Years 3 and 4 and Director of Studies for Years 5 and 6). This person 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 continue to offer small group and individual lessons for pupils in all years. Any pupil struggling with organising their work at home (whether they are currently supported) 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 and subject teachers 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 Alwyn's community, will be vital. Regular contact by Tutors will be maintained.

Tutors

Tutors will work closely with subject teachers and will be responsible for monitoring pupils' personal and academic welfare and progress. The School Administrative Officer will also monitor attendance and will liaise with the Deputy Head who will then contact tutors for follow up actions. All tutors will make regular contact with their form at agreed times.

If a pastoral concern arises, then it should be brought to the attention of the Tutor initially and the Deputy Head, if appropriate. Concerns should be recorded in the usual fashion. The Tutor or Deputy Head will then contact parents and pupils (in the company of parents) as appropriate. If a teacher has safeguarding concerns for a pupil they will follow the normal guidelines and contact either the Deputy Head or Head who are the Deputy Designated Safeguarding Leads (DDSLs) in the Junior School to discuss the matter. If these DDSLs are not available then they should contact the Designated Safeguarding Lead in the Senior School (the Senior Deputy Head) or one of the Senior School Section Heads who are also DDSLs.

Co-curriculum

There will be a daily co-curriculum slot in the afternoon. 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. Lunchtimes will not include school activities to accommodate remote family life and catering etc. There will not be activities before school or later in the day.

Acceptable Use Agreements

All pupils and staff must adhere to the relevant acceptable use agreements, in order for everyone to keep safe online. These will be sent to relevant groups as appropriate.

Pupils

Pupils must work in a location known and approved by their parent or guardian, and ideally where there is good internet access. Pupils will be expected to work positively with all staff and to actively engage with all aspects of school life.

When/How?

Learning activities will be posted at the start of each day.

Help

Pupils will need to know how to access and use the Hub and Microsoft Teams (Juniors). The first port of call for pupils needing assistance are the training videos hosted on the Hub; those needing additional support should contact the IT Helpdesk via the Hub or their tutor or subject teacher (as appropriate).

Wellbeing

Loss of face-to-face contact for an extended period of time 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, the Head of Infants, Deputy Head or Head or the Chaplaincy team 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 the Schools' SMTs and the Alleyn's Education Committee and will be reviewed on an annual basis. This policy (minus the appendices below) will be posted on the Alleyn's Junior School website.

In the event that the Education Continuity Policy is activated this policy will be reviewed regularly, including with the use of pupil, staff and parent surveys.

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 (VMTs)**
- **Appendix 7: Guidelines for LAMDA teachers**
- **Appendix 8: Remote Counselling: Guidelines for Counsellors**

Junior School teachers are also supported in this work by:

- **Always Alleyn's Teaching and Learning and Pastoral Guidance;**
- **A Remote Working at Alleyn's for Junior School Teaching Staff Policy**