



SEDBERGH
SCHOOL

FOUNDED 1525

SEDBERGH SCHOOL

Education Continuation Policy (April 2020 Update)

In the event of Sedbergh School being required by the relevant regulatory authorities to adopt a remote off-campus learning environment, the following educational provision will be implemented for all pupils. This policy does not apply to individual pupils who are unable to attend school. In this case the usual arrangement for absence will apply.

1. Introduction

A change from an in-person learning environment to a remote online learning environment will only be considered in exceptional circumstances. From experience of schools in Southern Europe and Asia who have been compelled to do this, we are aware of the need to ensure that pupils, parents and staff members collaborate effectively. Patience, generosity of spirit and a can-do attitude will be required by all stakeholders.

Working parents, including teaching and administrative staff, will need to consider arrangements for children when working from home, or while working elsewhere, including the need for supervision and support for younger children. Arrangements include the need for access to appropriate IT equipment and a reliable high-speed broadband provision. All members of the Sedbergh 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.

2. Contact

All staff and pupils will be required to check their email at 07.45 each day from Monday to Friday for a daily briefing notice. 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 parents and pupils, through our regular means of communication, including through Housemasters / Housemistresses and Head of Years.

Reception	schoolsecretary@sedberghschool.org 015396 20535
IT Helpdesk	it@sedberghschool.org
Principal	principal@sedberghschool.org
Headmaster	hoffice@sedberghschool.org
Chief Operating Officer	coo@sedberghschool.org
Deputy Head Pastoral	gun@sedberghschool.org
Deputy Head	lew@sedberghschool.org
Director of Studies	tsb@sedberghschool.org

3. How will we deliver a Sedbergh School education?

Teachers and pupils will access our remote learning environment through Microsoft Teams. To do this staff and pupils will log in to Office 365 (<https://portal.office.com>) using their Sedbergh School email address, click the “waffle” in the top left hand side of the screen and then select Teams. Once they are logged in to

Teams staff and pupils will need to click on Teams in the menu on the left hand side of the screen. From there they will be able to select their appropriate class team.

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.

a. Lessons

From within Teams teaching staff will be able to deliver lesson content to pupils during their regular timetabled lessons, as outlined below. The main change from the regular timetable is that Saturday's lessons will take place on Wednesday and Thursday afternoons, as shown in the table below. Thursday will finish with a regular tutor period. At the start of each lesson teachers will take a register of pupil attendance as usual using the online attendance register on iSAMS. Lessons will last for 40 minutes, with breaks after every two lessons.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:30 – 9:10	8:30 – 9:10	8:30 – 9:10	8:30 – 9:10	8:30 – 9:10
Period 2	9:10 – 9:50	9:10 – 9:50	9:10 – 9:50	9:10 – 9:50	9:10 – 9:50
Break	9:50 – 10:20	9:50 – 10:20	9:50 – 10:20	9:50 – 10:20	9:50 – 10:20
Period 3	10:20 – 11:00	10:20 – 11:00	10:20 – 11:00	10:20 – 11:00	10:20 – 11:00
Period 4	11:00 – 11:40	11:00 – 11:40	11:00 – 11:40	11:00 – 11:40	11:00 – 11:40
Break	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10
Period 5	12:10 – 12:50	12:10 – 12:50	Sat P1 Lesson 12:10 – 12:50	Sat P3 Lesson 12:10 – 12:50	12:10 – 12:50
Period 6	12:50 – 13:30	12:50 – 13:30	Sat P2 Lesson 12:50 – 13:30	Tutor Period 12:50 – 13:30	12:50 – 13:30

The main method of communication between teachers and pupils and from pupil to pupil must be through Posts on the main landing page of each class. This will remove the need for teachers and pupils to communicate continuously via email. Teachers and pupils can write comments in real time and upload files and documents on Posts. The platform allows groups of pupils and staff to communicate by live video link.

Teachers will be using Teams as a video-conferencing tool. Teachers will, where appropriate, deliver live lessons for their full classes; they will be able to share the content of their screen with their class and talk through learning materials. These lessons will take place in the regular timetabled period for each class. If pupils miss a lesson for any reason, or if they want to re-cap the video of the lesson, these lessons will be saved and linked to on the Posts section of the appropriate class tab on Teams. Pupils must simply click on the link to join the live lesson. Pupils will be set independent work to complete during lesson time and for prep, and will receive feedback, as normal, on this work.

b. Tutor time

Your son or daughter's tutor will set up a Team for the tutor group, and there will also be a Team set up for the whole boarding house. Tutoring will take place in these Teams and regular tutor periods will take place on Thursday Period 6. Heads of Year may periodically deliver year group assemblies to the entire year group using Teams. This may seem unnecessary, but we have learnt from the experience of schools in Southern Europe and Asia that the loss of face to face contact for an extended period of time can become an issue for some pupils and staff. As such we require all tutors and their tutees to check in with one

another every day. We are trying to replicate normal school routines as much as possible, and will continue to support pupils as if they were at school.

c. Points to note

We will continue to deliver lessons for all pupils. They will also be required to follow the Online Home Learning Responsible User Agreement which is outlined later in this document. If the rules outlined in the agreement are not followed, then regular school sanctions will be applied in line with the school's discipline and sanctions policy, and parents will be contacted.

4. What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to normal teaching. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. Parents will not be placed in the role of teacher any more than they are during the regular school day. Pupils will be able to carry out the tasks assigned by teachers independently, including accessing the material.

Teachers will continue to assess pupils by specifying where and when pupils will be expected to submit prep, for example using the Class Notebook or the Assignments tab on the top menu within Teams. Teachers will also continue to assess classwork by monitoring the live lesson feed as well as the Posts within each lesson.

Where possible teachers will provide live lessons; however, in certain circumstances where appropriate, teachers will provide independent learning tasks or pre-recorded videos for lessons.

5. Why are we using Microsoft Teams?

We have chosen to use Microsoft Teams because Sedbergh School is a Microsoft school and all staff and pupils are familiar with the Office365 suite, even if they are unfamiliar with Teams itself. For a brief (54 second) video on the functionality of Teams you can click here: <https://bit.ly/2HWtOdi>

6. Where?

Pupils should ideally work where there is high speed internet access, and in a location known and approved by their parent or guardian. All teaching staff will be working in Sedbergh during term time unless authorised to leave by the Headmaster in line with the standard teaching staff absence protocol. If practical and permitted, teachers can work on site at Sedbergh School in order to access their teaching materials and to use the school WiFi. If practical and permitted, children of staff will be allowed on site to facilitate the inevitable challenges of a move to a 100% online learning environment.

7. When?

Learning activities will be posted ahead of timetabled lessons each day from Monday to Saturday. Lesson delivery will be condensed into 40 minutes to reduce screen time and to allow for pupils and staff to interact between lessons as they would during the physical transition between lessons in school.

8. Help

Please ask your son or daughter to show you that they can access Microsoft Teams. If they need assistance accessing Teams please ask them to contact the school using the contact information outlined above. Their tutor should be the first point of contact. If you or your child would like to learn more about how to use Microsoft Teams please visit the following website for further details: <https://bit.ly/380lleg>

9. Wellbeing

Loss of face to face contact for an extended period of time may well be an issue for some pupils and staff and, indeed, parents. Pastoral support will take place via the House and Tutor group Teams, as normal.

Review of Policy

The Education Continuity Policy is monitored by SLT and the Governors' Education Sub-committee and will be reviewed on an annual basis. This policy will be posted on the Sedbergh School website.

In the event that the education continuity plan is activated this policy will be reviewed weekly and, if amended, redistributed to staff, parents and pupils.

Policy Details

Version date: March 2020

Last review: April 2020

Next review: March 2021

Responsible SMT: Headmaster

APPENDIX ONE

Online Home Learning Responsible User Agreement - Pupils

Rules

- I will only use technology for school purposes as directed by my teacher.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and other departmental online learning platforms); this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will complete and upload all prep into Teams by the deadlines directed by the teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not record or take photos of my classmates or teachers during an online session.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

Guidelines

When using Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Video conference from an environment that is quiet, safe and free from distractions.
- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas, no swimwear)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and fellow pupils
- Provide feedback to teachers about your experiences and any relevant suggestions
- You **MUST NOT** record each other's online interactions or the video lessons
- You **MUST NOT** share recorded lessons publicly
- Make sure you end the session as soon as the teacher tells you to do so

APPENDIX TWO

Parent Consent form for Online Sessions

Dear Parent,

As we move to a 100% online learning environment using Microsoft Teams in line with our Education Continuity Policy, we must receive parental permission before a pupil is able to take part in online sessions.

All pupils must adhere to the Online Home Learning Responsible User Agreement in order to engage safely in the online sessions. Please read and discuss this user agreement with your child. If you have any concerns or queries with regard to the agreement, please contact hmoffice@sedberghschool.org and we will deal with your enquiry accordingly.

In order to facilitate online learning during the suspension of in-person learning, we ask that you support your child, where possible, by:

- providing them with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary
- making sure your child is dressed appropriately
- ensuring that online communication is only between teachers and pupils

All parent to teacher communication should be via email or reception as usual. Neither parents nor pupils may record, share or comment on public forums about individual teachers.

By completing the following Microsoft Form, you give permission for your child to attend online sessions with Sedbergh School staff and you acknowledge that you have shared this document and discussed online learning with your child. It is very important that your child agrees to follow the rules.

Please click here to complete the form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=4aGPZb3zfESajaQ7EejR4AjPZDatyFxEitt13w8GbsFUQTbCT1hGWUxRRUJDSUtCRDBQWEZSNEVJUC4u>

Yours sincerely,

Dan Harrison

Headmaster