

Maiden Erlegh Trust  
**EDUCATION CONTINUITY  
PROTOCOL 2019/20**

**(Primary Edition for Staff & Parents)**



**MAIDEN ERLEGH  
TRUST**

for  
**Great Hollands Primary School**

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## Scope

This policy applies to circumstances where one or more Maiden Erlegh Trust schools is anticipated to be closed for a period longer than one day because (e.g.) a school estate is inaccessible, key systems or utilities have failed, or an order by a regulatory authority requires the School to close and/or a significant number of people to self-isolate<sup>1</sup>.

## Aims

The schools will do all that they reasonably can to continue to deliver educational services, by using various technologies and online services to enable remote teaching and learning.

In circumstances where schools are able to remain partially open with reduced staffing, they will aim to run a teaching programme for pupils/students on roll.

Where schools are closed for more than one day, teaching staff will endeavour to ensure that work is available for pupils/students to access at home via their school's chosen platform.

## Policy

Teaching staff, and those responsible for classes or interventions, are expected to provide appropriate learning resources and activities, and/or teaching remotely. They are also responsible for providing feedback in line with school/department protocols.

Pupils/students are expected to complete work (class and homework equivalents) set within stated time frames (including acting on any feedback provided). They are expected to attend virtual lessons in accordance with their school's timetable, or any amended timetable issued to them. See Appendix 1 for detailed arrangements.

## Behaviour and conduct (online and virtual learning)

All staff and pupils/students are expected to conduct themselves online and in virtual learning spaces in the same way that they are expected to do in school. Their school's relevant policies e.g. Code of Conduct, Behaviour and Exclusion, Staff Code of Conduct, Acceptable Use Agreement etc. will remain in force. Any specific variations are covered in this policy or will be communicated directly to pupils/students and parents by the Headteacher or a member of the Senior Leadership Team.

As far as is possible pupil/student behaviour concerns or positive performance will be dealt with in the same ways as usual. We reserve the right to mute/remove a pupil/student from an online session if their conduct etc is unacceptable. We expect parents/cares to support their child's school where disciplinary responses are required.

Pupils/students will not be required to wear school uniform but, for both staff and pupils/students, an appropriate standard of attire is required.

<sup>1</sup> *Not an exhaustive list, other unpredictable circumstances may cause the School to be closed.*

## Safeguarding

The safeguarding of both pupils/students and staff must be maintained in online/remote spaces. All the same policies, rules and guidelines remain in place and adherence to all

statutory guidance is demanded. The virtual learning space, notably video-conferencing, creates a new set of challenges, however, for which there are specific Maiden Erlegh Trust guidelines.

For pupils/students/ parents:

- The room should be well lit and as far as possible the visible background should be plain with nothing which could be considered inappropriate or showing personal information. Alternatively, pupils/students should choose a generic background from the relevant app.
- Other members of the household must not be involved in video-conferencing or communicate with other pupils/ staff in the session.
- School organised video-conferencing should only be used for lessons and staff communication and not for pupil-to-pupil communication, and can only take place from Monday to Friday between the hours of 09.00 and 15.00 (i.e. the school's normal teaching hours).
- Recording or screen-shots of staff or other pupils/students during a virtual lesson is strictly prohibited.

For staff:

Staff should select the location of their video-conferencing carefully and adhere to the following rules:

- The room should be well lit and as far as possible the visible background should be plain with nothing which could be considered inappropriate or showing personal information. Alternatively, staff should choose a generic background from the app.
- Other members of the household must not be involved in video-conferencing in any way.
- The Senior Leadership Team and IT Department will be able to access all online lessons and Heads of Departments/Phase Leaders will be able to access their own department's/phase's online lessons Teams for monitoring and safeguarding purposes. This should be seen by all parties as a virtual parallel to drop-ins and lesson observations.
- Teaching via video-conference or other online communication means must only take place from Monday to Friday between the hours of 09.00 and 15.00 (i.e. the school's normal teaching hours).
- No one-to-one video-conferencing should take place – if occasions should occur where there is one pupils and one member of staff then staff should enable the recording option of the session until such time that another member of staff can remote in.
- The Headteacher will circulate a list of any pupils/students that are withdrawn from video-conferencing by their parents.

### Provision for pupils/students who do not have access to internet at home

Schools will ensure that any families who do not have access to the internet at home, will have work provided for their children which is reasonably in line with that provided for all other students – in quantity, quality and feedback provided.

### Health and Safety

Staff should be mindful of the comfort and safety of their workstation and environment when the School is providing educational services remotely.

## Data Protection and Information Security

Staff working remotely may use their own computer equipment but, in accordance with the Trust's and school's Data Protection Policy staff are responsible for security of personal data and must ensure it is stored securely when using personal systems or remote systems to maintain confidentiality from other members of the household. Personal data must be disposed of by bringing it into school, once reopened, and sent for shredding. Please refer to the full policy for further guidance or contact Mike Gomm (Trust Data Protection Officer at [dpo@maidenerleghschool.co.uk](mailto:dpo@maidenerleghschool.co.uk)) for advice.

IT support will be available in the normal manner through Spiceworks.

## E-Safety

Any digital communication between staff and pupils/students or parents (email, chat, VLE etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems. **Personal email addresses, text messaging or social media must not be used for these communications.**

Staff contact with pupils/students at home must only use their school email or their school's chosen platform and communication should be restricted to the hours 09.00 and 15.00.

## Keeping Staff up-to-date

The Trust and schools will keep staff advised of progress towards re-opening schools and returning to normal arrangements. The Senior Leadership Team will advise staff of any alterations to the sustainability of remote teaching if and when circumstances change. Individual staff should remain in contact with their Head of Department / Line Manager.

### **Information for Parents to be sent to classes / phases affected by lockdown.**

Pupils should be familiar with using Google Classroom and so this is where materials will be made available. Pupils will have been provided with individual class codes by their class teacher if they are unsure of the code please email the school office for the attention of the teacher whose class code is required.

Teaching staff will be working from home using remote access to provide these resources wherever possible. Please be mindful that this will be dependent upon their own personal circumstances and health.

Some of your child's teachers may choose to deliver online lessons via video or audio conference. They will do this via Zoom / Google Meet / MS teams.

Teachers will invite pupils to the lesson at a designated time by giving them a joining URL which will be posted on Google Classroom. During the school closure, pupils are expected to:

- Be available during the hours of the normal school day to respond to email and other alerts used by school.
- Check Google Classroom on a daily basis for information on work that has been set and for information on any scheduled video conference lessons.
- Complete any class/homework set on Google Classroom by the deadline stated and using the specified method of submission.
- As far as possible attend lessons that are delivered remotely by Google Classroom stream or video/audio conference.
- Have their books/folders and pencil cases to hand during lessons that are delivered remotely by Google Classroom stream or by video conference.

In a video/audio conference lesson:

- If your child is using the video function the room should be well lit with nothing in the background. Alternatively, they can choose a virtual background from the app.
- Other members of the household must not be involved in video-conferencing in any way.
- Pupils do not need to wear uniform but they should be suitably dressed.
- Recording or taking screen-shots of anyone during a virtual lesson is strictly prohibited and will be treated using our normal behaviour policies.
- Pupils are expected to conduct themselves in the same way that they would in school.
- Pupils behaving inappropriately will be removed from the lesson and their parents informed.

If you do NOT want your children to be included in lessons delivered by audio/video conference please tell your child and let the school office know.

## Appendix 1

Teaching staff	Support staff	Pupils/students
<ul style="list-style-type: none"> <li>• Will be available during their normal working hours (either full school day or part-time as specified in their contracts) to respond to email and other appropriate work software alerts.</li> <li>• Will set appropriately accessible and challenging work for pupils/students to access on their school's chosen platform for all lessons and homework missed during the closure.</li> <li>• Where video conference lessons are offered, will teach at times specified in the timetable. It is accepted that the lessons may be shorter than normal lessons but they will start on time.</li> <li>• Will set work which will, as far as possible, enable pupils/students to follow the planned sequences of learning.</li> <li>• Will set/upload work by 5pm on each day of the This will include information about any video conference lessons.</li> <li>• Will ensure that all pupils/students have completed the work set during the closure and provide feedback in line with local protocols as far as possible.</li> <li>• Will keep a register of attendance of video lessons and a log of work completed.</li> <li>• Will attend any relevant meetings via telephone or video conference as requested.</li> <li>• Will report any safeguarding or pastoral concerns as normal through CPOMs and follow-up with DSLs as usual.</li> <li>• Will provide appropriate alternative paper-based work for the duration of the closure, for pupils/students wo do not have access to the internet at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be available during their normal working hours (either full school day or part-time as specified in their contracts) to respond to email and other appropriate work software alerts.</li> <li>• Those that are able to work remotely will be directed by their Line Managers as appropriate.</li> <li>• Will attend any relevant meetings via tele or video conference as requested.</li> <li>• Will report any safeguarding or pastoral concerns as normal through CPOMs and follow-up with DSLs as usual.</li> <li>• Line Managers will make arrangements to contact those staff who are unable to check emails.</li> </ul>	<ul style="list-style-type: none"> <li>• Will check their school's chosen platform on a daily basis for information on work that has been set and for information on any scheduled video conference lessons.</li> <li>• Will be available during the hours of the normal school day to respond to email and other appropriate educational software alerts.</li> <li>• Will complete work set on their school's chosen platform by the deadline set by their teachers.</li> <li>• Will attend timetabled video conference lessons remotely, at the times specified in the timetable.</li> <li>• Will be suitably equipped for video lessons with books/folders and pencil case.</li> <li>• Will continue to submit class and homework in line with the School's policies, and respond to any feedback provided.</li> </ul>