



Remote Learning Guidance

If College is required to close for an extended period, the details below capture the rationale for the programme, which has been developed to ensure our pupils and students:

- Remain well
- Remain safe
- Continue to be taught
- Continue to learn
- Stay motivated
- Stay connected

The detail that follows also identifies what teachers will do and how parents can help to support our young people whilst living and working at home. Both **teachers and parents have a key role in encouraging, motivating and praising** our pupils and students for their achievements, especially in challenging and unusual circumstances.

We understand it is impossible to replicate the College day when our pupils and students are studying at home. In the recent past it was not realistic (or desirable) to expect everyone to spend the same amount of time studying or to complete the same amount of work that they would normally. In reviewing the Covid-19 Lockdown in March 2020, we believe that the continuation of this virus now means that trying to maintain provision is more desirable, whilst also being mindful of avoiding too much time spent in front of screens. We encourage everyone to exercise every day if possible and to enjoy daytime activities which fit into their individual schedules. Yet it is also important that teaching and learning continue during the College closure.

Having a routine whilst working remotely in unsettled times can be helpful, and following the timetable adds structure to the day.

We hope the following FAQs will answer any queries you may have linked to remote learning.

Please do not hesitate to contact us if you have concerns or queries. We do not expect parents to be teachers and we hope our pupils and students will speak directly to their teachers if they are finding it difficult to complete work for any reason.

FAQs

What is the role of parents linked to remote learning?

Parents should encourage, motivate and praise. They are welcome to support their child/children in their learning, should they choose to do so. They are also encouraged to contact College with any queries. We appreciate that the younger the child, the more support they need at home and encourage play as a key part of their learning.

Parents are not expected to be the teacher. Advice, for both parents and children, suggests that, as long as the child is actively engaged in something that has meaning, a parent should not force their child to work or have difficult conversations when emotions are running high. The older the child, the harder it is for parents.

Please contact your child's teacher (in Melrose) or their Tutor or Year Co-ordinator (in Senior School) if you are concerned that your child is failing to access the work, or you have any concerns regarding your child. You can also contact the College office reception@ladiescollege.ac.gg mentioning which teacher you wish to contact

You can email the teacher directly by typing their initial and surname followed by @ladiescollege.ac.gg into your email address bar, e.g., Mrs A Name would be aname@ladiescollege.ac.gg

How will education be delivered?

Our Pre-Preparatory Department, Lower and Middle Preparatory classes are linked daily through Seesaw, with teacher input, a variety of videos and written posts of learning activities and challenges.

In Upper Preparatory and in the Junior school, tasks are set daily. Work is set using Microsoft Teams and there are general subject folders in Teams.

In the Senior School and Sixth Form, Teams is used for the delivery of all resources, as well as the setting and submission of assignments. Teachers will also use Teams for setting, discussing and reviewing work to ensure key learning is achieved at an appropriate pace.

How will my child be registered?

The morning register will be taken at the usual time in remote learning. Other attendance will be monitored by the teacher.

What happens if my child is unwell?

Please inform the College by email (reception@ladiescollege.ac.gg) or by phone (721602) and we will ensure that the register reflects this, as is the norm.

Who can help you with general IT problems and queries?

If your child is in the Pre-Preparatory Department or Melrose, you can email either Mr Lewis (tlewis@ladiescollege.ac.gg) or Mrs Le Cras, Network Manager (jlecras@ladiescollege.ac.gg).

In the Senior School and Sixth Form, all queries relating to IT are sent via the Teams Help desk (there is one for teachers and another for students). There is also a Student Help Desk on the College Learning Platform home page, which can be accessed by our students, that may help

if Teams is the problem. Alternatively, contact the subject teacher or Mrs Le Cras (jlecras@ladiescollege.ac.gg).

What is the E-safety advice for the use of Teams?

Everyone using Teams uses their own name.

Class Teams are the online environment for work, not for socialising. Conversations in meetings or posts on these teams must not be used for private messages or voice/video calls.

Our Acceptable Use policy must be followed at all times. To access the latest version of this, please visit: <https://www.ladiescollege.com/information/policies>

Teachers will require students to mute/unmute their microphones at certain times during any live online lessons. Students should join a meeting with their cameras switched on and then will either be asked to switch them off or leave them on at the teacher's discretion.

Does my child have to follow their timetable?

Yes. We will look to replicate the normal school day. At Melrose, the timetable will be followed but there will be flexibility for parents and pupils to just focus on the core work should they so wish. At Senior School students should go to the relevant Class Team at their timetabled lesson time. For single lessons, work will be available on Teams and the teacher may or may not be present. This is to optimise time for the work during these shorter lessons, to further develop learning skills, to assess knowledge, to develop the application of ideas, and to allow time at the end of the lesson to move away from the screen and prepare for the next lesson.

What kind of work will the teachers set?

The work teachers set will reflect the importance of balancing the workload and the delivery of essential learning.

Colleagues work hard to create a programme which offers as much of the curriculum as would be available at school as possible, whilst not overloading our pupils and students and also reflecting the differences of working remotely, as opposed to in the classroom itself.

Will homework be set during the College closure?

This is at the discretion of the teacher. Any homework that is set will follow the normal timetable and expectation in terms of time spent and days when it could be set in the Senior School and Sixth Form. Melrose pupils will not be set homework.

How much work should my child do?

Pre-Preparatory and Lower Preparatory activities will be set in a similar way each day, with optional activities, but will obviously be less structured. These activities will support the EYFS curriculum.

From Middle Preparatory to Form III, the aim will be to set approximately 3 hours of work per day on core curriculum subjects (Maths, English, Science, Humanities/Topic, Class/PSHE time). Work will be set for the remaining daily timetabled subjects. This work will be optional to allow flexibility for family time and activity.

In the Senior School and Sixth Form teachers will set work that can be completed within the lesson time and allow for 20 minutes screen time, 20 seconds looking away and an optional 10 minutes “fresh air” opportunity to clear the head.

In all parts of the school, teachers are asked to make core work / learning clear, which should be a priority for the pupils and students, with optional work and time for increased physical activity and personal reading and activities being encouraged too.

Working hours for our pupils and students should be no longer than the normal working day and due to the nature of working with a screen and remotely, the time doing the work is likely to be less than the actual lesson time itself.

What is the situation with Learning Support or Counselling?

These will be delivered directly to your child using Teams.

What is the situation with Counselling sessions?

These will be delivered directly to your child using Teams. (Parents are asked to accept the confidentiality in these sessions).

How is my child’s well-being supported?

Pastoral structures, including all teachers, tutors, our Counsellor and Year Co-ordinators remain in place to support during the period of remote learning.

Structure and routine can be important to well-being, which is where following the timetable may help, yet this should not be a barrier to developing personal routines around remote learning.

Teachers have planned work, which will help adhere to the 20/20 rule (20 minutes looking at a screen, 20 seconds looking away. They may add in a 10-minute fresh air break too!) Everyone is encouraged to do this.

Sustaining relationships is important to well-being. Face to face lessons are a forum to explore how everyone is, as well as a weekly class or tutor meeting just to ask, “How are you?” and “How are you getting on with your routines/work?”

Senior School students are also reminded about the “Whisper button” where they can share any worries, they have about themselves or anyone who they are close to. This is monitored daily and the button is found on the College Learning Platform home page.

Colleagues continue with weekly briefings, where any challenges or issues which help them to understand an individual’s specific circumstances are shared.

Is the work compulsory?

There is an expectation that all will complete the core work set by a teacher, with some optional follow up extension work available for those who are keen to do more in Melrose. Older students are encouraged to discuss with their teacher, if they are unclear about what the key/core work is, or they are finding the work is too much or too little.

Completing core work will make the return to school much more manageable for pupil, students and teachers and will seek to avoid the medium and long-term impact of missing key learning and a substantive time at school.

What will happen if work is not completed?

We will follow up with pupils, students and parents to try to understand what issues have prevented the completion of work and to address those issues, so the pupil or student is supported and, where possible, the work is completed.

This will be done by the class teacher initially, directly to the pupil or student. In the Senior School and Sixth Form, if the work is not forthcoming, the Tutor will discuss this with the student. The Year Co-ordinator will be involved if there is continued concern about the engagement of the learner, with the aim to try to remove whatever the barriers are. Parents will be contacted, should the work continue to not be forthcoming.

What are the expectations for “live” lessons?

Teachers will be present at the start of the lesson and/or the end. They may teach the lesson live throughout, have pre-recorded material, or have posted work on Teams. The teacher is available throughout the lesson via the chat function on Teams if not live.

The teacher will be clear if they want pupils or students to have the camera turned on, after the initial introductions have happened with cameras on. Our Acceptable Use policy is clear that no College images are to be copied, posted or shared outside of College.

In 1:1 Learning Support lessons in Melrose, a responsible adult is expected to be present with the child during this.

In the Senior School 1:1 Learning Support, 1:1 counselling sessions and 1:1 pastoral meetings will be confidential to the people who are in the virtual meeting.

Pupils and students should be dressed in appropriate daytime clothes, and not sitting on or in their beds for live lessons. If possible, they should not be in their bedrooms.

Are teachers available throughout the normal working day?

Teachers will be available throughout the working day. Please understand that they may not be able to respond immediately to queries but will do all they can to respond quickly and effectively (usually within 24 hours of the query).

What do I do if my child is unwell and unable to work?

Please keep contact reception@ladiescollege.ac.gg as you would normally and inform us. We will mark them as absent for the day. We ask that you update us when they are well enough to take part in online lessons again.

My child is attending College, linked to my/our Key Worker role. What is the requirement in terms of face coverings?

In College, we will expect all parents and practitioners to wear Face Coverings for drop offs and collections and in any communal places such as staff rooms, kitchens, offices etc. where there is more than one person in the space (until the phases tell us otherwise).

Children under 11 years old are exempt. We do not expect them or the practitioner who are with them to be wearing a mask whilst working.

Children over 11 years old are expected to wear Face Coverings when moving around the building, in communal areas such as the toilets and may remove their masks when seated and where there is more than 1 metre social distancing. They are encouraged to:

- wash hands frequently (own sanitiser is welcomed)
- avoid touching the face
- catch it, bin it, kill it
- 2 metre social distancing with adults where possible
- no sharing without cleaning
- regular Covid tests!

For anyone wearing a Face Covering, these should be changed every 4 hours.

Key communication routes

- **Email** is the key communication for colleagues in College and for parents to contact College.
- **Teams** is key for pupils and students to use with their teachers, linked to lessons.
- **Face to face** is most valued at College and should be used when appropriate, with the virtual forum replicating 1:1 face to face interaction, as appropriate.
- **Parent Hub** is the key link for parents from College.