Policy for Providing Remote Online Learning

Background

In March 2020 in response to the global covid19 - coronavirus pandemic HM Government advised all schools in the UK to close. In response, Knightsbridge School switched from running a full weekly timetable of teacher-led classes in school to providing classwork to children based in their own homes. In the first instance this classwork was a mix of paper work-packs sent home and courses made available at KS Education Online and delivered using Google Classroom. This has been extended to teacher led classes using video conferencing and live streaming, following a full online learning timetable and as a result this document seeks to clarify our policy for remote teaching and learning. Since the return to full time, face to face education, KS has continued to provide the resources and support to ensure that our pupils are able to work independently and remotely should the need ever arise.

Existing Policies and procedures

This policy should be read in conjunction with these existing policies
- SafeGuarding: Child Protection
- Keeping Children Safe in Education
- Anti-bullying
- ICT and E-Safety Policy
- Staff Acceptable Use Policy
- Senior Pupil Acceptable Use Policy
- Junior Pupil Acceptable Use Policy

This policy is designed to complement and extend rather than replace any existing policy or provision.

Scope

This policy is specific to staff providing a remote learning experience to the pupils of Knightsbridge School while the school is unable to open as normal and operate on school premises. The school only intends to operate in this manner while the physical premises are required to remain closed; it does not intend to operate a remote online learning service for absent children when normal operation resumes.

Online Services Provision

Staff should only use the online services provided by Knightsbridge School for online teaching and learning and should not use their own personal accounts or set up and use additional online accounts for teaching without the prior knowledge and explicit approval of the Head.

The following services linked to the knightsbridgeschool.com G Suite for Education domain will provide the core services for remote learning -

- [Classroom](#)
- [Hangouts Meet](#)
- [Drive](#) (Docs, Sheets, Slides, etc)
- [Sites](#)
- [Groups](#)
- [Calendar](#)

In addition to the services listed above there are a number of other GSuite for Education services that are available for you to use for teaching and learning on the knightsbridgeschool.com domain.

For information and tutorials please refer to the Google [Teach from Home](#) hub. Additionally the [G Suite Learning Centre](#) and [Google Education Learning Resources](#) provide a wealth of information for teaching with these services.

There are also a number of third party online services that the school maintains or has subscribed to that can be used for remote learning. For the current list of approved third party online services for teaching and learning please see [appendix 3](#).

The KS management information system, [iSAMS](#) is provided as an online service and is securely accessible to staff while working from home. It is imperative, to the quality of teaching and learning and to the management of the school, for staff to continue to use and update [iSAMS](#) as they would during any normal working day.

https://knightsbridgeschool.isams.cloud/

Provisions when using video conferencing

The specific provisions for staff to be aware of when using Hangouts Meet, a video conferencing service for conducting remote lessons with pupils are -

- The standards expected from our staff are the same as if you are teaching in school. So your dress, language, conduct and punctuality should remain professional at all times whenever you use video conferencing with pupils, parents or other members of staff
- Please be aware of your home environment when video conferencing and make sure that there is a plain backdrop behind you. **Never conduct a meeting from your**

bedroom. If you are unable to do this then you must make sure you switch off your video camera and only use audio with the additional option of showing your screen

- If you cast your computer screen in a class please make sure that the desktop background image is inoffensive, that no personal information is in view and there are no other unsuitable programs running
- Make sure that you can conduct Hangouts Meets without disturbance from anyone (or anything) else in your household
- Take extra care in the event you are conducting one to one, teacher to pupil video meetings. Always ensure there is a second adult present, either at your end or, preferably, a parent at the child's end of the connection. You are encouraged to record the video meeting (an option in Hangouts Meet) for safeguarding purposes
- **Always make sure that every pupil has left the Hangouts Meet before you exit the meeting** to ensure that it closes permanently. Failure to do this will leave the meeting open and pupils could re-enter the Meeting without supervision
- Consider live streaming your Hangouts Meet classes if there are issues with poor video and/or audio, or if pupil interaction is not required during the lesson. Click here for more information about live streaming
- Also consider recording your Hangouts Meet / live streams for making available to pupils who could not attend the live session. Click here for information about recording Hangouts Meets
- Please do not use Hangouts Chat with children. It is made available for you to collaborate and communicate effectively with other members of the KS team and you are encouraged to use it
- The school will monitor the quality and effectiveness of teaching and learning with Hangouts Meet regularly.

Additional considerations

The majority of KS pupils and staff will be using their own computers / devices to access and deliver KS Education Online. We have no management, filtering or security oversight for these computers / devices so it is important that you:

- maintain and keep up to date your own computer security
- Always use safe internet practices
- are aware of the risk of showing inappropriate or personal content when screen casting and to take all steps necessary to mitigate this risk

If you have any concerns please raise it with the IT Helpdesk.

Unlike normal operation from school premises, Knightsbridge School has no management or control over personal computing equipment or the quality of staff or pupils home internet connection. In the event there are technical difficulties the IT team will do their best but their ability to assist with personally owned equipment may be limited. All staff IT issues should be

raised with the [IT Helpdesk](#) in the first instance. Any pupil issues should be raised first with their teacher who can then liaise with the IT Helpdesk in order to resolve the issue.

Remember that your use of G Suite for Education means your activity is traceable, usage is logged and this information can be monitored and made available if required.

As we monitor and develop the use of our teaching and learning using online means this policy may need to be updated and should therefore be treated as a working document.

Appendices

1. Guidance for Staff
   1.1. [Knightsbridge School - EYFS Teachers and TAs - Distance Teaching and Learning Guidance](#)
   1.2. [Knightsbridge School - Junior School Teachers - Distance Teaching and Learning Guidance](#)
   1.3. [Knightsbridge School - Senior School Teachers & House Tutors - Distance Teaching and Learning Guidance](#)

2. Guidance for Parents and Pupils
   2.1. [Remote Learning Guidance for Parents & Pupils in EYFS & the Junior School](#)
   2.2. [Remote Learning Guidance for Parents & Pupils in the Senior School](#)

3. List of approved third party online services for teaching and learning (September 2023)

TigTag / Twig World	Science video resources for Key Stages 2 & 3	[Twig World](#)
Atom Learning	Pre-testing for private school entry tests	[Atom Learning Ltd](#)
Language Perfect	Language platform for years 5,6,7 and 8	[Education Perfect](#)
Purple Mash	Suite of online learning resources for Reception / Junior School	[2 Simple](#)
2BuildAProfile	EYFS pupil portfolio application	[2 Simple](#)
Education City	Reception teaching / learning resources	[EducationCity Ltd](#)
Oliver Junior	Library System	[Softlink](#)
Squad In Touch	PE parent communications and organisation app	[Squad In Touch Ltd](#)
Time Tables Rockstars	Maths	[Time Tables Rockstars](#)

Typing Club	whole school typing tutor used by J3 & S4	[Typing Club](#)
Twinkl	EYFS & Junior teaching resources	[Twinkl Global](#)
WeVideo	web-based video editor	[WeVideo](#)
Keystone Tests	Maths for S5-S8 pupils	[Keystone Tutors Ltd](#)
Literacy Planet	English department resource S4-S8 pupils	[Intrepica Pty Ltd](#)
MyMaths	Maths	[MyMaths](#)
Reading Eggs	Reading eggs: Phonics within the Junior School	
Century Learning	Maths and Science	[Century Learning](#)
Testbase		[Testbase](#)
Tapestry	Alternative to 2BuildAPofile	[Tapestry](#)
Digi maps for schools	Mapping for seniors	[Digi maps for schools](#)
Linguascope	Languages	[Linguascope](#)