Donhead Preparatory School

Education Continuation Protocol
For Parents, Guardians and Pupils

Scope

This policy applies to circumstances where Donhead Preparatory School is anticipated to be closed for a period longer than one day because (e.g.) the 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[1]

Aims

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

In circumstances where Donhead can remain partially open with reduced staffing, they will aim to run a teaching programme for pupils/students on roll. The programme put in place may not, however, fully follow the planned curriculum.

Where Donhead is closed for more than one day, teaching staff will endeavour to ensure that work is available for pupils to access at home via the Portal or chosen platform. The planned work may not fully follow the planned curriculum, however.

Policy

Pupils are expected to complete work set and/or attend virtually in accordance with their timetable or any amended timetable issued to them by Donhead.

Continuity of Teaching

During a closure, pupils at home must:
- Be available during the hours of the normal school day, subject to an amended and published timetable, to respond to email and other appropriate educational software alerts used by school.
- Complete any class/homework set, by the deadline stated and using the specified method of submission.
- As far as possible attend lessons that are delivered remotely, at the times specified in the timetable and using the school's chosen platform. It is accepted that the lessons may be shorter than normal lessons but, subject to no technical issues, will start on time.
- Have their books/folders and pencil cases to hand during lessons that are delivered remotely.
- All pupils are to mute their screen when on video conferencing lessons or sessions unless directed otherwise by their teacher.

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[1] Not an exhaustive list, other unpredictable circumstances may cause the School to be closed.

Behaviour and conduct (online and virtual learning)

All pupils are expected to conduct themselves online and in virtual learning spaces in the same way that they are expected to do in school. All relevant policies e.g. Behaviour & Sanctions Policy, Anti-Bullying Policy, ICT Acceptable Use Policy etc. will remain in force.

As far as possible, pupil behaviour concerns or positive performance will be dealt with in the same ways as usual. The exception to this will be detentions, although parents/carers will be informed of any unacceptable conduct. We reserve the right to mute/remove a pupil from an online session if their language and conduct etc. is unacceptable. We expect parents/carers to support Donhead where disciplinary responses are required.

Pupils will be expected to wear school uniform.

Safeguarding

The safeguarding of both pupils and staff must be maintained in virtual 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 guidelines.

For pupils:

- 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 should choose a generic background from the app if available.
- Other members of the household must not be involved in video-conferencing in any way unless directed to by the teacher or at the beginning to help the pupil set up.
- School organised video-conferencing should only be used for lessons and staff communication and not for pupil-to-pupil communication. It should only take place from Monday to Friday between the hours of 08.45 and 15.00 (i.e. the school's normal teaching hours). These hours do not apply to the approved 1-1 sessions.
- Recording or screen-shots of staff/pupils/students during a virtual lesson is prohibited and may result in instant removal of access.
- Anyone who does not adhere strictly to these guidelines, may be removed from the online learning environment without warning.

For parents:

- If parents/carers wish to withdraw their child from teaching by video-conference and supervise their child's studies using resources uploaded to the Portal they must contact the Headmaster with a written notification to that effect.
- Under no circumstances are parents/carers permitted to use the online learning space as a platform to contact teachers. Any questions or concerns must be sent via email and the member of staff will respond within the 48-hour time frame as per school policy.

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

If families do not have access to the internet at home or enough devices, they should inform the school as soon as possible and arrangements will be made to send work home for pupils. Staff will endeavour to set work in line with that provided for all other students.

Health and Safety

Pupils and their parents should be mindful of pupil comfort and the safety of their workstation when working at home.

E-Safety

Donhead will deal with E-Safety incidents in accordance with the procedures outlined in relevant policies on Anti-Bullying, Behaviour and Child Protection. Where identified, the school will inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

Notifying Parents

Donhead will keep parents advised of progress towards re-opening the school and returning to normal arrangements.

Related Policies and Documents

- Safeguarding Policy
- Remote Learning Policy
- Anti-Bullying Policy
- Behaviour & Sanctions Policy
- Health & Safety Policy
- ICT Acceptable Use Policy - Pupils
- SEND Policy
- COVID19 School Safeguarding Policy Addendum