'A SCHOOL WITHOUT BUILDINGS'

Distance Learning at Claremont Senior School - January Update

Introduction

The recent surge in Covid-19 has unfortunately meant that we are again facing a period of online learning. The past nine months have been so hard for so many in the community and we hope that we are, perhaps, entering the final challenge of this dreadful pandemic. Our priority remains as it has always been - a commitment to the teaching of your children, ensuring a continuity of learning that minimises the damage caused by being away from school. This handbook gives you, the parents, a comprehensive explanation of what our 'School Without Buildings' will look like in the coming weeks. It is largely similar to the document we produced last April with some adjustments reflecting the lessons we have learnt during the past nine months. Please do read carefully alongside your children. We hope it shows the continuing commitment we have for all in the Claremont community.

Ed Dickie, Headmaster

Our promises to our students remain:

- We will do all we can to give your child the confidence to make bold and good decisions.
- We will promote, recognise and celebrate positive attitudes to learning in all areas of your child's school life and the world outside.
- Your child will be encouraged to seek out new learning experiences, embrace change and be unafraid to challenge the norm.
- Your child can be themselves at Claremont.

Our aim is to continue delivering the promises of an outstanding education to all our students. We recognise that moving from a physical location and interactions to virtual ones will have their challenges but we will work hard to continue to deliver:

- A broad, dynamic and flexible curriculum to enable students to follow bespoke study paths that can play to pupils' individual strengths and varying motivations to learn.
- A value system that promotes a positive attitude and desire to always get better. Claremont online is a happy, hardworking centre of learning where every pupil 'fits' and can really be themselves.
- An outstanding pastoral care programme with inspirational teaching and teaching resources
- A constantly evolving co-curricular programme which is tailored to an individual student's needs and designed to empower pupils to think creatively, make good decisions, work collaboratively, problem solve and to not be afraid to try something new.

We aim to deliver all of the above via an online platform, predominantly using the Google Suite of applications that replicates all that Claremont School offers our students. We outline below the key areas that will be supported, how provision will be accessed and lines of communication between teachers, students and parents to support the continued learning of our students academically, physically and spiritually.

- **The School Day**
- **Teaching & Learning**
- **Pastoral Support and Community building**
- **Student Safeguarding, Welfare & Mental Health**
- **IT provision, support and hardware**

The School Day

A 'School Without Buildings' does not have the same logistical and practical restrictions that normal school involves. Therefore we are in a position to think imaginatively about how we deliver a learning experience. Following feedback from the end of last term, the new school day remains around the existing timetable. We are sensitive to the fact that, for many families, the structure and routine the timetable provides is both reassuring and helpful. Staff will deliver lessons through Google Meet and students will be able to access support from their teachers, in real time, as they move through their learning assignments.

Some of the more familiar elements of the Claremont day are also included, including Whole School and House Assemblies (both delivered through Google Classroom), Tutor Hour on Wednesdays delivering PSHE and registration periods. Taken together we hope to provide a full and balanced educational experience for the students. We will continue to seek feedback from Parents and Students as to how they are coping with the demands of online learning.

The distance learning week in the school without buildings will be slightly different dependent on your year group:

THE ONLINE SCHOOL DAY (Years 9 & 10)

Day	REGISTRATION 08.20AM		1 08.40	2 09.40	20 MINUTE BREAK 10.40AM to 11.00AM	3 11.00	4 12.00	50 MINUTE LUNCH BREAK 1.00PM to 13.50 PM	REGISTRATION 13.50PM	5 14.00	6 15.00	DAY ENDS 4:00PM
MON		Tutor Time										
TUES		Assembly								Optional Sports Activity		
WED		Tutor Time								Tutor Time	Optional Sports Activity	
THURS		Tutor Time										
FRI		House Meeting								Optional Sports Activity		

THE ONLINE SCHOOL DAY (Year 11)

	REGISTRATION 08.20AM		1 08.40	2 09.40		3 11.00	4 12.00		REGISTRATION 13.50		5 14.00	6 15.00	
MON		Tutor Time			10.40AM to 11.00AM			1.00PM to 13.50PM			Optional Sports Activity		4:00PM DAY ENDS
TUES		Assembly											
WED		Tutor Time			20 MINUTE BREAK			55 MINUTE LUNCH BREAK	13.50		Tutor Time	Optional Sports Activity	4:00PM
THURS		Tutor Time									Optional Sports Activity		
FRI		House Meeting											

THE ONLINE SCHOOL DAY (Sixth Form)

	REGISTRATION 08.20AM		1 08.40	2 09.40		3 11.00	4 12.00		REGISTRATION 13.50PM		5 14.00	6 15.00	
MON		Tutor Time			10.40AM to 11.00AM			1.00PM to 13.50PM			Optional Sports Activity		4:00PM DAY ENDS
TUES		Assembly											
WED		Tutor Time			20 MINUTE BREAK			50 MINUTE LUNCH BREAK	13.50PM			Tutor Time	4:00PM
THURS		Tutor Time									Optional Sports Activity		
FRI		House Meeting											

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Teaching and Learning

Core Aims:

The aims of the academic work set for students are based on the following principles:

- **Amazing learning continues**, even though students are working remotely. Units of work have been designed to **incorporate a wide variety of different learning activities and approaches**. A whole range of learning activities will be utilised within the academic programme so students are engaged, enthused and inspired to learn via good struggle. The units of work show clearly the different range of learning approaches that are used.
- The **timetable continues** whilst students are working remotely. This helps students to structure their time, and allows teachers regular opportunities to interact with students using Google Meet technology.
- **Ensuring workloads feel manageable for students**. All work for the day will be uploaded by teachers at 8:30am each day. This helps students see what is ahead of them and feel more in control of managing the process.
- **Focusing teacher support where it is most needed**. Lessons to become more "tutorial" in style, allowing for small group work and individual help. There is a need to facilitate personal connections and rapport, which will be important for pupils lacking social interaction and face to face contact.
- **Providing opportunities for students to receive regular feedback on their work**, by submitting assigned tasks on google classroom. Teachers will monitor results for evidence that work is helping students get better at their subject.
- **Ensuring clear and regular communication between the school and parents**. Regular feedback is sought from parents and pupils to ascertain how students are getting on.

Main principles:

Delivery:

Maintaining the relationship between student and teacher is central to our distance learning programme. Teachers will be available to support students remotely via Google Classroom using a variety of different methods.

- → Individual class teachers remain responsible for the delivery of the unit of work to their classes. This will entail uploading the work for each lesson onto Google Classroom for students to access, supporting the student whilst they complete the work and monitoring their progress.
- → At 8:30 on the day of their lesson, teachers will upload the work they expect the students to complete during the lesson on Google Classroom with instructions on what students need to do during the lesson
- → Each online lesson will have clear learning objectives which will be delivered in person by the teacher at the start of the lesson over Google Meet
- → **Students are expected to log in to the class Google Meet at the beginning of each lesson with cameras on and microphones off** so that teachers can take a register
- → Any work that needs to be submitted at the end of a lesson will be uploaded as a Classroom Assignment with a clear due date
- → Teachers will continue to support students remotely. All lessons will include video support using Google Meet.
- → Teachers will set homework tasks to be uploaded by the student to Google Classroom once completed for Y11 - 13 only for the initial two weeks. If the remote learning continues further, this will be reviewed for Years 9 and 10.
- → Students will receive feedback on pieces of work uploaded either as a mark/score and/or as an individual comment using the private comment facility.
- → Parents can request that subject teachers add them "as a guardian" to their google classrooms. This means they will receive a weekly summary of work their child has completed.
- → The usual process of school sanctions and rewards continues to apply. Teachers will award merits to students where work warrants this.

Monitoring Progress:

Where students are not completing work on time and have not engaged in seeking support if they are in a bad struggle, we have developed various mechanisms for ensuring that interventions can occur. Students may miss deadlines for assorted reasons: struggling with the realities of distance learning, failing to understand content, illness or simple, old fashioned laziness!

1. Subject teachers will initially seek to understand why a student is not engaging. This may be via direct contact with the student via Google Chat or with parents via email or telephone.
2. If the pupil continues to not engage, the teacher would normally inform the form tutor. The tutor will contact the student in the first place and speak with parents to understand any barriers to learning and what support we can offer to overcome them. This may be direct contact with the student via Google Chat or with parents via email or telephone.
3. If the student continues to not participate, the Head of House is likely to get in touch.

International Students:

International students should access Google Classroom in the same way as domestic students. However, we understand that accessing the Google suite of resources is not possible for all of our international students, particularly those from China. Emails to contact our Chineses students have been collected and staff will attempt to contact these students directly. International students will have access to all resources and collect submitted resources or assessments. Timetabled EAL lessons will continue as normal, with work set via Google Classroom. Google Meet sessions will be recorded, to allow those who are not able to access the lessons "live" due to time differences, to access the material at a later point.

SEN Students:

We recognise that distance learning presents unique challenges for those with special educational needs. Lorraine Kasztura, our SENCO, may well have been in touch if you normally receive 1:1 learning support lessons, to see if you wish to continue these online. Other steps being taken are:

- Differentiated work to support what has been set by the subject teacher (the LS Team will be invited to pupil's Google Classrooms)
- Access to Lexia programme for additional literacy support (Lexia Core5, Lexia Power Up) which LK can monitor and provide extension work on areas that are flagged up.
- Tailored support for parents in techniques to guide their child with their work through this unsettled time - please contact lorraine.kasztura@claremontschool.co.uk for further information.

Pastoral Support & Community Building

Perhaps the greatest loss that comes from the closure of the school is the day to day contact between students, between students and their teachers and the community events that characterise everyday life at the school. We have sought to put into place initiatives that, as far as possible, provide the level of pastoral support the students are used to.

The Tutor:

Effective tutoring is central to the success of students and the wider school community. Within an online environment this is even more so. Tutors will be communicating with their tutees daily, understanding their academic and emotional needs and responding to them with the support network of staff we always have.

Day to day life:

The key elements of the support that tutors will provide are as follows:

- **Register students between 8:20 and 8:40am every morning.** Tutors will invite students via Google Meet each morning. Students register their presence by a simple statement "I'm here" or equivalent.
- **Register students between 1:50pm and 2:00pm every afternoon.** Tutors will invite students via Google meet each afternoon. Students need to join the google meet for their Tutor group at these times for their attendance to be registered.
- There will be a weekly **Whole School Assembly** led by the Headmaster
- Once per week there will be a **House Assembly** delivered during Tutor morning registration. A recording of this will be posted in each Tutor's Google Classroom.

Tutor classroom:

Tutors will have a google classroom for all their tutees where thoughts for the day, news articles, Claremont League data and any notices or general information can be posted. This can be an important area to keep the morale and motivation up for students and feel connected to their tutor group.

PSHE:

Tutors will continue to work with their tutor groups to develop understanding of Health and wellbeing, relationships, and living in the wider world. This will be coordinated through the online tutor classroom, and cover statutory and wider topics especially relevant to students during the distance learning period. The PSHE curriculum is a key mechanism to develop individual resilience during distant learning.

Attendance:

Attendance will be monitored by the Senior Office and parents contacted if a student misses more than one full day without prior notification. If a tutor has concerns regarding the attendance of a tutee, in the first instance they will contact the parents or guardians via email to discuss any barriers that may be in place and reach an agreement on how to engage the "attendance" of the student. It may be that access to a computer at the time of registration is not possible or training issues with Google Meet. The priority for us all is to ensure that students are engaging in their learning. As ever, student absence should be registered via absentees@claremontschool.co.uk where the office will mark them on Engage as absent for the particular code.

Attendance for students who are attending school and identified as vulnerable, or children of 'key workers' will be recorded and submitted to the DFE as required.

Claremont League:

This will continue as normal as the currency of merits and sanctions will still be able to continue within the online environment. Weekly updates will be communicated by Heads of House and tutors who will then in turn pass this onto their students. There will be an online Celebration Assembly at the end of this half term. Prizes will be accumulated and delivered when the students return to the school site.

Expectations of Behaviour Online:

Despite the school being physically closed it is still so important that students show each other, and staff, the respect and courtesy that one would expect of others. The following rules have been devised by students following feedback:

- Show respect for yourself and for the online school community.
- Listen when the teacher is addressing the class or a student is asking a question.
- Be courteous and polite to everyone, kind and helpful to one another.
- Establish a routine and follow it. Take frequent breaks.
- Stay connected with each other, communicate regularly with your tutor, tutor group
- Participate in all that is expected of you. Be punctual for tutor time and online lessons
- Be attentive, Stay focused on tasks set, put your phone away while working
- Attend the Google meet for each tutor time and lesson promptly, sitting at a desk or a table, appropriately dressed with your camera on and microphone off.
- Register with your tutor each morning
- Work hard, do your best, be dedicated to your work
- Submit your work on time downloaded into google classroom
- Be independent, try first before asking for help
- Only ask relevant questions during lesson time, don't waste others' time
- Take turns in asking questions during online lessons, don't disrupt online lessons preventing others from learning
- Be careful what websites you use for research
- Report anything to a teacher that you are not comfortable or happy with
- Participate in non-academic activities like exercise and mindfulness

Safeguarding, Wellbeing & Mental Health

Mental Health:

The loss of routine caused by COVID-19, school closures, and need for social distancing is making many people very worried and scared for the future. School has been such an important part of student's lives, not just as a place of learning, but to be with friends, supported by teachers, active and having fun. We want to reassure them that although the physical reality of school as they know it is not going to be accessible for the short term, but we are going to support them both academically and pastorally as best we can. Twice daily tutoring and the ongoing PSHE programme are designed to ensure all students' wellbeing is monitored and supported.

School Nurse:

There are a number of students who may well need to access the School Nurse while away from school. This is not to diagnose but act as a support mechanism, so that students can have group chats with the aim to help their mental health by 'virtually' escaping the confinements of their homes.

Miranda Booth, the School Nurse, is available for students from the start of term. If they need to book a time for discussion of any health issues they should contact Miranda by email (healthcentre@claremontschool.co.uk). She will email back confirming the time and a phone call or Google Meet will be organised.

Safeguarding:

As you would expect Claremont remains firmly committed to the safeguarding and protection of all our students, and recognises the changing nature of the safeguarding of students in an online environment. Rebecca Hurton, our Designated Safeguarding Lead, will continue to monitor our safeguarding responsibilities and can be contacted if you have any concerns of a safeguarding nature (rebecca.hurton@claremontschool.co.uk)

Students have the opportunity to raise any concerns they might have regarding one of their fellow students through a Google Form in their Tutor Google Classroom. This is anonymous but it is a vital tool to ensure that any safeguarding concerns are appropriately raised:
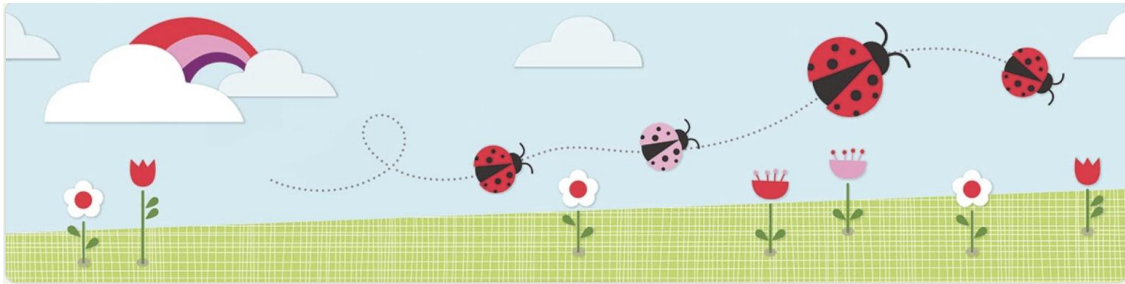
I have a concern

This is an anonymous form for you to communicate with Mrs Ackerley, or Ms Hurton if you have any worries or concerns about a member of the Claremont community. It would be useful if you could share your name with us, so we can find out further information.

What happens now? Like when a concern is reported at school, Mrs Ackerley or Ms Hurton will work to help support the student that has been referred.

What is the name of the student or family you are concerned about?

Short-answer text

Why are you concerned about this student or family?

Long-answer text

Sports Activity Programme

Keeping active has never been more important, so we expect all students to participate in the Active Co-Curricular programme by trying out Mr Patel's WODs (workout of the day) and the WOW (Workout of the Week). Students can access these through the Active Co-Cu Classroom. Mr Patel is also looking to develop new initiatives including a lockdown 'strength building programme' and video analysis for those able to send in filmed material.

IT Provision, Hardware and Online Support

IT Support for Parents & Students:

We recognise that the success of our School Without Building programme is dependent, to a large extent, on the ability of students and parents to access the online programmes. Issues such as a poor internet connection or a lack of understanding of the Google Suite of applications can be a major impediment to students accessing learning. We are seeking to provide a support service so that we can minimise these issues.

Parents can access school support for IT issues through the following email:

itaccess@claremontschool.co.uk

Hardware:

At Claremont we use the Google Suite of applications that includes Classroom, Meet and Chat. These apps can be used on any PC or Apple device as long as it has an internet connection. We are aware that a large number of students have access to their own or a family computer; however, for those needing an appropriate device a computer such as a Chromebook would be very useful and are reasonably priced.