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ST. CLARE'S SCHOOL

Remote and Online Learning Protocol European Schools 2020

Purpose
The purpose of this document is to outline the protocol to allow student learning to continue should there be a requirement for the school to close for an extended period of time. The school will provide learning opportunities for differing lengths of closure:

1. Short term – First 5 days   **Remote Learning**
2. Long term – Day 6 onwards   **Online Learning**

Remote Learning

The School will deploy the remote learning protocol in the instance when a site is closed for a period of up to 5 days.

Teachers will provide home learning tasks to students in the following way:

Nursery to Year 6: Home learning packs – hard copies have been sent home

Years 7-13: Work will be set via Firefly and home learning packs may also be used where appropriate

Home learning tasks will provide opportunities across all curriculum areas, this will be dependent on the age range of students. Students can submit their work at the end of the closure period or via Firefly.

Online Learning

In the event of a long-term closure the school will deploy the online learning protocol and will continue its educational provision. Online learning will consist of regular opportunities for students to engage with their learning through a digital platform.

In the event of the online protocol being required, teachers will redesign their teaching and learning practices to suit the new circumstances. Seesaw will be used from **Nursery to Year 3.** Seesaw allows teachers to store and share materials, share videos, message and provide feedback to the students. This platform must be accessed via a tablet or computer, it is not compatible with mobile phone devices. Further information and login codes will be sent out tomorrow.

For pupils in **Years 4 to 13** Microsoft Teams will be the platform the school will use. It allows teachers to store and share materials, share videos, message and provide feedback to the students. It also facilitates two- way video conferencing. Pupils will have their own accounts and will be trained how to use the platform in school.

Wellbeing

During periods of extended school closure, it is important to maintain a focus on wellbeing for the school community. Staff will tailor their lessons to ensure breaks are taken avoiding extended screen time for pupils.

Appendix 1:
Roles and Responsibilities

Parent	
	• Establish routines and expectations for digital learning.
	• Identify a space in your home for your child to work without distraction on their assigned work, where you can also occasionally monitor them as is normal practice.
	• Keep track of school communications and encourage good digital citizenship practices.
	• Conduct a daily check-in with your child about progress on learning experiences and see if they have questions or need support
	• Establish times for reflection, mindfulness, unplugged activities and relaxation practices for you and your children
	• Encourage physical activity and/or exercise however possible.

	For questions about	**Contact support**
	Assignment, feedback, deadline	Class teacher (see email list on website)
	Social-emotional concerns, inappropriate online behaviour	Class teacher (see email list on website) Mary Layland (Prep School mary.layland@cognita.com) Rachel Smart (Senior School) rachel.smart@cognita.com
	Technology-related issues	Tims.@cognitaschools.co.uk

Student	
	• Maintain daily routines to engage in the learning experience (School hours)
• Choose a dedicated study area that will enable you to learn effectively and also contribute to your wellbeing.
• Check email/learning platform/calendar regularly for assignments or teacher/peer feedback.
• Respect the school's digital safety agreement and have an exemplary online behaviour.
• Maintain a healthy relationship with technology by using it when appropriate.

	For questions about	**Contact Support**
	Assignments, feedback	Class teacher (see email list on website)
	Social-emotional concerns, inappropriate online behaviour	Class teacher (see email list on website) Mary Layland (Prep School mary.layland@cognita.com) Rachel Smart (Senior School) rachel.smart@cognita.com
	Technology-related issues	IT will set up a support email address Tims.@cognitaschools.co.uk