

Maiden Erlegh Trust

# **EDUCATION CONTINUITY PROTOCOL 2019/20**

*(For Parents/Guardians & Students/Pupils)*



**MAIDEN ERLEGH**  
TRUST

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## Scope

This policy applies to circumstances where one or more Maiden Erlegh Trust schools 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<sup>1</sup>.

<sup>1</sup> Not an exhaustive list, other unpredictable circumstances may cause the School to be closed.

## Aims

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

In circumstances where schools are able to 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 schools are closed for more than one day, teaching staff will endeavour to ensure that work is available for pupils/students to access at home via their school's chosen platform. The planned work may not fully follow the planned curriculum, however.

## Policy

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

## Continuity of Teaching

During a school closure, pupils/students at home must:

- Be available during the hours of the normal school day to respond to email and other appropriate educational software alerts used by school.
- Complete any class/homework set on their school's chosen platform by the deadline stated and using the specified method of submission.
- As far as possible attend lessons that are delivered remotely by video conference, at the times specified in the timetable and using their school's chosen platform. It is accepted that the lessons may be shorter than normal lessons but they will start on time.
- Have their books/folders and pencil cases to hand during lessons that are delivered remotely by video conference.

## Behaviour and conduct (online and virtual learning)

All pupils/students are expected to conduct themselves online and in virtual learning spaces in the same way that they are expected to do in school. The Trust's and their school's relevant policies e.g. Code of Conduct, Behaviour and Exclusion, Acceptable Use Agreement etc. will remain in force.

As far as is possible pupil/student behaviour concerns or positive performance will be dealt with in the same ways as usual. The exception to this will be detentions but parents/carers will be informed of unacceptable conduct. We reserve the right to mute/remove a pupil/student

from an online session if their language and conduct etc is unacceptable. We expect parents/cares to support their child's school where disciplinary responses are required.

Pupils/students will not be required to wear school uniform but an appropriate standard of attire is required, avoiding (for example) revealing clothing or unacceptable slogans and logos.

## Safeguarding

The safeguarding of both pupils/students 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 Maiden Erlegh Trust guidelines.

For pupils/students:

- 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/students 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.
- School organised video-conferencing should only be used for lessons and staff communication and not for pupil-to-pupil communication, and can only take place from Monday to Friday between the hours of 09.00 and 15.00 (i.e. the school's normal teaching hours).
- Recording or screen-shots of staff/pupils/students during a virtual lesson is prohibited.

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 their school's chosen platform they must contact the Headteacher with a written notification to that effect.

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

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

## Health and Safety

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

## E-Safety

The Trust and schools will deal with e-safety incidents in accordance with the procedures outlined in relevant policies on Anti-Bullying, Behaviour and Exclusions, and Child Protection. They will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

## Notifying Parents

The Trust and schools will keep parents advised of progress towards re-opening their child's school and returning to normal arrangements.