

REMOTE AND HYBRID TEACHING POLICY

Owner: DAJ
Reviewed: October 2021
Next Review: October 2022

1 Introduction and Aims of Policy

1.1 LEH has always strived to be creative and innovative and during the Covid-19 pandemic will provide a remote/hybrid education to all pupils, insofar as possible, to ensure that pupils continue to enjoy an excellent education even whilst they are required to be at home.

1.2 The Policy applies when there is either:

Remote teaching which refers to when both staff or pupils are at home; or

Hybrid teaching which refers to lessons which are a combination of staff teaching pupils who are in School, as well as those who are self-isolating, but well enough to join online lessons. It also refers to when a member of staff could also be self-isolating and able to teach pupils from home.

1.3 This Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND pupils) who aren't in School;
- Provide clear expectations of members of the School community with regard to delivery of high quality interactive remote learning;
- Ensure continuous delivery of the School curriculum and, so far as possible, extra-curricular activities and critical parent events e.g. parents' evenings.

1.4 This Policy adheres to Government guidance from time to time including: [Safeguarding and remote education during coronavirus \(COVID-19\)](#)

2 Tools and Delivery of Remote/Hybrid Teaching

The exact details of the remote/hybrid teaching, in particular, the amount of "live" teaching, will be determined by the teachers in accordance with the Covid-19 Remote Teaching Protocol (attached at Appendix 1) and communicated to parents and pupils accordingly.

3 Safety rules for remote teaching/learning for staff and pupils

3.1 Staff should follow the guidance for providing lessons as set out in the Covid-19 Remote Teaching Protocol and the safety principles set out below.

Staff and/or pupils at home

3.2 Whilst working at home, all staff and pupils must observe the following rules (as may be updated from time to time):

Staff and pupils

- Staff and pupils must wear suitable clothing, as should anyone else in the household. Any devices used should be in appropriate areas, for example, a neutral space conducive to learning; and, if the member of staff/pupil is using a computer/laptop, they should be mindful of the background.
- Any live 1 to 1 classes (where both the teacher and pupil are at home) should be recorded by the relevant member of staff so that if any issues were to arise, the video can be reviewed. Pupils must not share the video with anyone without the consent of the Headmistress. Staff must not share the video with any other person or download the video to their own devices without the consent of the Headmistress and any unauthorised sharing or downloading will be a disciplinary offence.
- Language must be professional and appropriate, including that of any family members in the background.
- Lessons will be group lessons with the exception of 1 to 1 instrumental, Speech & Drama and foreign language conversation lessons. When both teacher and pupil are at home, parental permission will be sought prior to these 1 to 1 lessons taking place and in the case of Junior School pupils an adult must be present with the pupil at all times.
- Pupils will not use Microsoft Teams to call any member of staff unless specifically authorised by the DSL.

Staff

- Live classes should be considered in context: it is not in the interest of a pupil's or a staff member's wellbeing to have extended periods of screen time.
- Staff should record the length, time, date and attendance of any sessions held.
- Staff should communicate within the normal working day whenever possible and communicate through either Microsoft Teams or emails, using their School accounts and email addresses (not personal ones).
The principles above apply when staff are teaching from home to pupils in School (or at home).

Staff teaching pupils at home (from School)

- 3.3 Staff should follow previously agreed guidance when teaching pupils from their classrooms and when staff are providing lessons to pupils both in School and at home (from School) staff should fix their iPads to the stands provided and ensure that only themselves, and the whiteboards, are visible to the pupils at home.

Safety: General

- 3.4 All pupils signed Acceptable Use of IT Policies (Senior and Junior) which include e-safety rules and this applies when pupils are working on computers/iPads at home. All staff signed the Staff Acceptable Use of IT Policy at School which includes e-safety rules and this applies when staff are working on computers/iPads at home.
- 3.5 There may be reason to record lessons or other interactions between staff and pupils from time to time in which case this will be made clear to all attendees and the reasons why on a case by case basis. All recorded lessons will be retained in accordance with the School's Data Retention Policy.

4 Roles and Responsibilities

4.1 Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer pupils isolating and the majority of the class are in school.

- 4.1.1 When providing remote learning, teachers must be available during the School day.
- 4.1.2 If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

4.1.3 When providing remote learning, teachers are responsible for:

- Setting work.
- Providing feedback on work.
- Keeping in touch with pupils who aren't in School.
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether School intervention can assist engagement.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SMT. For any safeguarding concerns, refer immediately to the DSL.

4.2 SMT

Alongside any teaching responsibilities, SMT are responsible for:

- Coordinating the remote/hybrid teaching/learning approach across the School including monitoring of engagement.
- Monitoring the effectiveness of remote/hybrid teaching/learning - explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

4.3 Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding (Child Protection) Policy.

4.4 IT Support

The IT Team is responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Director of Finance.
- Assisting pupils and parents with accessing the internet or devices.

4.5 Learning Support

Members of the Learning Support team are responsible for:

- Liaising with the IT Team to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with ICPs continue to have their needs met while learning remotely.
- Identifying the level of appropriate support required.

4.6 Pupils and parents

4.6.1 Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help, if they need it, from teachers.

- Alert teachers if they're not able to complete work.

4.6.2 Staff can expect parents with pupils learning remotely to:

- Make the School aware if their child is sick or otherwise can't complete work.
- Seek help from the School if they need it.
- Be respectful when making any complaints or concerns known to staff.

Related Policies:

Safeguarding (Child Protection) Policy (including Appendix 4: Code of Conduct for Working with Children and Young Adults)

Digital Safety Policy

Policies to Promote Good Behaviour

Data Protection Policy

School Privacy Notice, Staff Privacy Notice, Pupil Privacy Notice

Staff Acceptable Use of IT Policy

Acceptable Use of IT Policies (Senior and Junior)

TEACHING FROM SCHOOL

The absent pupils are well and able to work from home



A SMALL NUMBER OF PUPILS ARE ABSENT

STEP ONE:

If a senior school pupil is absent, parents will email absence@lehs.org.uk saying why their daughter is going to miss school. From the information submitted, the School Office will inform staff which pupils are absent but well enough to attend hybrid lessons.

Parents of Junior School pupils should use the 'Let Us Know' button on the parent portal.

If a pupil is showing symptoms of Covid-19, or is unwell for other reasons, she should be recovering, not working. Pupils who are too ill to attend school should not take part in live lessons. However, classwork and homework should be set for all absent students via Teams Assignments. You may find it easier to set it for the whole class, rather than individuals.

Pupils who are self-isolating, or contacted by Track and Trace, but are well, will be able to join hybrid lessons.

STEP TWO:

The School Office will update a daily list of absent pupils in the staff Team (Quarantine Absent List) and able to join a live lesson. This will be updated as it changes, and it will go live to staff as early as possible. Other absent pupils should be able to access classwork and homework via Teams Assignments. In the Junior School, the School Office will email the absence list to teaching staff each morning.

STEP THREE:

Where possible, plan in advance the lessons you intend to deliver live to pupils, arrange those via Teams, and invite those who are self-isolating to attend.

Teachers should fix their iPads to the stands provided and ensure that only themselves, and the whiteboards, are visible to pupils at home.

For the first day of absence it is still acceptable for a teacher to set work via Teams Assignments: we recognise that sometimes getting information to teachers is not immediate or clear. We know that staff will want to prioritise the pupils in the classroom and focus on teaching and learning.

The expectations are that the number of lessons delivered to absent pupils is the same as in the Summer term. Where possible, teachers of U5 and U6 should explore additional live lessons.

SOME OTHER CONSIDERATIONS

The students at home should work collaboratively wherever possible via Channels. Staff should feel confident in setting independent work for pupils at home so that pupils in class get appropriate attention.

If a pupil who is on the Quarantine List does not attend your live lesson you should issue a Behaviour Point for non-attendance of live lesson. (Senior School only).

TEACHING FROM SCHOOL

The number of "live" lessons must be in line with the proportions allocated (all numbers are per fortnight).

	Thirds	L4	U4			L5	U5		L6	U6
English	3	3	English	3	English	4	4	Teacher 1	4	4
Maths	3	3	Maths	3	Maths	4	4	Teacher 2	4	4
MFL	1	2	MFL	2	Optional subjects	4	4	Subjects with more than two teachers		
Latin	1	2	Latin	1	CS Bio	3	2	Music	Distributed by HoD	
Science	4	4	Physics	2	CS Chem	2	2	Maths/FM		
Computing	1	1	Chemistry	2	CS Phys	3	2	Spanish		
Textiles / Food & Nutrition	1	1	Biology	2				Latin		
Product Design	1	1	Computing	1				Greek		
Geography	1	1	Option 1	1				Art		
History	1	1	Option 2	2						
RS	1	1	Option 3	2						
Music	1	1	Geography	1				Enrichment	0	0
Drama	1	1	History	1						
PE	3	3	RS	1						
Q	1	0	PE	3						
Art	1	2								

TEACHING FROM HOME

The absent teacher and pupils are well and able to work

A SMALL number of pupils are absent

If you have to be away from school for several days please follow these steps.

STEP ONE:

Email cover@lehs.org.uk, and notify your Head of Department (if you are a Head of Department please contact a colleague who can deal with cover). For the Junior School please contact Rebecca Yates.

STEP TWO:

Complete the Cover Request Form to provide details of which classes will be able to work independently, and which will be taught live, including work being set. On the Cover Request Form on the iLP, indicate whether you will require a camera and/or IT support. This information will be given to the cover teacher.

For the first day of working from home it is acceptable for a teacher to set work via Teams Assignments. Please keep your line manager informed about your planning during this time.

STEP THREE:

The cover teacher will be responsible for collecting the camera from the IT Tower, moving it into place and connecting it.

The Cover Teacher will call the Remote Teacher in Teams when the class is ready. The Cover Teacher will stay in the lesson, but will be able to do their own work on their iPads.

STEP FOUR:

When the lesson is finished the Cover Teacher should return the cameras to the IT Tower.

A LARGE number of pupils are absent

This scenario is very similar to what we worked with during the Summer Term. Smaller classes, particularly Sixth Form sets, could be taught using Teams, and with no expectation that those in school remain in the classroom. Professional judgement will have to be used.

If you have decided to teach pupils in your classroom then follow Steps Three and Four. If you have decided to teach your entire class remotely then invite the class to join your lesson via Teams as you did in the Summer term. In all cases keep your line manager informed.

Again, work should be set in advance for absent pupils via Teams Assignments. Even with a large number of pupils absent our priority is to those pupils who are in school.

Need more help? Please ask your Digital Leader, your Head of Department, the IT Support Team, David James or Dave Piper.

If parents contact you directly and you are unclear about how to respond you should forward those emails to David James.