

## **Online Learning Guidelines** **Reviewed and approved 01-12-2020**

### **Primary school - Guidelines to Home Learning in the case of absence due to COVID 19**

Students will be able to access online learning if they are off school, in good health, in the following cases:

- 1) Individual students are isolating or quarantining at home due to Covid exposure/risks.
- 2) The entire class is isolating or quarantining at home due to Covid exposure/risks.
- 3) The entire school is isolating or quarantining at home due to Covid exposure/risks.
- 4) A Primary class teacher is isolating or quarantining at home due to Covid exposure/risks.
- 5) A student or family is in isolation having been directed to do so by an employer/organisation/embassy.
- 6) A student is in isolation due to risks related to other vulnerable family members living in the same dwelling (**documented with a medical certificate**).

It should be noted that:

- If students are unwell they should be resting and recuperating rather than working.
- Online learning from EYrs to Y4 requires the presence of a responsible adult to manage Zoom and Google classroom.
- Y5 & Y6 students (with parental permission) have their own @newschoolrome.com email account which they can use to access Google classroom.
- All students from EYrs to Y6 should have a responsible adult present when they are on Zoom.

#### **1. Individual absence**

The school aims to provide a minimum of 10 hours a week of synchronous learning in connection with the entire class from Year 1 to Year 3 and up to 15 hours a week from Year 4 to Year 6. LS and EAL will be delivered via zoom at the usual scheduled lesson times. Where appropriate work will be set on Google classroom. Student participation in lessons via Zoom will vary depending on the age of the student and the type of lessons being taught in each class on any particular day.

**EYrs** aim to offer: 1:1 face time with the student (about 20mins once a day). Email pertinent activities relevant for the day including name writing and covering any topics being introduced. If possible link to a zoom for story time and morning carpet time.

**Years 1-6:** Teachers will determine which part of the teaching and learning on a particular day lends itself to student access from home. This may consist of a morning registration and morning work and the introduction and/or part of a lesson during the rest of the school day. Not all lessons are able to be accessed via zoom. Children may be asked to

complete an independent activity where appropriate, either following a zoom lesson or in place of this. Where possible and appropriate, worksheets or lesson activity suggestions will be sent home via google classroom. Zoom links will be posted in Google Classroom.

## **2. Entire class absence**

Teachers will use the timetable as established in **March-June 2020** as a basis for their teaching. E.g. 3 live contact points a day. Teachers can determine the timing of these. In conjunction with class teachers, specialist teachers are free to decide how to offer support and the most appropriate method to do so.

## **3. Entire school closure**

The school will use the timetable as established in **March-June 2020** as a basis for online teaching. E.g. 3 live contact points a day. Teachers can determine the timing of these. Support lessons and assemblies will also take place.

## **4. Primary staff absence**

In the event that a member of the primary staff is required to self isolate due to Covid risk/exposure but they are feeling well in themselves they will be asked to provide cover work and will liaise daily with the cover teacher. In addition, if they wish to teach some parts of the day live via zoom they can do so in concert with the cover teacher. If teachers are unwell then they are asked to send work in as normal and a cover teacher will be used.

## **Senior school 2020**

Students will be able to access online learning if they are off school, in good health, in the following cases:

- 1) Individual students are isolating or quarantining at home due to Covid exposure/risks.
- 2) The entire class is isolating or quarantining at home due to Covid exposure/risks.
- 3) If the student is a sibling of a student in cases 1 or 2

It should be noted that if students are unwell they should be resting and recuperating rather than working.

### **Individuals absence**

Teachers will determine the scale of the student participation. Teachers may wear a microphone and students dial in (via Zoom) to access the IWB or use alternative methods of communication but it should have a daily interactive element in which students can pose questions about their learning. Specialist teachers are free to decide how to offer support and the most appropriate method to do so.

### **Entire class absence**

Where possible, lessons will be taught live on Zoom and/or Google Meet by the teacher at the New School Rome and in accordance with the senior school timetable. Specialist teachers are free to decide how to offer support and the most appropriate method to use to do so.

### **Entire school closure**

The school will use the timetable as established in March-June 2020 as a basis for online teaching. E.g. 80% live teaching with no more than 4 live lessons per day.

### **Senior Staff absence**

In the event that a member of staff is required to self isolate due to Covid risk/exposure but they are feeling well in themselves and able to deliver lessons they will be asked to follow their usual timetable with online lessons. Students will be supervised in their home rooms whilst the lesson is delivered remotely. If teachers are unwell then they are asked to send work in as normal and a cover teacher will be used.

