



CITY OF LONDON SCHOOL FOR GIRLS

REMOTE EDUCATION PROVISION

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1. Remote education provision

Information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Pupils will be set work on Google Classroom or Microsoft Teams if for some reason there is a delay in setting up live teaching. Moving to live teaching would be as soon as possible.

In the Prep Department, there are no timetabled lessons on the first day of remote learning. Girls work offline on tasks that have been prepared in advance by the form teacher for such an occasion. There is always a whole class call with the form teacher on this day and a parent meeting also takes place online with the Head of Prep, Digital Lead and Form teacher.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Yes, we will teach broadly the same curriculum remotely as we do in school wherever possible and appropriate.

However, we would need to make some adaptations in some subjects. Practical work in subjects such as Science, DT, Art and Music might not be possible due to either health & safety reasons or due to the need for specialist equipment.

For Years 10 to 13 we would consider the cancellation of some non-examined subjects. For example, Physical Education lessons would be cancelled but the PE department will post resources to help Pupils stay fit at home.

2. Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Years 3 to 6	2.5 to 3 hours of live learning and 1.5 hours of offline learning
Year 7 to 13	Three to four hours of live teaching online (each timetabled period is reduced from 40 to 30 minutes) plus the normal amount of homework

3. Accessing remote education

How will my child access any online remote education you are providing?

Nearly all live teaching takes place on Microsoft Teams. Teachers also have the Google Suite of online educational resources available to them and are sanctioned to use a Google product for this purpose.

The posting of educational materials and the submission of homework is through either Microsoft Teams or Google Classroom.

Teachers may be e-mailed using the school e-mail system. All communication (messages, live teaching etc.) between pupils and teachers must take place using school usernames.

If my child does not have digital or online access at home, how will you support them to access remote education?

Pupils are provided with a device in order to access online teaching. In the main this is an Apple iPad.

If the pupil lives in a home without access to Wi-Fi the pupil's Head of Year must be notified by the parent or carer so that alternative provision could be made using the mobile phone network.

If a household does not have Wi-Fi access to the Internet then school devices will not be able to assist in accessing live lessons. The family would have to provide an alternative device.

If a pupil did not have access to the Internet at all, resources would be posted to the pupil and a member of staff would telephone the pupil weekly to check in with them.

How will my child be taught remotely?

Live online teaching will be the main way in which we will teach pupils remotely. Pupils will be able to interact with their teacher and their peers in timetabled live lessons. Lessons will be shorter than on site lessons to give pupils and teachers time to get some exercise, rest their eyes and log in to the next lesson.

In the Prep Department, remote learning follows a different timetable to in-school learning. Girls begin the day with a pastoral check in with their teacher and then go on to have lessons that alternate between live learning and offline learning. Lessons are 45 minutes long, and breaks are scheduled between each session. Each day ends with form time.

Learning materials and assignments will be posted on Microsoft Teams or Google Classroom. Pupils will have many textbooks at home but if they do not then teachers will post photographs of the relevant pages.

Pupils will have the same amount of self-study work as they would have had in normal times. This equates to their "homework" plus any cover work set due to staff absence. Some work will be completed directly online and other work will be completed using pen and paper. The latter work would be photographed and uploaded. We recognise the importance of pupils' handwriting work in order to avoid getting out of practice.

4. Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

Where possible, pupils should have somewhere quiet to study and to take part in online lessons.

Pupils should be able to access the work without requiring support from an adult because we have already taught them what to expect.

Pupils should spend approximately the same amount of time doing self-study as in normal times. Given that they will not be travelling to school and lesson times are reduced, they should have more

free time than they usually would. It is important that they get some exercise (inside the home if self-isolating) and have time away from a screen.

Parents or, even better, pupils themselves, should notify their Form Tutor or Head of Year if they are finding engagement with online teaching difficult. If the concern is in just one subject, the parent or pupil should contact the teacher directly if they feel comfortable doing so.

These are the instructions we have asked pupils to follow.

Pupils are expected to:

- **Be present and prepared for all lessons.** Please ensure you are punctual logging on, and your electronic equipment is charged. Pupils must also complete the register if required by the teacher
- **Engage fully with their online lesson.** Ensure you are actively listening and/or participating throughout the lesson
- **Submit work (when requested)** using TEAMS, Google Classroom, or email
- **Refrain from the use of mobile phones** and/or other devices during class time
- **Utilise break times** with a healthy and mindful focus
- **Communicate with your subject teacher** if finding the work challenging or requiring further support
- **Only record lessons with permission.** If you wish to record a lesson, please ask your teacher. Recording is subject to individual teacher discretion
- **Please mute microphones.** Each individual teacher will have his or her own 'classroom' etiquette. However, a good starting point is to mute microphones to minimise interruptions
- **Please turn your camera on** at the start of lesson, for whole class discussion and when your teacher asks. If you have a good reason not to have your camera on please e-mail your Head of Year.

Pupils under no circumstances should:

- **Remove other pupils** from an online classroom
- **Mute other pupils** in an online classroom
- **Disrupt other pupil learning** by interfering with the online platform

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Pupils will still be expected to submit assignments and if a student failed to submit an assignment teachers will follow up with the student or issue a sanction note (known as a “Pink Slip”).

If Pupils missed lessons or did not submit assignments, then teachers will notify the Head of Year.

Pupils will be registered.

The Head of Year will get in contact with parents if they themselves did not know the reason for a pupil absence or if the pupil was not completing a number (approximately three) assignments in a short space of time.

How will you assess my child's work and progress?

Assessment in online lessons will be similar to on-site learning.

Pupils will be asked questions in class discussions, pupils will be asked to present to the rest of the class, teachers will set online quizzes, set tests and set homework assignments.

Teachers will mark work online. Teachers will continue to give useful individual feedback to pupils in a manner which helps them to improve.

5. Additional support for pupils with particular needs

Approximately 1 in 5 Pupils nationally will require support for an additional need at some point during their school years. Those already known to us will be contacted by their Study Centre teacher to discuss what support is needed during the latest period of remote learning; some pupils may need less support than they usually receive in school whilst others may need an increase.

We are aware that some pupils may develop an additional need during lockdown. If parents have new concerns about their daughter's learning or wellbeing they should initially discuss this with their daughter's Head of Year. The Heads of Year meet regularly with the Study Centre team to discuss new concerns: once a referral has been made to the Study Centre one of the teachers will contact the student.

Remote support will be offered on a 1:1 basis with one of the Study Centre teachers. This can include support with managing things such academic work, organisation whilst working at home, peer interactions in an online world, anxiety, preparing for tests, managing physical difficulties or sensory impairments.

Study Centre teachers will continue to be available for meetings with parents and professionals from other agencies: meetings can be organised via Microsoft Teams or Zoom.

School Counselling Services

Counselling provision will be exactly the same as periods of on-site provision but meetings will take place on MS Teams.

Pupils have a choice of having the camera on or off. Pupils can book their session as normal via the portal or they can ask the Counsellor by e-mailing them. Sessions are strictly confidential. No problem is too small or too big.

Counsellors are able to meet with Pupils and Parents together.

We encourage pupils to try and organise private, uninterrupted space. However, if this is difficult, outside walking and talking is an alternative. Counselling is available Monday - Thursday.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is owing to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Teachers teaching lessons in school will turn on the provided cameras and microphones on the computers in the classrooms. They will invite pupils self-isolating at home to join the lessons remotely via Microsoft Teams.

In the Prep Department, girls in Year 6 who are self-isolating will have the option to join lessons remotely via Microsoft Teams. Teachers in Years 3 to 6 prepare weekly overviews of learning (PDF) which contain links to pre-recorded lessons and resources that correspond with the in-class teaching and allow girls to follow the learning journey whilst at home.

A member of the Prep pastoral team will call any pupil self-isolating once a day at an agreed time.