

Continuity of Education

Owner: Deputy Head

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1. Policy Statement

In the event of Cophorne Preparatory School being required by the relevant authorities to adopt a remote learning environment, the following educational provision will be implemented for all pupils. This policy does not apply to individual pupils who are unable to attend school. In this case the usual arrangement for absence will apply.

2. Introduction

A change from an in-person learning environment to a remote online environment will only be considered in exceptional circumstances. From experience of schools in Southern Europe and Asia who have been compelled to do this, we are aware of the need to ensure that pupils, parents and staff members collaborate effectively. Working parents, including teaching and administrative staff, will need to consider arrangements for children when working from home, or while working elsewhere, including the need for supervision and support for younger children. Arrangements include the need for access to appropriate IT equipment and a reliable highspeed broadband provision. All members of the Cophorne Preparatory School community will do their utmost to provide the best service they can at this time. However, it will be important for us to be flexible and patient when working online.

2.1 Contact

All staff will be required to check their emails each morning for any briefing notices. Parents can contact the School as usual using the following channels and their enquiry will be directed accordingly. As a School we will remain in regular contact with parents and pupils, through our regular means of communication via iSAMS. For any communications specially related to Covid-19, please direct any Prep School issues to the Headmaster cjones@copthorneprep.co.uk or to Mrs Swadling, Headmistress of the Pre-prep, sswadling@copthorneprep.co.uk

2.2 How will we deliver a Cophorne Preparatory School education?

Teachers and pupils in the Prep School and Pre-Prep will access our remote learning environment through Microsoft Teams, and through the Tapestry platform in the Nursey.

We strongly recommend that staff and pupils download the Microsoft Teams desktop app when working from home. This will provide them with full functionality and a higher speed interface than the web version.

2.2.1 Lessons

From within Teams, teaching staff will be able to deliver lesson content to pupils during their regular timetabled lessons. In the Pre-prep work will be made available at the start of each respective week.

2.2.2 Registration

We are only required to register a pupil's attendance when he or she is actually in School. Therefore, we will not be taking attendance registers for remote learning.

2.2.3 What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to normal teaching. The activities will reinforce existing understanding or introduce new content as planned in the regular schemes of work. Parents will not be placed in the role of teacher, however for younger children they will need support to access the online resources. Pupils will be able to carry out the tasks assigned by teachers independently, including accessing the material. In the Prep School, teachers will continue to assess pupil's performance by marking their work and giving them appropriate feedback. In the Pre-prep, staff will communicate on a daily basis with parents which will enable regular feedback to be given.

2.2.4 Why are we using Microsoft Teams?

We have chosen to use Microsoft Teams because all staff are familiar with the Office365 suite, and because of its functionality with iPADS. For a brief video on the functionality of Teams you can click here: <https://bit.ly/2HWtOdj>

2.2.5 Where should pupils work?

Pupils should ideally work where there is high speed internet access, and in a location known and approved by their parent or guardian. If practical and permitted, teachers can work on site at Copthorne Preparatory School in order to access their teaching materials and to use the School Wi-Fi. If practical and permitted, children of staff will be allowed on site to facilitate the inevitable challenges of a move to a 100% online learning environment.

2.2.6 When should pupils work?

Learning activities will be posted in advance of timetabled lessons each day from Monday to Friday.

2.2.7 Help

Please ask your child to show you that they can access Microsoft Teams. If they need assistance accessing Teams please contact the School. If you or your child would like to know more about how to use Microsoft Teams, please visit the following website for further details: <https://bit.ly/380Ileq>

In the event that the Education Continuity Plan is activated this policy will be reviewed weekly and, if amended, redistributed to staff, and parents.

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