



## **HEATH HOUSE PREPARATORY SCHOOL**

### **Remote Learning Policy**

This policy applies to all children at Heath House, including those in the EYFS. This policy operates in conjunction with all other school policies and is applicable to the remote learning children engage in during the closure of Heath House due to Covid-19.

During a school wide closure, Heath House children will take part in remote learning using Microsoft Teams. Microsoft Teams is an online workspace that enables children and teachers to interact in a professional environment as well as share documents, projects, videos and photos of their work. It can be accessed on a computer, laptop or tablet. All Heath House children, including those in the EYFS, have been issued a unique username and password for Microsoft Office along with a user guide to aid parents in setting up Microsoft Teams on their home computers.

Teachers will create interactive lessons using a multitude of different resources including videos of themselves, videos from YouTube, PowerPoints, Word documents, quizzes and much more. Children are expected to log in each day, at the time outlined by the teacher in the Curriculum Outline sent to parents at the beginning of term, and complete all work that has been set for them to the best of their ability.

As with their normal school timetable, children will engage in academic lessons in the morning and will then be encouraged to exercise and be creative in the afternoon. It is important that children take regular breaks from using their computer, laptop or tablet and move away from the screen during this time.

The work set by teachers will be appropriate for their class and teachers will use a suitable type of technology for the children's age. For example, children in Lower School will receive more video recordings from their teachers as well as simple quizzes and tasks whereas Upper School children, who have more experience using technology, will be set more complex assignments that may, for instance, require them to type and create a Word document. Whilst the children's instruction and many of their tasks will be computer based, teachers will set project and paper based work for the children to engage in to ensure that they are not spending all of their time learning at the computer. Teachers will continue to adapt their teaching style to ensure that it is appropriate for all children in their class.

Parents have been informed that by allowing their child to use the login information that they receive from the school, they agree to constantly monitor their child's use of Microsoft Teams and all other aspects of their use of technology in line with the school's policies, ensuring that the use of such technology is appropriate. It is vital that parents work in partnership with teachers to ensure every child accesses technology safely. The School retains the right to intermittently monitor and restrict the use of Microsoft Teams and all Office software that is accessed using the login details provided by the school.

Children are taught how to be safe online whilst at school, and when accessing technology and the internet at school are subject to the school's strict firewalls. Due to the nature of remote learning, it is the parent's responsibility to ensure that their child is using technology safely and that the appropriate restrictions are in place on their computer, laptop and tablet.

Children are encouraged to communicate with their teachers about their work and ask questions, just as they would in the classroom at school. Teachers will provide both written (typed) and verbal feedback to children for all work that is submitted.

The school will intermittently monitor children's accounts to check their activity however, this must not be relied upon as monitoring appropriate use as the checks will be carried out randomly from a perspective of confirming the account is functioning correctly.

If a child is unable to attend school due to extenuating circumstances relating to the Covid-19 Pandemic, Remote Education will be made available to them via Microsoft Teams. Parents should contact the school office to make arrangements for their child's remote education during their time away from school.

Any questions regarding Remote Learning should be directed to Elena Laslett-Shaw, School Manager, who can be contacted on 0208 297 1900 or [info@heathhouseprepschool.com](mailto:info@heathhouseprepschool.com). Parents who require technical support with Microsoft Teams are directed to contact Mrs Reid, IT Co-Ordinator on [e.reid@heathhouseprepschool.com](mailto:e.reid@heathhouseprepschool.com)

Please see the Child Protection Policy.

Internal use only

<b>Last reviewed</b>	25 October 2023
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