

RATCLIFFE COLLEGE SENIOR SCHOOL DISTANCE LEARNING POLICY

– Parents Information

Purpose - to ensure, as far as possible, that students have access to learning materials and input from teachers to support their learning, even if the College has to close, fully or partially. The decision to close the School, fully or partially, will be made following advice from Government agencies, in consultation with the Chair of Governors.

In the event of a school closure, Ratcliffe College is committed to providing continuity of education to its students and will do so through a process of distance learning. When school is suspended, the following guidelines will be put in place.

Teachers: all staff are equipped with a functional device they can take home and are skilled to deliver work using Google Classroom, email and the VLE.

- Teachers will communicate work set for students via their chosen method e.g Google Classroom or email.
- For each lesson which is suspended, teachers will send post on a Google Classroom or email the students.
- The aim is to set work prior to or during the lesson period.
- All academic subjects will set work for their classes so that students are able to follow their usual timetable.
- The amount of work set will reflect the length of an ordinary lesson, *taking into account what is reasonable for students to complete independently, without teacher direction and support.*
- The type of task set will vary between subjects, but examples of appropriate tasks might include:
 - Reading and noting new material from a common department textbook or electronic resource.
 - Completing specific questions from a textbook or electronic resource, such as My Maths.
 - Working through subject-specific presentations or worksheets provided by the department electronically.
 - Watching a relevant video resource and making notes on it, for example, from YouTube or Educake.
 - Completing a listening exercise (e.g. in Languages) using Active Learn.
 - Written responses to prompt questions, essay plans etc.
 - Planning or completion of practice questions or past papers, particularly for those in public examination years.
 - Working through relevant exercises offered by an external provider e.g Seneca
 - Completing a practical task such as drawing, making, creating so screen time is reduced.
- Teachers will make clear to the students the work that should be sent back to the teacher for feedback and assessment. As usual, feedback may involve the student being encouraged to redraft/revisit their work in the light of feedback.
- Students can share their work with the teacher once it is completed by uploading it to Google Classroom or sharing via email.
- It is the student's responsibility to complete the work or communicate with the teacher why it is not completed.
- Teachers should ensure that by the end of the school day, all student queries have been dealt with in an appropriate manner. No teacher is expected to answer queries after 5.20pm, the end of first Prep time.

- If a member of staff is too unwell to set work, the Head of Department will set work for their class. If the Head of Department is unwell, another member of their team will set work for their classes.
- Head of Learning Support will be a point of contact for any student on an EHIC plan.
- Students with Special Educational Needs may contact their Learning Support teacher for further support, as required.

ALL SENIOR SCHOOL STUDENTS HAVE BEEN TRAINED ON HOW TO ACCESS SCHOOL WORK VIA GOOGLE CLASSROOM, FIREFLY VLE AND EMAIL.

Students:

- Should be online and follow their normal timetable to enable teachers to respond to their needs and keep structure to their day.
- Must check Google Classroom and their school email to see work set for each lesson, daily.
- Must complete all set work to the best of their ability.
- May use email/Google Classroom to communicate with teachers and ask specific questions, if they do not understand the work.

Parents:

- Should encourage and support their child's learning including: finding an appropriate place at home to work; checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed as closely as possible.
- Should contact subject teachers/ tutor if they have any concerns regarding their child's work or pastorally via email. Teachers will respond within a reasonable timeframe (48 hours) to an email during the working week. A full list of staff email contacts can be found on the school website.

In the event of a school closure we would ask for understanding and patience as we endeavour to meet the needs of students.

Pastoral Care

The primary responsibility for the on-going pastoral care of students will rest with parents and guardians while the School is closed. However, class teachers and Tutors, together with Heads of Year and Senior Leaders, will continue to support students remotely, should they need pastoral support. In the Senior School, students may contact their class teacher or Tutor via Google Classroom or e-mail should they wish to do so and, dependent upon the nature of the matter raised, we will endeavour to provide support. Class teachers and Tutors will continue to record any pastoral issues on our pastoral system and share any appropriate feedback with parents or senior staff, as appropriate.

Safeguarding

Students, parents and staff are reminded that the School's safeguarding and child protection policy still applies to all interactions between students and staff as set out in the policy. The staff will continue to adhere to safeguarding protocols whether they are at home or at school. If you have a safeguarding concern about a child at school, you should contact the Designated Safeguarding Leads in the usual way:

Senior School:

Designated Safeguarding Lead & Deputy Head Pastoral:

Mr Donegan (CDonegan@ratcliffecollege.com)

Deputy Designated Safeguarding Lead, Assistant Head & Head of Boarding:

Mrs da Costa (AdaCosta@ratcliffecollege.com)

Preparatory School:

Deputy Safeguarding Lead & Deputy Head (JCartwright@ratcliffecollege.com);
EYFS Deputy Safeguarding Lead (RGreen@ratcliffecollege.com).

Should you have any safeguarding concerns regarding a member of staff, please contact the Headmaster, Mr Reddin (CGovan@ratcliffecollege.com). If you have any concern regarding the Headmaster, please contact the Clerk to the Governors (Martinglynsmith@aol.com).