



## Remote Learning at Etone College

Dear Parent/Carer

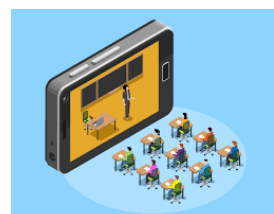
As part of the Government's guidance for the full opening of schools, it is our duty to ensure that we have in place a Remote Learning plan by the 30<sup>th</sup> September 2020. We are now sharing this plan with you, so you are aware of what will happen if a child needs to self-isolate or a year group bubble has to be sent home.

***In the event that your child is unable to attend school, due to their household self-isolating or awaiting test results:***

- Pupils will receive work, in line with classroom taught curriculum, through their school email account. This will be for the anticipated length of absence.
- A courtesy text confirming work has been emailed will be sent to the parent's mobile number.
- Where absence is longer than the original anticipated length, the college will arrange for additional work to be sent.

***In the event of either a year group or whole school closure, the following sets out how Etone College will provide education for each pupil:***

- Live teaching sessions using Microsoft Teams (made available from their school account) in line with their regular timetabled lessons. Invites will be sent out to pupils accounts prior to lessons beginning. For further guidance in using Teams, please refer to the '[Using Teams Guide](#)' on our website.
- Live teaching sessions will last for between 30 minutes to the full hour at the discretion of the teacher with activities provided to be completed thereafter.
- Activities provided using Microsoft Teams and school Outlook email accounts in line with live teaching sessions. This will include the provision of homework as per the homework timetable.
- Additional online learning platforms may be utilised in order to deliver some work to pupils. The login details for each of these will be shared with pupils in advance.
- Pupils will receive feedback through the live sessions and on work in line with the schools assessment policy.
- We anticipate delivering the full curriculum as set out on our website across all year groups.
- Where pupils are unable to access our remote learning, alternative provision will be arranged.
- In the unlikely event that we are unable to conduct Team lessons, work will be provided via the school email with detailed instructions.



If pupils are not in school, the following are our expectations of their behaviour when engaging with remote learning.

We expect that pupils will:

- Follow their usual timetable by attending and engaging with Microsoft Teams lessons. Pupils will be invited to these lessons through their school email account.

**Terms and conditions of using TEAMS are:**

- ***Cameras and microphones are switched off/muted***
- ***Appropriate language and input is used within class messaging***
- ***Hand up icons are used to raise any queries with teachers***
- ***Students attend 5 minutes before the lesson begins***
  
- Follow the same behaviour expectations for an online session as a lesson in school
- Complete and submit work from these sessions to the deadline set by teachers
- Seek help if they need it, from Heads of House or class teachers  
***For technical advice contact [itsupport@etonecollege.co.uk](mailto:itsupport@etonecollege.co.uk)***
- Alert the class teachers if they are not able to complete work
- Use proper online conduct, such as using appropriate language in messages

Pupils may refer to the '[Using Microsoft Teams Guide](#)' available on the Etone website for further guidance.

Dealing with problems

***For technical advice contact [itsupport@etonecollege.co.uk](mailto:itsupport@etonecollege.co.uk)***

If there are any problems with pupils adhering to rules around remote learning, including if they don't engage with the remote learning set for them or inappropriate behaviour, we will:

Make contact with parents to discuss concerns and address potential support that can be offered. This may include:

- Further support on how to use remote learning software
- Discussion regarding any specific barriers to engagement
- Potential removal from usual Team sessions in discussion with Heads of Houses

This may result in further action in line with current school policy.



**Mr I Smith**  
**Headteacher**

