



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

REMOTE TEACHING & LEARNING POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Purpose

At the School we will be using technology to provide remote teaching and learning. This includes the use of live learning using webcams. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, pupil progress should not be negatively impacted.

Staff and pupils have received training in preparation for remote learning and parents have been sent additional guidance.

When school is suspended and remote teaching is implemented, the following guidelines are put in place.

Safeguarding Perspective

This guidance document is supported by the School's Child Protection and Safeguarding policy. The usage of online teaching is governed by the ICT and ESafety policy, Electronic Device Acceptable Use agreement, Data Protection and Social Media policies and the Risk Assessment for 1:1 Meetings with Pupils.

By bringing staff instruction into the home, the lessons can feel different. The same rules of communications apply as if this were a regularly taught lesson.

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background
- Safer internet messages are particularly important.
- Under no circumstances may any lessons be recorded or disseminated by parents, pupils or any other party and nor may screen shot images of live lessons be taken.
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)

The first tutor period should be on protocols and parameters (see **Remote Teaching and Learning Responsible User Agreement** on page 3 of this policy). There should be regular reminders about expectations and responsible use, which keep teachers and pupils safe online. Form Tutors should remind pupils about the **Wellbeing Charter** (i.e. who to talk to if they have a concern) and highlight the **electronic Worry Box**, which is monitored at all times including the school holidays. When teaching face-to-face online, staff need to consider and be sensitive to the needs of individual pupils, and be sensitive to issues that may arise during face-to-face online sessions.

The Designated Safeguarding Lead and, in his absence, the Deputy Designated Safeguarding Lead will be available to handle any sudden changes (poor behaviour, pastoral concerns etc.). In such instances the pupil should be calmly and sensitively excluded from the lesson. The pupils and their parents will then be contacted by phone.

Vulnerable Children

Children with autism spectrum conditions may well find it difficult to accept that 'school' work should be done at home. Their levels of anxiety will be higher than usual and may lead to more panic attacks or 'melt-downs'

One-to-one

We are aware of the increased level of risk around one-to-one video meetings with pupils. There are, however, many reasons why they would be helpful and appropriate. One-to-one sessions with pupils should follow the same guidance as one-to-one conversations in school. All one-to-one meetings with pupils should be agreed by the school and be part of the normal timetable.

It is envisaged that one-to-one sessions will evolve over time for pastoral checks-in or review and feedback. The Learning Development Centre (LDC) and peripatetic music lessons will be implemented with immediate effect.

To create a safe environment for our pupils in a one-to-one session there are several things that a teacher should consider:

- ensure parents are informed
- be familiar with the privacy and mute settings on the Zoom video conferencing platform
- immediately inform the DSL if the purpose of the meeting was to discuss a pastoral or safeguarding concern.
- ensure that any one-to-one meetings with pupils take place during the core teaching hours. If a pupil would like to discuss a concern outside of these hours, the Designated Safeguarding Lead must be informed and a record kept (date and time logged).

Contact details for the Designated Safeguarding Lead:

School: 01635 200 293 (ext. 223)
Home: 01635 202 217
Mobile: 07468 696 635

Deputy Designated Safeguarding Lead:

School: 01635 200 293 (ext. 201)
Mobile: 07872 969 763

Remote Teaching and Learning Responsible User Agreement is on page 3.

Remote Teaching and Learning Responsible User Agreement

- I will only use technology for school as directed by my teacher.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Zoom, Google Classroom and other interactive applications). This includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across such material, I will report it immediately to my teacher or parent.
- I will not record or take photos of my classmates or teachers during a face-to-face remote teaching session.
- I understand that when using applications provided by the school, my use can be monitored and logged and made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parents may be contacted.

Guidelines when using Zoom

Remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Video conferencing from an environment that is quiet, safe and free from distractions
- Be on time for your interactive session
- Be dressed in school uniform or games kit
- Remain attentive during lessons
- Interact patiently and respectfully with teachers and peers
- Provide feedback to teachers about your experiences and relevant suggestions
- You **MUST NOT** record each other's online interaction
- Pupils should **not** have access to other devices (e.g. smart phones) during online lessons.
- Make sure you end the session as soon as the teacher indicates to do so.