



WINDERMERE
SCHOOL

Parental Expectations at Windermere School in response to the need for remote teaching, learning and tutoring.

Rationale for this addendum is the necessity for remote teaching in response to Windermere School closing their premises in-line with the Government response to Covid-19.

General Safeguarding

In the case of a school closure with staff and pupils accessing education from home, Windermere School's Safeguarding Policy remains in place.

Windermere School, whether pupils are at school or at home, understands that their safety must remain a priority and to this end we set out below parent responsibilities.

Expectations

Windermere School have worked hard to educate all children about safety online.

We see this as an absolute priority and we look to parents to share this responsibility at all times, but this is particularly important during a period of remote learning.

In order to facilitate online learning during the suspension of in-person learning, we ask that you support your child, where possible, by:

- Providing them with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary.
- Making sure your child is dressed appropriately.
- Be aware of your presence in webinar sessions, as these are being broadcast into the homes of entire classes.
- Ensuring that online communication is only between teachers and pupils. We must highlight that if parents do interrupt Webinars, the teaching staff have been instructed to terminate the session to preserve the safety of children. All parent to teacher communication should be via email as usual.
- It is a continued expectation that neither parents nor pupils may record, share or comment on public forums or on any kind of Group or Social Media about individual teachers. If you have a query or concern we ask that you contact the school directly by email.

1. Remote 'face-to-face' contact, for example, Teams

In line with the Pupil Expectations, parents are asked to facilitate the following:

- Face-2-face will be wherever possible through broadband and not 4/5G. If there is no alternative to 4/5G tutors will be informed.
- Pupils must not record any sessions.
- Recordings must not be shared.
- A public/communal area, such as a dining room, will be used for video calls. Wherever possible, Pupils will not call from bedrooms. Where there is no other option a separate risk assessment will be put in place and agreed by the Deputy Head Pastoral.
- Pupils will be supervised by an adult present in their home during one-to-one calls. If no adult is present, then the call will be taken as audio rather than video.
- A dress code will be adhered to by pupils. Smart/casual and no nightwear. In the case of a Pupil inappropriately dressed the Pupil will be reminded of the guidelines and the call ended.
- ALL communications will be through school platforms.
- Only school emails will be used for communication between staff and Pupils.
- Timings for calls will be set prior to calls via school email or other school platforms, and these calls will take place during normal school working hours and not before 8.15am or after 4pm. *Please note that for pupils who are in different time zones, separate arrangements may be made directly with teachers and tutors which may mean contact outside these times.*
- Any concerns seen/heard during call will be dealt with and reported following normal safeguarding policy and procedure.

The acceptable use policy must be adhered to at all times.

2. Communication and Support

Parents should be aware of how to communicate with School and access appropriate support for their child(ren) if deemed necessary.

- Staff, pupils and parents will be informed by email of all changes and expectations with regard to remote teaching.
- Staff, pupils and parents have been informed by email of how to report concerns and incidents.
- Parents will be given advice about appropriate online safety applications to be used in a home environment.
- All communication between staff and pupils will be done through a school approved email address.

- Daily tutorials will give opportunities for staff and pupils to discuss any concerns. Weekly communication between tutors and parents, will also be used to flag up any issues.
- Weekly meetings of the Pastoral Team will identify any pupils who need extra support either academically or pastorally.
- Age appropriate well-being surveys will be conducted periodically to check on the mental health of our community.

3. Online behaviour

Parents are asked to support their children with appropriate online behaviour and to contact School should they be concerned about anything happening online during remote learning.