



# ST CYRES SCHOOL

*Strive Together Challenge Yourself Realise Everyone can Succeed*

Mr P Lewis, BSc (Hons)  
Acting Headteacher/Prifathro Dros Dro

**St Cyres ONLINE AND DISTANCE LEARNING Covid 19 Response  
Guidance for Parents, Guardians and Learners  
27 March 2020**

## Important Documents

In conjunction with this document please also read the following:  
**St Cyres ONLINE AND DISTANCE LEARNING Covid 19 Response  
Safeguarding Policy**

This guide sets out what is needed to make online and distance learning a fun and safe way to continue St Cyres education in this rapidly changing environment and will look at:

- How to get the most out of a lesson - setting a space aside for the lesson and having resources ready.
- How to stay safe online - and how to treat the lessons in the same way that you would in a school.
- What we expect of parents, carers or guardians.

## Internet connection

For most people the internet connection should be fine for our most well established mode of communication - Google Classroom. In a much less common set of circumstances, it may be that you need stronger bandwidth for good quality video and audio. If it seems slow there are several things you can try:

- Move your Ipad closer to the router (if you're far away the wi-fi signal isn't as strong).
- Checking that other people in the house aren't using the internet at the same time (e.g., streaming video or TV).

Email: [contact@stcyres.org](mailto:contact@stcyres.org)



Distinguished  
School



- Test the speed of the internet connection, for example, here: <https://www.speedtest.net>
- If there is a temporary problem with your line, you can contact your service provider to ask them to check for faults on the line.

Not everyone has a fast broadband internet connection, or good mobile data signal. This can result in lower video quality, but generally the sound will be prioritised so you should be able to hear the teacher if in a face to face event. If the speed is permanently slow (for both landline and mobile data) the most established of our learning strategies, Google Classroom, will continue to be accessible.

### **How to get the most out of a learning session - setting up a space for learning.**

Although homes may not have much “spare space” and may have other people around, it is helpful to think about where the learner is going to be and get things set up before each learning event. This should make it easier and safer to enjoy the sessions and tasks. In the most part, we recommend a routine and often this will be something you may need to work around as a family. The space should be somewhere:

- With room to write and sit comfortably, and to set up your ipad.
- Where you can focus, and that if possible where it isn't noisy (e.g., not with a washing machine on, or a TV, or other people coming and going).
- Within earshot of a parent, carer, or responsible adult (to help sort out practical difficulties, or if the internet connection drops, or if the learner is uncomfortable or confused about anything).

### **Staying safe online - treating the lessons in the same way you would in school.**

There are some other things to think about as learning will be taking place in the informal space of people's homes rather than in the more “professional” setting of a school. It is important for the learning experience and for learners' safety that the same behaviour is expected in online interactions, communications and tasks that would be expected at school. Respect, Safety and Progress are paramount to the continued and successful learning experiences of your child at home.

Your child's iPad continues to be safeguarded against age inappropriate searches and browsing with the Smoothwall Educational Filter. That said, if you have concerns regarding access to inappropriate or harmful material, please contact: [smcdonald@stcyres.org](mailto:smcdonald@stcyres.org) immediately.

Please also feel free to reread the Online Safety segment on the St Cyres Website.

### **Inviting students to face to face lessons - how it works.**

In some less common cases, your child may be engaged in face to face learning. Please be aware that this is not the main learning strategy employed by St Cyres at present. I refer you to the Google Classroom app on your child's iPad.

For a face to face learning event, and once you've agreed to online lessons via email, the teacher will email with a date and time (which will normally be a regular time as it is in school). A face to face learning event will only take place with the student's school iPad and the teacher's school iPad or MacBook Pro. No personal devices will be used for face to face learning events.

### **Responsible behaviour and dress.**

To help make face to face learning events safe and enjoyable, a parent or carer should be within earshot of the student taking part. Just as in a school or other face-to-face lessons, learners are asked to:

- Dress appropriately (e.g. not wearing pyjamas). Students are courteously asked to wear clothing that would normally be worn in public.
- Ensure the learning takes place in an appropriate place that you wouldn't invite teachers and other students into (like a bedroom).
- Follow the teacher's instructions.
- Ask the teacher before leaving the session (e.g. to go to the loo).
- Not take phone calls, message others, or use devices that aren't requested by the teacher for learning.
- Not have other browsers or apps open during the online lesson to reduce the risk of inappropriate content being visible to other learners.
- Not take screenshots or record video of sessions

In a face to face learning event, the background behind the learner will be visible to the teacher. So it is good to make sure:

- That you try and have a neutral background that doesn't show any personal information (e.g., screens with social media profiles), or personal items (e.g., laundry drying)
- Doesn't have anything that might offend others (e.g., posters with inappropriate language).
- That there isn't a TV/screen showing in the background where there's a risk of age-inappropriate content showing.
- Ensure other younger children are not in sight of the face to face event

### **If the learner (or you) have any concerns....**

A parent/carer or responsible adult should monitor the learning of the child on a continual basis. Threads, communications, Google Classroom comments should be checked and monitored by the parent regularly. St Cyres continues to adhere to the tenets of Respect, Safety and Progress, even in these challenging times. If there is a face to face learning event, please be within earshot of the child during the online communication. Students will be told that if they have any concerns before, during, or after a lesson they should ask the parent/carer for help. This could include for example:

- Technical issues with the computer or internet connection.
- Practical issues, such as arranging the appropriate space.
- Other issues, such as not being comfortable or confused with what is happening in a learning session.

The parent/carer should be aware that the reporting of any safeguarding concerns is the same as it would be in normalised school time. Any concerns can be addressed to St Cyres' Designated Safeguarding Leads; [uahirani@stcyres.org](mailto:uahirani@stcyres.org); [smorris@stcyres.org](mailto:smorris@stcyres.org); [ljones@stcyres.org](mailto:ljones@stcyres.org) .

### **And if the teacher has any concerns....**

If the teacher feels the student hasn't followed the kinds of behaviour expected in a school environment, in spite of prompting, or is concerned about something, the teacher will stop the session or line of communication for that learner. The teacher will then follow the formalised, well established procedures for Safeguarding or Behaviour for Learning accordingly.

**What we expect of parents or guardians, and their involvement in learning.**

Having the support of a parent/guardian is one of the key factors in young people's development. And it is only natural that they may want to be involved and see what is happening.

Support from a parent or guardian in setting up the areas for learning is often needed. And being within earshot, or monitoring communications is important for safety as well as for practical help. Parents are expected to be present at the start and finish of face to face learning events wherever possible, and are advised to check work with the child before it is submitted.

The level of involvement of the adult during the learning will depend on the age of the student. More vulnerable children may need a person in the room to help keep them focused and confident, particularly if it's a new activity. But too much parental involvement can also be distracting or cause shyness with older students.

Please note, that this is meant to be supportive and helpful ,whilst we continue to support your child's learning in these changing times. We hope that this is of use, and gives you confidence that we as a school are striving to provide as much stability and learning opportunity to our pupils as we are able.

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