



SINCLAIR HOUSE SCHOOL
PREPARATORY SCHOOL

59 Fulham High Street, Fulham, London SW6 3JJ

Monday 4th January 2021

Delayed re-opening due to Coronavirus (Covid-19)

Sinclair House School Remote Learning Agreement and Code of Conduct for Teaching Staff

Dear Staff,

Please read and carefully review this Online Learning Agreement and Code of Conduct. It is a document which outlines how we expect you to conduct yourself when you are teaching remotely, including guidance and a code of conduct. It is a revised version of the agreement and code of conduct communicated during the first school closures in April.

Please email Ms Jo (officemanager@sinclairhouseschool.com) to acknowledge your agreement and consent to this before the start of the school day on Tuesday 5th January 2021.

Please remember that this Remote Learning Agreement and Code of Conduct is in addition to the continuation of our school policies during this school closure.

Safety First

Key online safety messages and understanding should be reinforced as part of online learning during this school closure.

1. Staff should reinforce online safety messages during lessons and when setting learning tasks that require access to the internet. This includes access to Google Classroom, Google Meet, Zoom and other internet based educational resource environments.
2. Pupils should be encouraged to be critically aware of the content they access online and be guided to validate the accuracy of information through Teacher and Parent support.
3. Support for pupils in the online space should never be brokered to any third parties, and any joint support that is affected, through the use of Google Classroom, Google Meet, Zoom and Class Dojo should only include Sinclair House staff who have been DBS checked.
4. Bullying is an unfortunate feature of the online environment and the perceived anonymity can add to this. Staff should be alert to pupils working in groups online where relationships seem to break down or inappropriate language and communication may be happening. In this instance, staff must follow the usual process for flagging such an observation or incident using CPOMS and act appropriately to prevent the situation continuing or escalating further – e.g. stop the lesson; follow-up with particular child or group of children; alert parents; log incident on CPOMS for further monitoring and follow up.
5. If staff feel that the system is not being used appropriately, the same protocols exist as if the school were functioning normally.



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- a) In a situation when staff feel a child is not using the system appropriately, SLT must be made aware and if required, parents must be alerted and there is the potential for a child to be temporarily excluded from 'live' lessons with access only to uploaded learning tasks. Follow-up and support for all children must be in place in any situation. All incidents must be logged on CPOMS, including any follow-up details. The DSL has the same responsibilities for safeguarding and should be the first port of call for any concerns about the online safety of our pupils.
- b) Following the school's Whistleblowing policy and Safeguarding policy, in a situation when staff feel a staff member is not using the system appropriately, you must alert the Headmistress. If the concern is regarding the Headmistress please contact the LADO.
6. Behavioural issues should be dealt with in-line with the school's Behaviour Policy and sanctions can be applied. As per point 5, in this situation, parents must be made aware and there is the potential for a child to be temporarily excluded from 'live' lessons with access to uploaded learning tasks. Follow-up and support for all children must be in place in any situation. CPOMS must be used to record incidents and log any follow up action.

Code of Conduct for the use of Google Classroom and videoconferencing

- **Google Meet will be used by Teachers to communicate via videoconferencing with pupils to deliver 'live' lessons.** *Currently, Teachers are able to deliver lessons remotely from their classrooms in school, if preferred and following the risk assessment instructions.*
 - **Zoom will be used to provide 'after-school' clubs.**
 - **Microsoft Teams will be used for staff to communicate via videoconferencing with other members of staff and parents/guardians.**
1. Always behave appropriately online as you would do in the classroom. Set appropriate boundaries and maintain the same professional standards as you would at school. Remote working should not lead to a relaxation in staff/pupil protocols.
 2. Choose a suitable venue for conducting the lesson and always check what is visible on screen to the pupil, ensuring there are no inappropriate or personal items on display.
 3. Never make inappropriate jokes or comments online. Any digital communication between staff and pupils, or parents and guardians should always be professional in tone and content.
 4. All videoconferencing sessions with children should take place during school hours. No video-conferencing sessions should take place before 9:00am or after 4:30pm.



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5. Make sure you are suitably dressed and that others in your family/household are aware that a videoconference is taking place. No other members of your family/household should be present during any videoconferencing session.
6. Contact with pupils should be through school email accounts, Class Dojo, Google Classroom, Google Meet and Zoom. Other methods of contact such as phones, private email or social media accounts should not be used under any circumstances to communicate with pupils.
7. Never follow or interact with pupils on your personal social media account.
8. All Google Meet sessions with pupils must be arranged with the full knowledge and consent of an adult responsible for any participants under the age of 18. To ensure this, all Class Teachers must ensure parents have given their consent for their child to take part in remote learning and have acknowledged the parent online learning agreement and code of conduct.
9. If a pupil email is used at any point, outside of the Google Classroom, the named adult who is responsible for the pupil email address must be cc'd into the communication.
10. Parents should support the child in the set-up of the Google Meet session but not join the session separately to the child, leaving the Teacher to deliver the session. Ideally, the parent/guardian will remain in the room for the duration of the session, however this may not always be possible. As a minimum, the parent/guardian should remain in the general proximity throughout (e.g. remaining close by, with the door to the room of the Google Meet session being left open) and will ideally be present in the room at the beginning and end of the lesson. For the children in Pre-Prep, adult support may be needed throughout the lessons.
11. Please log the minutes of all parent meetings on CPOMS and alert the Deputy and any other appropriate members of staff. For all safeguarding concerns, please make sure the DSL is alerted.
12. All Teachers will be required to use their work email for all communications regarding the scheduling of videoconferencing sessions. It is not admissible for Teachers to use their own personal email accounts for this purpose. Staff must use their Microsoft Teams accounts to set up virtual meetings with parents and staff.
13. Miss Sasha, Miss Francesca M and Miss Francesca P have the right to observe and join video-conferencing sessions. For NQT's, additional support will be given throughout remote learning with regular observations of lessons. NQT meetings and process requirements will continue as normal but happen remotely.
14. Recording videoconferencing sessions is prohibited.

Data Protection



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- Under GDPR, all online content from a pupil could be regarded as personal data and is subject to the provisions under the Data Protection Act.
- The names, emails and phone numbers of students are personal data. This means that only relevant people should have access, and the information should only be kept as long as it is required.
- Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
- All staff should maintain the security of all databases of information on individuals, whether they are staff, pupils or members of the general public. Any queries in this regard should be referred to the Principal.

Please note that:

- Student data should not be kept on the private devices of staff; only school laptops should be used, and no personal laptops can be used.
- Data should only be accessible to those staff that need it. (For example, a specialist Teacher should only have information for their own class groups.)
- An audit trail should be retained of all emails/communication sent out by bcc'ing each email to either Miss Francesca P or Miss Francesca M.
- The information should be deleted after it has been used for this purpose.

Online Learning Guidance for Teachers

1. Teachers are responsible for offering guidance and support to their pupils on how to manage their online learning and for referring pupils to the appropriate sources of academic or welfare support when necessary. Miss Francesca P continues to oversee all areas of academic learning, including remote timetables. Miss Francesca M continues to oversee all areas of pastoral support and development, alongside co-ordinating SEN and learning support provision.
2. Teachers will be expected to have knowledge of the individual pupil's programme of study, ensuring all completed work is saved and pupil progress continues to be supported, monitored and recorded.
3. SLT will check the usage of Google Classroom to ensure online lessons and learning tasks are taking place throughout the week.
4. On Fridays, Class Teachers will communicate with parents the key lesson/learning objectives for the following week, with the timetable attached. Specialists will need to communicate their lesson objectives to Class Teachers beforehand.
5. All lessons and learning tasks must be uploaded the evening before, at the latest. Lessons and learning tasks for Monday must be uploaded on Sunday evening at the latest.



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6. Teachers will be expected to set appropriate work on Google Classroom and answer children's questions and queries during remote school hours (8:45-4.30), both on Google Classroom dashboard and through any parent emails.
7. Work submitted before 4:45 pm must be marked daily using the 'private comments' box. For all independent work, there should be a positive comment and a next step, using the codes * (amazing) and N.S (next steps). Where work has been completed as a class, the code VF can be used to signal verbal feedback. House points (HP) should be given as usual and continue to be recorded on Class Dojo.
8. Teachers can organise additional Google Meet sessions throughout the week to support the delivery of lessons, support learning and feedback.
9. Class Teachers should register their classes using ISAMS at the start of the day and Specialist Teachers should take a register of all children at the start of each lesson. Any missing children in Specialist lessons need to be flagged to the class teacher, who will then follow up with parents at the end of the day. Any children missing from morning registration, Miss Lisa will see this on ISAMS and follow the usual process of checking with parents before 9:30.
10. Teachers should let the DSL know of children who do not regularly log on and join in with home learning tasks. An e-mail or a call to the parents might also be necessary.
11. Teachers should make appropriate adjustments to support and extend the children, reflecting any necessary learning support for children with learning needs. In Google Classroom, it is possible to set an assignment either for the whole class or for a group of pupils in the class. Teachers should continue to work closely with Miss Francesca M, as SENCo, to support children who are academically 'vulnerable.'
12. Teachers should send target-specific communication and feedback, as appropriate, to any pupil who is subject to an EHCP (e.g. behaviour, academic progress, anxiety).
13. Staff supervising breaks must monitor the use of the 'chat' functionality and all children while they remain online.

Once you have read, understood and agree to this agreement and code of conduct, please email Ms Jo (officemanager@sinclairhouseschool.com) to acknowledge and agree to the above points before the start of the school day on Tuesday 5th January 2021.