

**Continuity Policy - Parents and Pupils March 2020**

1. **Scope**

This policy applies to circumstances where:

a. the School is anticipated to be closed for a period longer than 1 day because (e.g.) the School is inaccessible, key systems or utilities have failed, or an order by a regulatory authority requires the School to close and/or a significant number of people to self-isolate[[1]](#footnote-1). The School will do all that it reasonably can to continue to deliver educational services, by using various technologies and online services to enable remote teaching and learning.

b. In circumstances where the School is able to remain partially open with reduced staffing it will aim to run a teaching programme (albeit restricted) for pupils who attend school. Teaching staff will ensure that work is available for pupils to access at home via Google classroom.

c. A proportion of the student body is self-isolating. In order to mitigate against disruption to learning teaching staff will ensure that work is available for pupils to access at home via Google classroom.

# 2. Continuity of Learning

During a partial school closure or full closure and for pupils that are self-isolated, pupils at home must:

* Be available during the hours of the normal school day (08:35- 15:20) to complete work set on Google Classroom. Teachers will be available during their assigned lesson times to answer questions via the comment section in Google Classroom. (Guidance on using Google Classroom is attached)
* Submit completed work by the deadline set by the class teacher.
* Work on their subjects at the times specified on their timetable.

In order to support their child, parents should:

* Make themselves aware of their child’s Google classroom environment, lesson timetable and Go4Schools account. Ensure that students logon at the correct time and follow their timetable
* As far as possible ensure access to a computer/smart device or network
* As far as possible provide a quiet and formal place for students to work
* Contact teachers or helpdesk@fortismere.org.uk if you or your child have issues accessing the work

# Behaviour and conduct

All pupils are expected to conduct themselves online and on Google Classroom spaces in the same way that they are expected to do in school. The School’s relevant policies e.g. Behaviour, Staff Code of Conduct etc. will remain in force. Should students not submit their work on time they will receive a negative behavior point and students producing exceptional work will receive a positive behaviour point - this will be visible to parents in their Go 4 Schools profile.

# Safeguarding

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required.

# E-Safety

In accordance with its E-Safety Policy the School will deal with e-safety incidents in accordance with the procedures outlined in both the policy. We will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

# Notifying Parents

The School will keep parents advised of progress towards re-opening the School and returning to normal arrangements. Please check Parents and Website for updates.

1. Not an exhaustive list, other unpredictable circumstances may cause the School to be closed. [↑](#footnote-ref-1)