

# SWANBOURNE HOUSE

## Distance Learning at Swanbourne House

*Our online learning provision ensures pupils have a continuous and uninterrupted education.*

### Introduction

Swanbourne House values each pupil and our culture of continuous improvement inspires everyone to become the best version of themselves. For over 100 years we have provided a rich and diverse educational experience rooted in the belief that an education at Swanbourne powers pupils to navigate, adapt and thrive in a turbulent world. This vision remains steadfast in the exceptional circumstances of the School's physical closure. We remain committed to providing exceptional learning experiences, which foster the development of intellect, character and creativity.

Now that we have returned to full-time online learning, our provision means that we can continue to provide a high-quality education experience. We also recognise that learning from home will not always be straightforward, with multiple family members needing to work and study simultaneously in the same space.

The programme we have devised is based on our current curriculum with modifications learnt from the previous remote learning experience. Supported by both live and pre-recorded lessons and resources, our online learning offers a blend of different teaching methods and gives families the flexibility they need during changing times, as well as ensuring we are able to maintain our pupils' academic progress.

We know that nothing can replace 'physical' school, but we are confident that our online provision will not only help to mitigate the impact of the current lockdown on our children, but also enable them to continue to make academic progress; and help us support their emotional and social wellbeing.

### The Academic Curriculum

The online curriculum is intended to closely mirror the physical school curriculum and our teachers continue to plan and design learning tasks and experiences to ensure that pupils achieve the desired outcomes reflected in our schemes of work. However, we know from experience that it is neither practical nor desirable to attempt to replicate exactly the physical school day with the online timetable. We are also mindful of our responsibility to children's social and emotional wellbeing to ensure there is a healthy balance between learning and screen time and also that children have opportunities for rest and exercise.

The online school day includes live learning, with full-class sessions, small group discussions and one-to-one instruction. The school timetable is replicated as fully as possible online, with slight alterations to timings to allow for breaks between sessions.

We know that effective learning and teaching includes the need for individual dialogue between teacher and pupil and that feedback and tracking remains crucial to children's academic progress and wellbeing.

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The feedback regarding our online provision has been overwhelmingly positive and we have received numerous messages of praise and gratitude from our parents and pupils.

Nevertheless, whilst we are very confident in our teachers' ability to provide high quality online learning experiences for the pupils, we also appreciate the need to continually review and adapt the provision to ensure maximum efficacy in terms of academic progress and pupil wellbeing.

## **Technology Platforms**

- 4s - Tapestry and Microsoft Teams
- 5s to TY - Microsoft Teams, Swanbourne Digital Learning, Showbie, Maths Watch, Literacy Planet and Times Tables Rock stars.

## **Tapestry**

Early Years (3s and 4s) continue to use Tapestry for online learning tasks and a multi-way communication tool between staff and parents. Please continue to upload children's progress with tasks and anything else you would like to share with teaching staff about what they have been up to.

## **Microsoft Teams**

This platform is used for the live element of teaching and learning. All sessions are recorded and will be available to be accessed later if the time of these is not suitable for you owing to your own working pattern or technological limitations at home. We understand that life and your own jobs are pressured and busy. Please do not feel that accessing all live sessions is essential. The content will still be available and the teachers also happy to discuss any issues or queries that arise from having done the work off-line.

## **Swanbourne Digital learning – SDL**

The Virtual Learning Environment (SDL) is the school intranet where academic resources are published and accessible by pupils and parents.

## **Pastoral Support**

The school day for 7s to TY, starts with Form Time and Registration. Personal Tutor sessions continue on a Wednesday with additional individual sessions arranged at least once a fortnight.

## **Reward System**

Our usual system of 'House Points' continues to be used during this period of online learning, which is of course linked to our six core school values. Pupils' House Point totals will continue to be counted as normal. All House Points will still contribute to the League Feast.

For exceptional work 'Send Ups' will continue to be awarded.

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## House System

House competitions and challenges continue with a range of activities designed to engage the children. Regular House Meetings will also take place virtually.

## Assembly and Chapel

Mrs Thorpe continues to lead a weekly Main House Assembly with plenty of opportunity for pupil involvement. Similarly, Mrs Nicoll records a Manor House Assembly each week.

For children in the 7s to TY, there is a weekly virtual Chapel Service, which continues to explore Spiritual, Moral and Cultural matters.

## Pastoral Concerns or Queries

It is important that you know that we are here to support you during online learning. If you have any pastoral or wellbeing concerns, please contact your child's Form or Personal Tutor in the first instance. They might choose to escalate this to the appropriate Pastoral Lead:

- Miss North (3s and 4s)
- Mr Becker (5s and 6s)
- Mrs Jameson (7s and 8s)
- Miss Levermore (9s and 10s)
- Mr Seddon (11s and TY)

All concerns will be dealt with as swiftly and comprehensively as they would normally be in school.

## Expectations

We wish to ensure that we do everything we can to keep relationships safe and healthy when online. A great way to think about this is with the idea of **Netiquette**. Here is our list of expectations for the children when online learning:

### Patience

When online, it's harder to know what others are thinking and how they are feeling, so remember to assume your peers (and teachers) have positive intentions and give them the benefit of the doubt.

### Supportive

Many of us are understandably anxious, or a bit worried at the moment. Reach out to your friends. Reach out to those pupils who aren't your friends and say hi!

### Respectful

Apply the same standards you have in real life to your online community. Treat people how you want to be treated.

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## **Collaborative**

Online learning is not easy for everyone; share your knowledge, share your skills. The more you connect, the more you will learn, and the more you will cope with the current isolation.

## **Safe**

This is a long list but important. Only go to websites you trust. Only speak to people you know. Only say words you are happy to be out there. Only post images that are appropriate. Remember that everything you do online lasts forever.

## **Appropriately Dressed**

This seems obvious, but maybe not when you are comfortable in your home. Always be appropriately dressed for online meetings and classes with friends and teachers, even if the camera is off, because accidents can happen.

## **Parents' Safeguarding Information**

Where possible, please ensure that you have the appropriate settings in place on the devices that your children will be using.

We will be treating the online environment as part of the school day. Children should be aware of their use of language and ensure that they behave appropriately whilst online.

Please be vigilant about the sites that your children are visiting. You may need to check their work as well as having a good understanding of the tasks that they are undertaking.

We ask that parents supervise online sessions in an appropriate manner.

Teachers have set out some ground rules for how each session will run.

If your child is unwell or unavailable at the time of their assigned session, please let us know, as attendance registers are being maintained as usual.

Ensure that they have adequate breaks from devices. Children will be set a wide variety of tasks by staff to encourage the use of mediums other than electronic devices.

Our school Safeguarding Policy remains in place, with appropriate updates for this time and if you have any concerns of a safeguarding nature then please contact the school's Designated Safeguarding Lead, Mrs Ruth Nicoll: [rnicol@swanbourne.org](mailto:rnicol@swanbourne.org)

## **Contact Us**

Please be assured that staff are contactable each day during term time, and are available to support pupils through their online learning. If you e-mail a member of staff, they will endeavour to get back to you as soon as they can, but always within two school days. To

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allow staff to maintain healthy boundaries between work and home life, we are not expecting them to respond to emails outside of the working day.

- Please direct general queries to your child's Form/Personal Tutor.
- With issues relating to specific pieces of work, please contact the relevant subject teacher in the first instance.
- For queries with the Lower School Online Learning Programme, please contact Head of Lower School, Mrs Ruth Nicoll: [rnicoll@swanbourne.org](mailto:rnicoll@swanbourne.org)
- For queries with the Middle and Upper School Online Learning Programme, please contact Mrs Simone Mitchell: Deputy Head: [smitchell@swanbourne.org](mailto:smitchell@swanbourne.org)
- For queries regarding Pupil Welfare, please contact the Assistant Head, Mr Matt Phillips or DSL, Mrs Ruth Nicoll: [rnicoll@swanbourne.org](mailto:rnicoll@swanbourne.org)
- For any queries regarding Finance, please direct these to Mrs Karen Hart, Bursar: [khart@swanbourne.org](mailto:khart@swanbourne.org)
- For any queries regarding Admissions or Marketing, please contact Mr Hywel Jone: [marketing@swanbourne.org](mailto:marketing@swanbourne.org) or [admissions@swanbourne.org](mailto:admissions@swanbourne.org)
- The Head can be contacted if your concern is of a whole school nature via the Head's PA Mrs Susie Green: [sgreen@swanbourne.org](mailto:sgreen@swanbourne.org)

Please feel free to contact any other member of staff as you would normally do for all other school matters.