



SURBITON

HIGH SCHOOL

Continuity of Education

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1. Surbiton High School Ethos and Aims

Ethos

- We are a vibrant learning community, which **inspires** every child to discover and embrace their individuality, to grow in their intellectual curiosity, and to enjoy their independence
- We acknowledge that there is no such thing as a typical Surbiton High School pupil and that impressive academic results are just one aspect in our rich tapestry of educational provision; therefore, we **encourage** every child to grow in compassion, respect and an outward looking attitude, living out the School's motto: *Amor nos semper ducat (May love always lead us)*
- We **empower** every child to thrive, developing social and emotional intelligence to become rounded and grounded in their character, demonstrating kindness and service to others

Aims

- Surbiton High School aims to **inspire, encourage and empower** our young people to discover and liberate the very best of themselves, exceeding their potential in an intellectually rigorous and challenging academic environment, balanced with outstanding pastoral care and support

We achieve these aims through our *Charter for Happiness and Well-being*. Our children:

- are **inspired** to deploy their highest strengths to tackle all situations, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- are **encouraged** to find their niche, to be fully engaged in educational activities and to meet the highest challenges that come their way
- are coached and **encouraged** to develop strong relationships, to be empathetic and responsive to the needs of themselves and others
- are **empowered** to lead a meaningful life, to be able to understand what their goals are and to know what they are striving for
- are **empowered** to draw strength from celebrating their accomplishments, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- are **inspired** in their thinking, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- are **encouraged** to be emotionally invested in their learning, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- are **empowered** to be fully involved in their learning, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- are **inspired, encouraged and empowered** to be productive, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

2. Policy Statement

In the event of Surbiton High School being required by the relevant regulatory authorities to adopt a remote learning environment, the following educational provision will be implemented for all pupils. This policy does not apply to individual pupils who are unable to attend school. In this case the usual arrangement for absence will apply.

2.1 Introduction

A change from an in-person learning environment to a remote online learning environment will only be considered in exceptional circumstances. From experience of schools in Southern Europe and Asia who have been compelled to do this, we are aware of the need to ensure that pupils, parents and staff members collaborate effectively. Patience, generosity of spirit and a can-do attitude will be required by all stakeholders. Working parents, including teaching and administrative staff, will need to consider arrangements for children when working from home, or while working elsewhere, including the need for supervision and support for younger children. Arrangements include the need for access to appropriate IT equipment and a reliable highspeed broadband provision. All members of the Surbiton High School community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online.

2.2 Contact

All staff and pupils will be required to check their email each morning for any briefing notices. Parents can contact the School as usual using the following channels and their enquiry will be directed accordingly. As a School we will remain in regular contact with parents and pupils, through our regular means of communication via MIS. For any communications specifically related to Covid-19, please direct these through the Principal's Office principalsoffice@surbitonhigh.com

2.3 How will we deliver a Surbiton High School education?

Teachers and pupils will access our remote learning environment through Microsoft Teams.

Please see Appendices 2 and 3 of this document for instructions on how to do this.

We strongly recommend that staff and pupils download the Microsoft Teams desktop app. This will provide them with full functionality and a higher speed interface than the web version.

2.3.1 Lessons

From within Teams, teaching staff will be able to deliver lesson content to pupils during their regular timetabled lessons.

2.3.2 Registration

We are only required to register a pupil's attendance when he or she is actually in School. Therefore, we will not be taking attendance registers for remote learning.

2.3.3 ICT Acceptable Use

We will continue to deliver lessons for all pupils. They will also be required to follow the Agreement for ICT Acceptable Use 2019-2020, which can be found in the appendix of this document. If the rules outlined in the agreement are not followed, then regular School sanctions will be applied in line with the School's rewards and sanctions policy.

2.3.4 What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to normal teaching. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. Parents will not be placed in the role of teacher any more than they are during the regular School day. Pupils will be able to carry out the tasks assigned by teachers independently, including accessing the material. Teachers will continue to assess pupils by specifying where and when pupils will be expected to submit homework, for example, using the *Show My Homework* or *Showbie* apps. Teachers will also continue to assess classwork by monitoring the live lesson feed as well as the posts within each lesson.

Where possible, teachers will provide live lessons; however, in certain circumstances where appropriate, teachers will provide independent learning tasks or pre-recorded videos for lessons.

2.3.5 Why are we using Microsoft Teams?

We have chosen to use Microsoft Teams because we are a digital pioneer school with 1 to 1 iPad delivery and all staff and pupils are familiar with the Office365 suite. For a brief video on the functionality of Teams you can click here: <https://bit.ly/2HWtOdj>

2.3.6 Where should pupils work?

Pupils should ideally work where there is high speed internet access, and in a location known and approved by their parent or guardian. If practical and permitted, teachers can work on site at Surbiton High School in order to access their teaching materials and to use the School Wi-Fi. If practical and permitted, children of staff will be allowed on site to facilitate the inevitable challenges of a move to a 100% online learning environment.

2.3.7 When should pupils work?

Learning activities will be posted in advance of timetabled lessons each day from Monday to Friday.

2.3.8 Help

Please ask your child to show you that they can access Microsoft Teams. If they need assistance accessing Teams please ask them to contact the School using the contact information outlined above. If you or your child would like to learn more about how to use Microsoft Teams, please visit the following website for further details: <https://bit.ly/380lleg>

In the event that the Education Continuity Plan is activated this policy will be reviewed weekly and, if amended, redistributed to staff, parents and pupils.

Document Information

Version Number	1
Reason for Version Change	First version due to Covid-19 pandemic
Date issued	18/3/20
Name of individual/department responsible	Charlotte Demetz (Assistant Principal – Compliance, Health and Safety) James Flynn (Assistant Principal – Whole-school Innovation and Organisation)
Review Date	March 2021
Name of owner/author	Charlotte Demetz
Target Audience	Public
Where available	United Hub, School Website, MIS

Appendix 1

Agreement for ICT Acceptable Use 2019-2020 – Pupils

Introduction

Digital Resources in our context refer to School Information and Communications Technology systems and equipment (such as desktop computers, laptops, tablets and other mobile devices, printers, scanners, photocopiers and other peripherals), but also to programs, applications and services available on the network or on the Internet. Therefore, we expect that this agreement is adhered to both in School and when our Digital Resources are accessed remotely.

Teachers, support staff, students and members of the wider School community at Surbiton High School are encouraged to use our Digital Resources as a way to create and share content and resources, as well as a means to connect with others and network within and outside the School Community, always with the overarching aim of supporting and enhancing teaching and learning.

This policy should be read in conjunction with the Pupil Code of Conduct

The following guidelines arise from expectations we have in line with our ethos and aims:

EQUIPMENT/HARDWARE

- I will look after my School iPad and will ensure it is always in its case.
- I understand that I am responsible for ensuring my iPad is fully charged ready for School every day.
- I understand that I am solely responsible for any other devices that I bring into School and that the School cannot be held responsible for their damage, theft or loss.
- I will look after the School's Digital Resources and will not do anything that will damage School ICT systems or equipment.
- I understand that I must not use any portable storage device (such as USB data sticks) in School
- I will only use the School's printing facilities for printing academic work, after it has been proof-read for errors and corrected, and will only print out multiple copies when specifically instructed to do so by a member of staff. Whenever possible, I will avoid printing altogether.
- I understand that I am allowed to bring my own mobile devices (such as smartphones, tablets, netbooks or laptops) in School and connect them to the School's Wi-Fi network, providing I follow the directions set out in this agreement.
- I also understand that the use of the School's Digital Resources and my own mobile device is a privilege, which will be revoked should I not use them according to the terms of this agreement.
- I will respect the right of others to work in an environment that is free of distractions. I will therefore ensure that I contribute to this environment by turning any device, including my iPad, to mute or silent, unless directed otherwise by a teacher.
- I understand that the School will charge parents a £50 administration fee should my iPad need repair or replacement as a result of or damage.
- I also understand that the cost of replacing an iPad and its case that have been lost or misplaced will be billed to parents (currently £485 including VAT/ charger £15 and lead £15).

Privacy/Data

- I will not share my access credentials with anyone and will use an appropriately secure password in accordance with Data Protection guidance.
- Any mobile device I use to connect to the School network will be secured by an appropriately secure password or passcode.
- I will not use another student's username and password to access the School network, even if they have given me permission to do so. If I become aware that my password may be insecure, I will change it without delay.
- I will respect the privacy of others and will not seek to obtain access to their data.
- I understand that revealing my personal information, or that of others, to any other person in any way is potentially dangerous and illegal. Examples of personal information are birth dates, addresses, mobile phone numbers, current or future location and schedules.
- I understand that interfering with or trying to bypass any security measures the School may have in place is dangerous and irresponsible. I will therefore respect any measures the School has deemed necessary to maintain a safe teaching and learning environment.
- I understand that the School has a responsibility to investigate any instances of irresponsible use of its Digital Resources. This means that any digital device, including my own personal device, may be subject to investigation at any time.
- I will only take photographs and make audio and video recordings when participating in teacher-directed activities and with the consent of those being recorded, always ensuring that subjects are appropriately dressed when recorded as the subject of photos or videos. I will delete any images or videos that are recorded without consent and/or without a teacher's permission.

Content/Information

- I will respect [copyright guidelines](#) when using digital information.
- I will always cite and attribute all sources properly and will avoid using Digital Resources to commit plagiarism. I understand that the School will not tolerate any form of plagiarism as detailed in the School's *Academic Integrity Policy*.
- I will actively avoid visiting sites that might contain or display inappropriate material. I understand that there are severe consequences if I do not comply.
- I will inform staff if I find any inappropriate material whilst using the School's Digital Resources.
- I will assume that any information that is shared using social media is public information, regardless of my privacy settings.

Communication/Social Media

- I will communicate only in ways that are kind, responsible, respectful and legal.
- I will avoid bad language and potentially offensive or hurtful comments in any form of communication. Not doing so would constitute bullying, which will not be tolerated by the School.

- I will only access School-approved social networking sites when instructed or allowed to do so by a member of staff.
- I will only post photographs or videos online when instructed to by a teacher and with the subject's consent. Full names should never caption an image or video. First names only are allowed (for example "Well done Lucy Smith from 7N" is not allowed when accompanying an image, but "Well done, Lucy" is).
- I will avoid using any digital technology in a way that harms the reputation of Surbiton High School or any member of the School community.

Agreement for ICT Acceptable Use 2019-2020 – Pupils

Further notes for parents

I have read the 'Agreement for ICT Acceptable Use 2019-2020 – Pupils' and understand that the School expects my child to follow its directions.

I have gone through this agreement with my child and explained its importance and the consequences of any irresponsible use.

I understand that:

- Digital Resources at Surbiton High School are provided primarily for educational purposes.
- Surbiton High School will follow United Learning guidelines on protecting users from unsuitable material.
- The School will make every reasonable effort to restrict access to inappropriate material on the Internet, but I will not hold them responsible for materials my child acquires or sees as a result of the use of our Digital Resources.
- The School will provide my child with an iPad and a surbitonhigh.com e-mail address.
- All e-mail entering and leaving the School is checked for viruses, offensive content and spam.
- The IT Department will monitor the use of our Digital Resources and can conduct random checks for any reason and at any time without warning to ensure that they are being used appropriately.
- The School is not liable for any loss, theft or damage of any equipment brought into school by students.
- The School will charge a £50 administration fee whenever my child's iPad needs to be replaced or repaired as a result of damage. This will be added to the end of term bill.
- iPads are insured for theft and damage only. However, the School will need to bill parents the cost of replacing an iPad and its case that have been lost or misplaced (currently £485 including VAT, charger £15 and lead £15).

I understand that if my child breaks these rules they might lose the right to use ICT in School and/or face sanctions, including the possible involvement of the police. The use of technology is a revocable privilege and not a right.

Monitoring and random checks are made on all ICT use and all e-mail messages sent and received, and records are kept. The School reserves the right to access and inspect the contents of a student's email account and home folder for any reason and at any time without warning. All rules relating to ICT use apply to both computer networks and stand-alone computers in the School, as well as any device brought into School. Should students feel upset by ICT use in School they can email worrybox@surbitonhigh.com where their concerns will be dealt with in confidence.

In order to give permission to Surbiton High School to allow my child to use of Digital Resources at School, please reply online by [insert date].

Please save a copy of this document for future reference.

Appendix 2

“How To” for Microsoft Teams - staff

A few things you need before starting:

- Your iPad
- A good WiFi connection
- Have you removed any personal items from the background? E.g. family photos etc.
- Are you appropriately dressed? For students, mufti is the requirement. Staff please dress professionally.
- Make sure you have your charger to hand, just in case.
- Please make sure other family members won't be walking past in the background – find somewhere quiet where you won't be disturbed or pick up too much background noise.
- Make sure you “arrive” to your virtual lessons 5-10 mins before they start as these lessons **must** start on time.

Getting Started

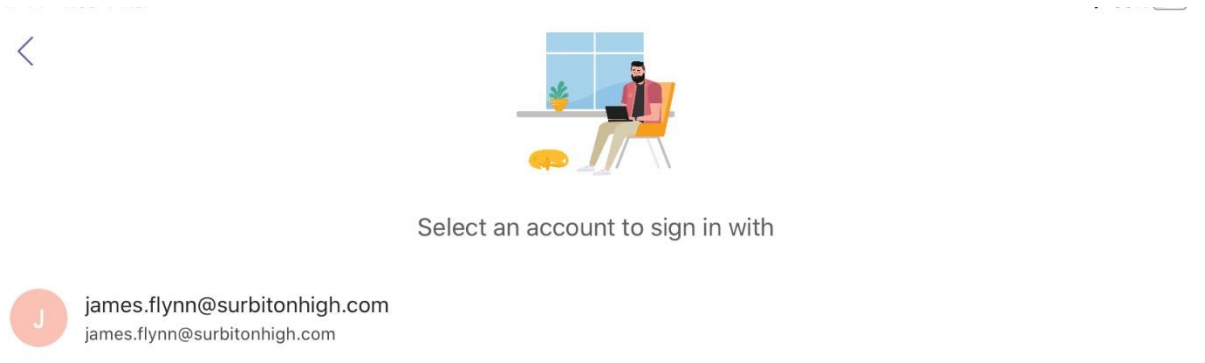
1. Open the Teams app on your iPad



2. The screen will look something like this:



Click on the “Sign in” button and select your email address....



3. Your screen will change to this (see below). Make sure you keep clicking “Next” until you get to “Got it”



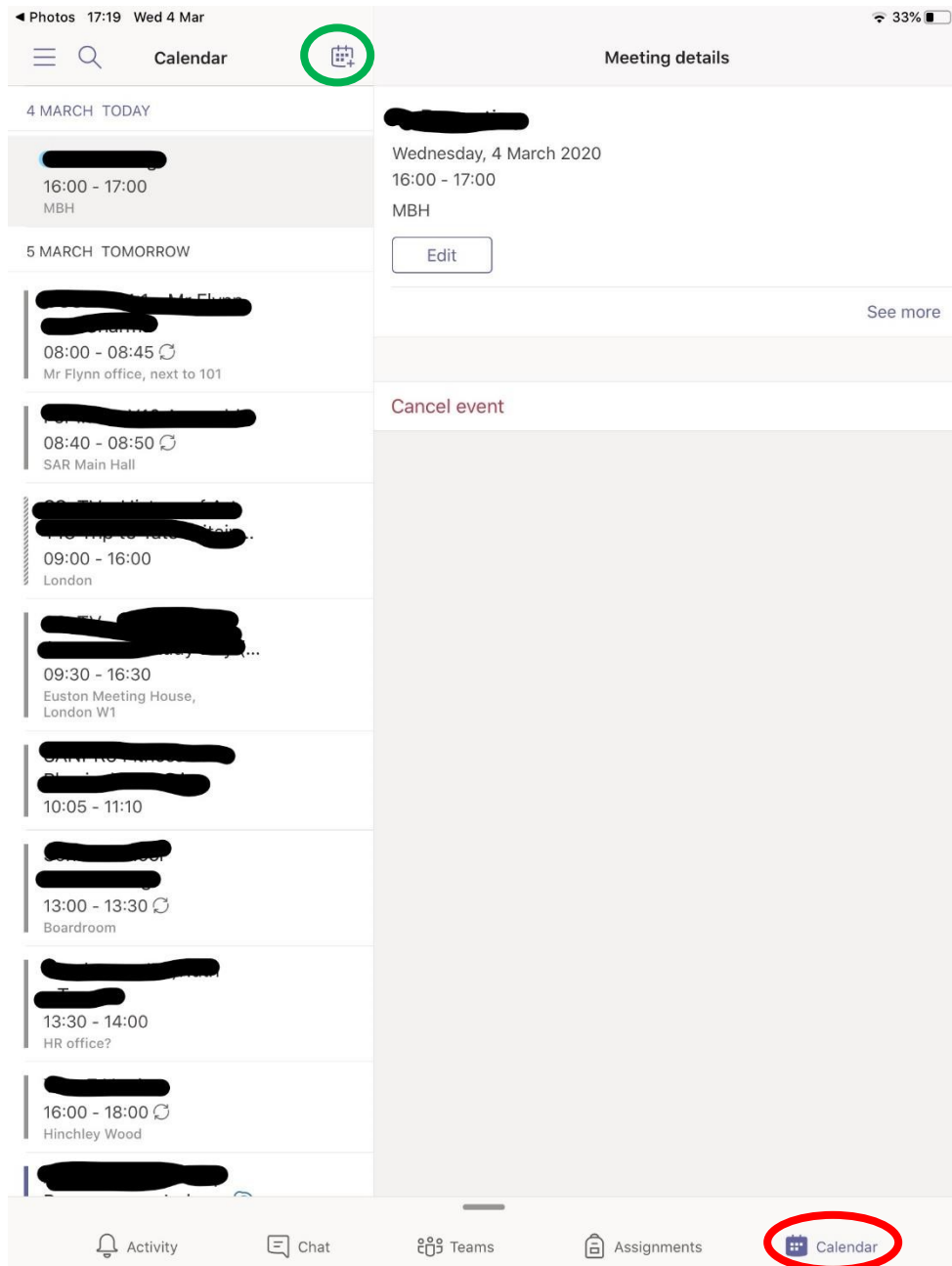
Amplify every student's voice.



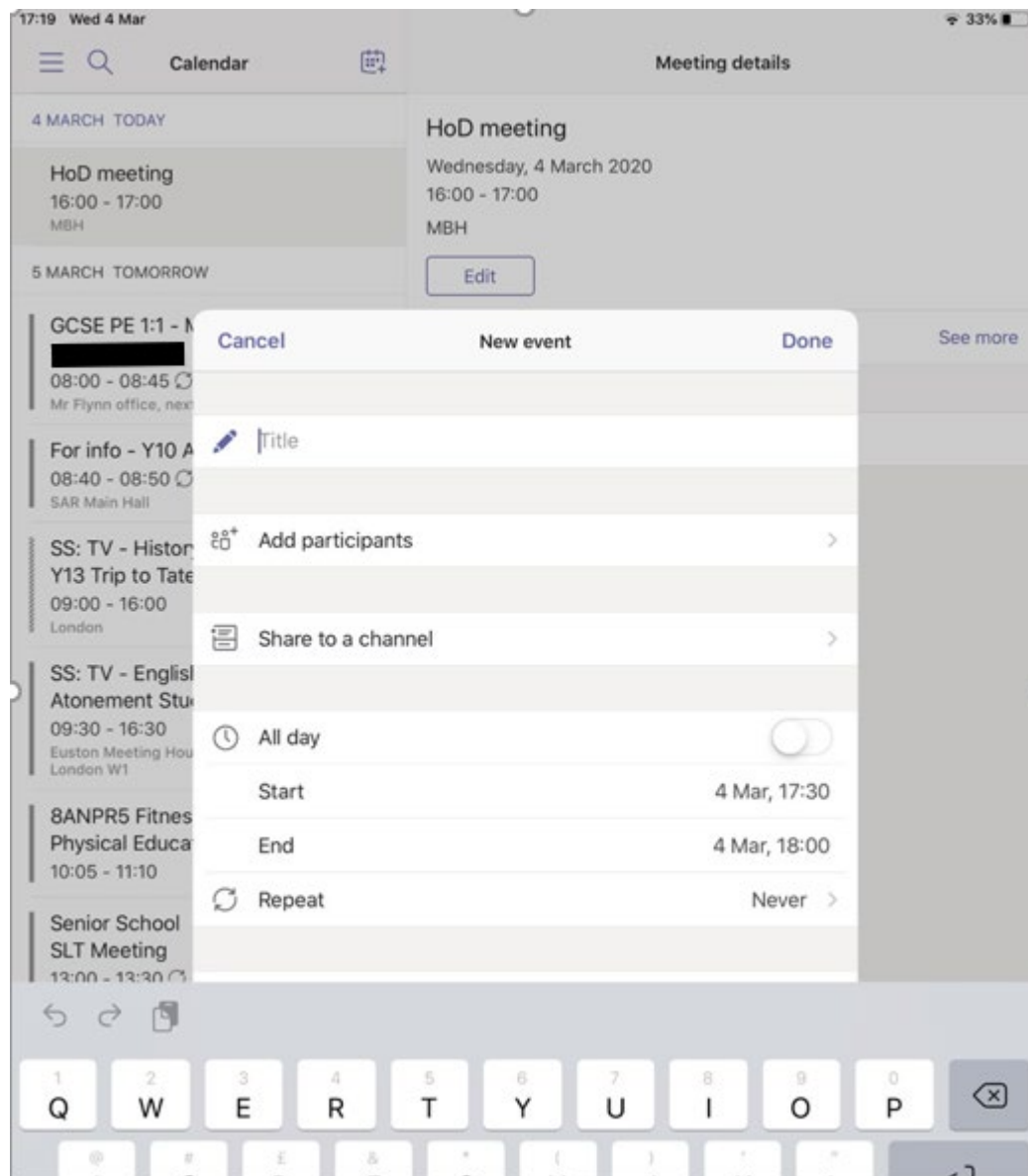
Next

You are now into Microsoft Teams. You now need to create your year 11 and year 13 lessons in the same way as you would a meeting on Outlook or your Apple Calendar.

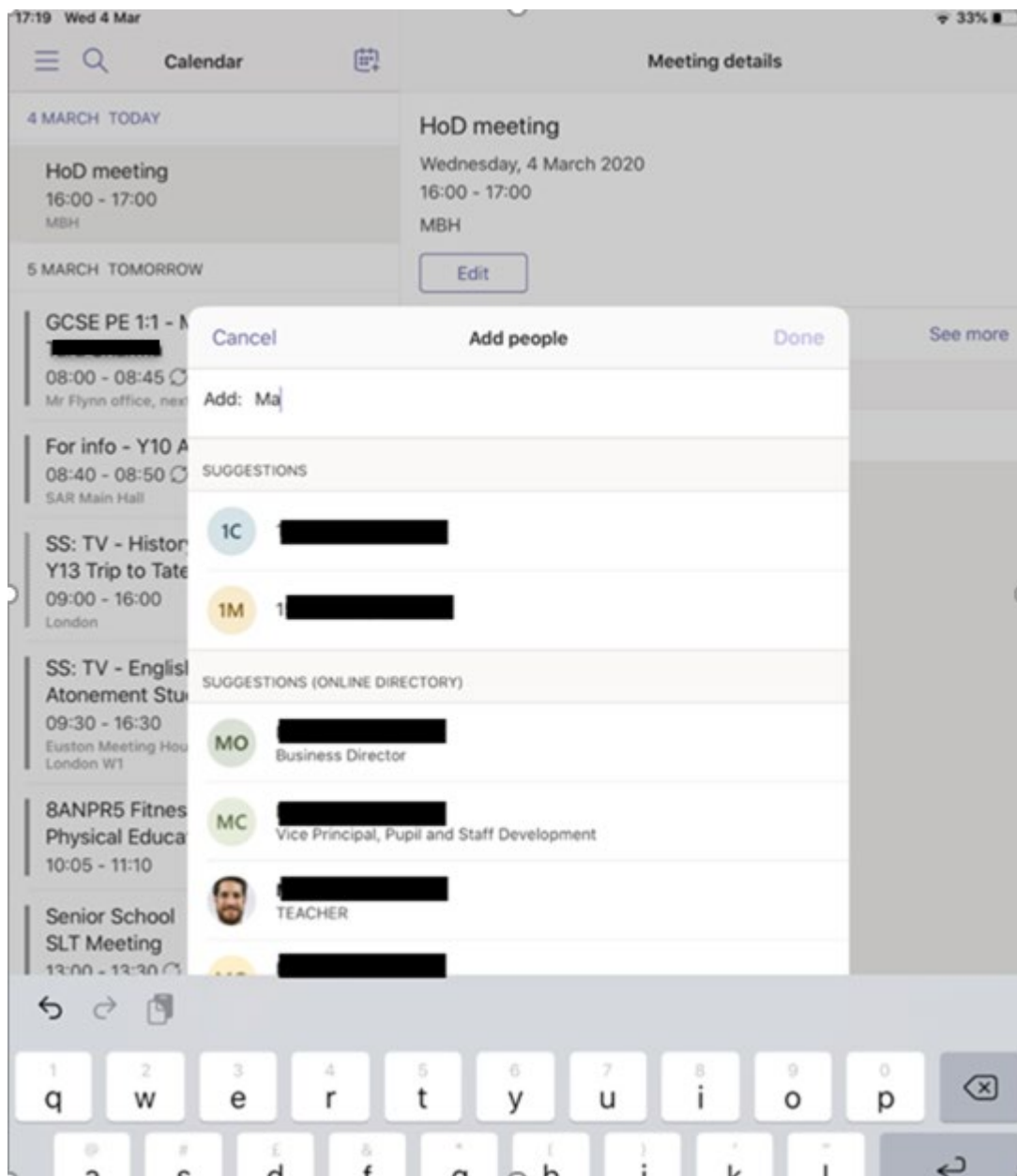
First, select the Calendar Tab in the **bottom right** of your screen, as indicated in the **red** circle below. Then select the little calendar+ icon, as indicated in the **green** circle at the **top** of your screen.



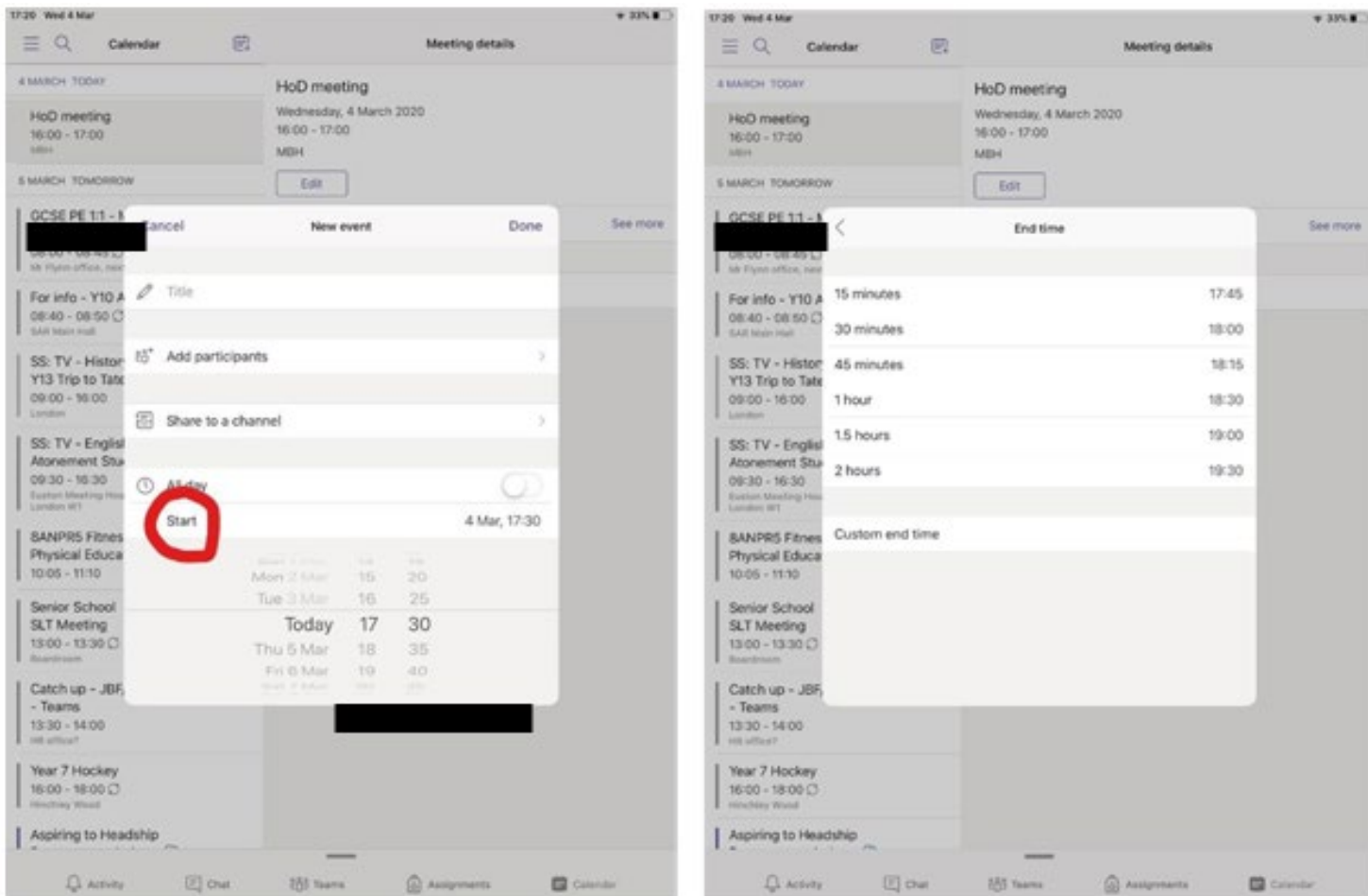
4. A pop up will appear like the one below.... Enter the name of your lesson E.g. Year 11 Biology with Mr X. Then select “Add Participants”.



5. All of the stored email addresses for the whole School are available and will start to appear as you start to add the students in your class. Once you have finished, tap “Done” in the top right.



6. Make sure to add the start and end time of your lesson – **this must reflect the timetable on MIS**. If your lessons repeat at the same time each week or day, there is an option to “repeat” – make sure you select it.



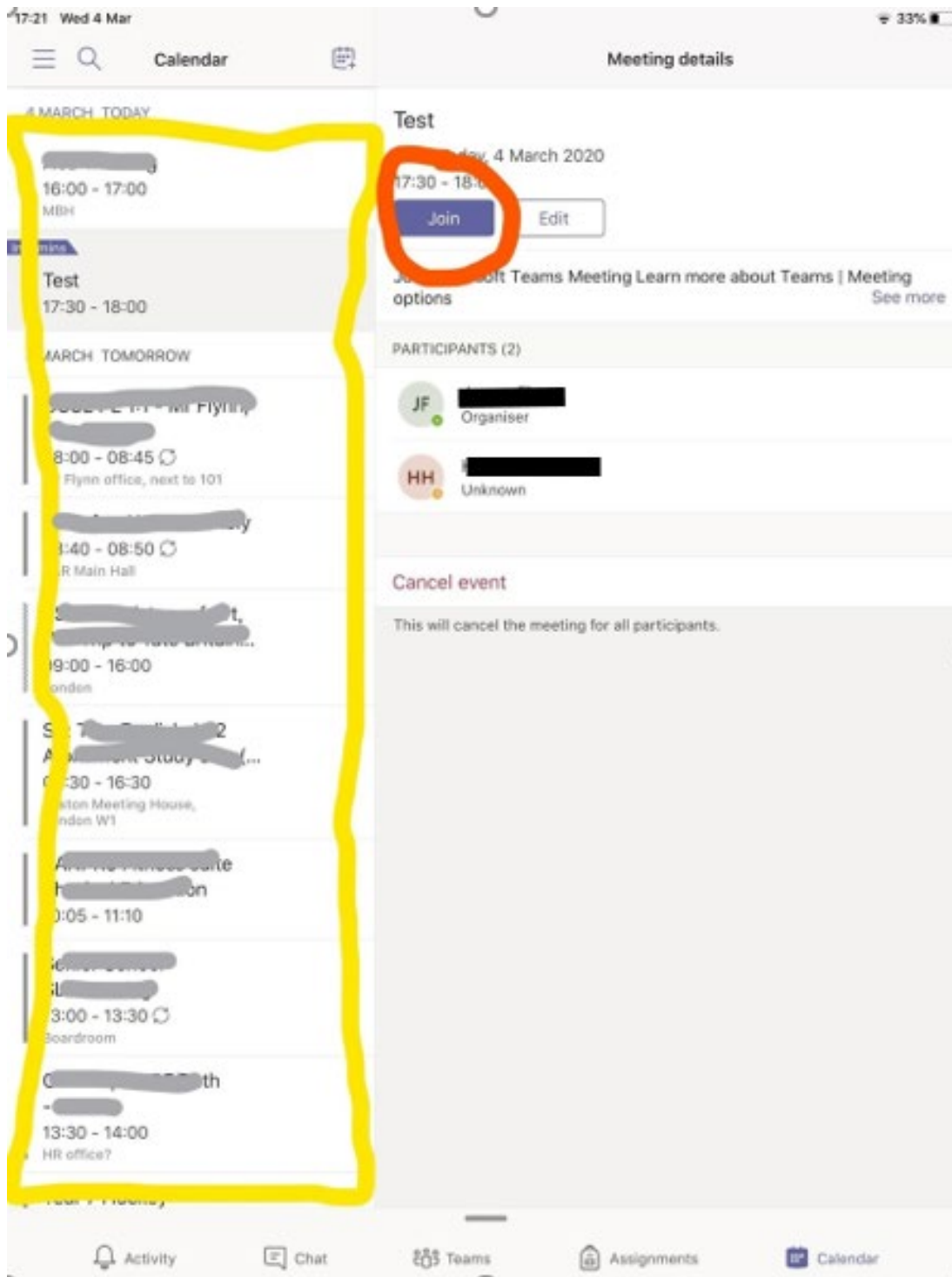
Your lesson is now set up! Don't forget to do your other lessons!

Note: It's really important to encourage the girls not to talk at the same time whilst you are teaching. If necessary, you can ask them to mute themselves.

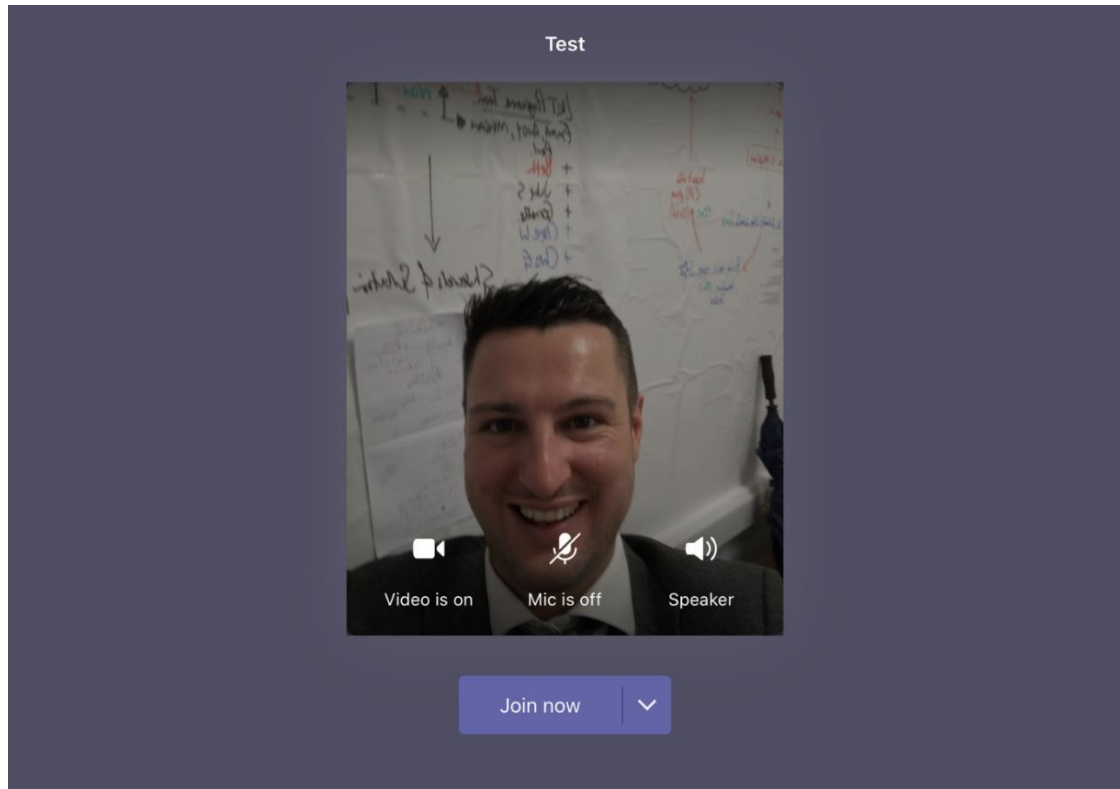
Starting Your Lessons:

7. When it's time to teach, arrive early and open Microsoft Teams again. Select the Calendar Tab in the bottom right of the screen.

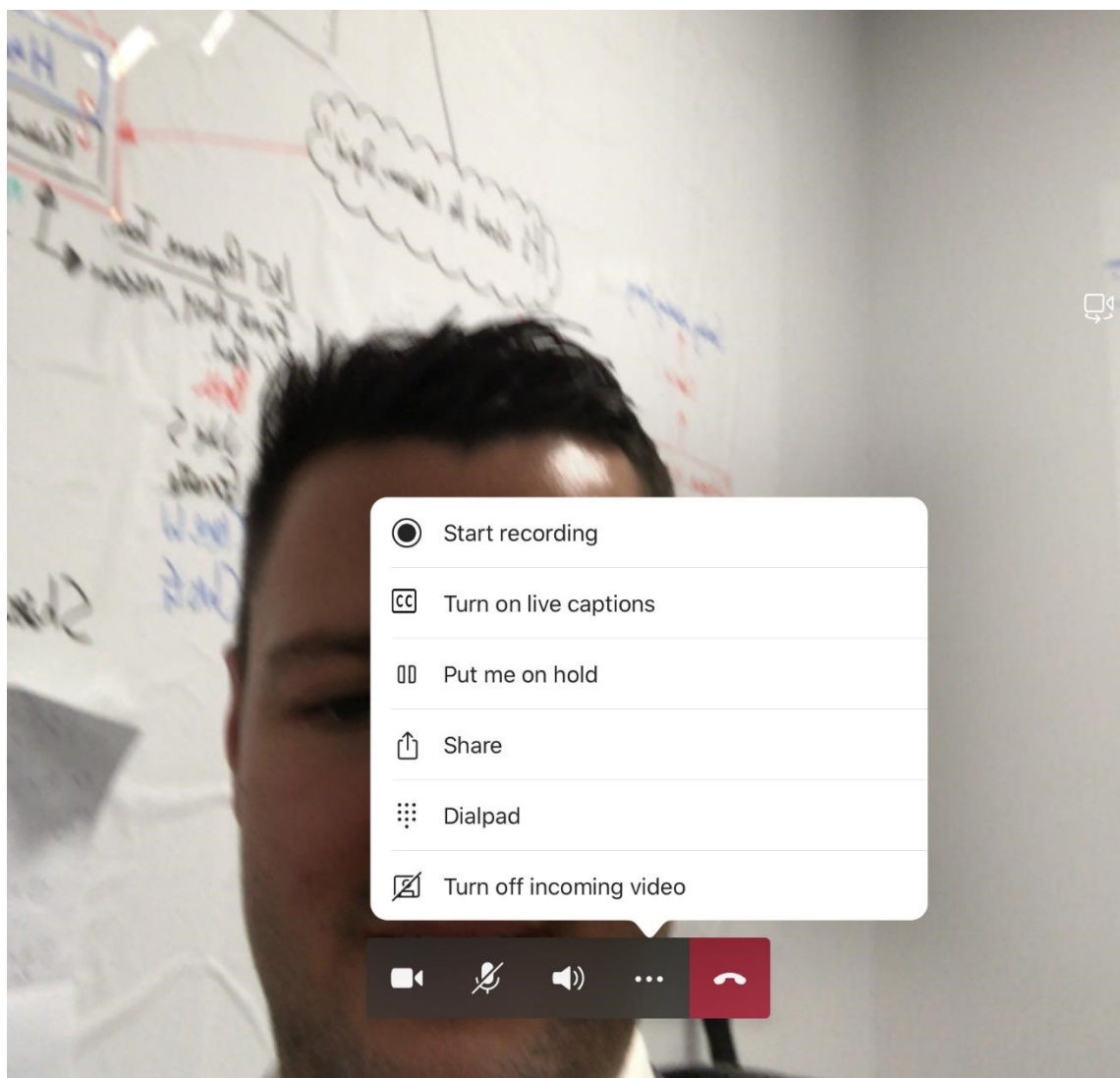
8. On the left, you will see all of your upcoming lessons (highlighted in the yellow box below). Select your lesson in the left column and on the right (known as the feed) your lesson details will appear showing what participants have been invited. Select the “Join” button as indicated in the red circle.



9. The screen will now to change this...but **your face** will actually appear.... **Tap the “Join now”** button and make sure your video and microphone are both on. You can see my microphone is off in the picture, but my video is on.



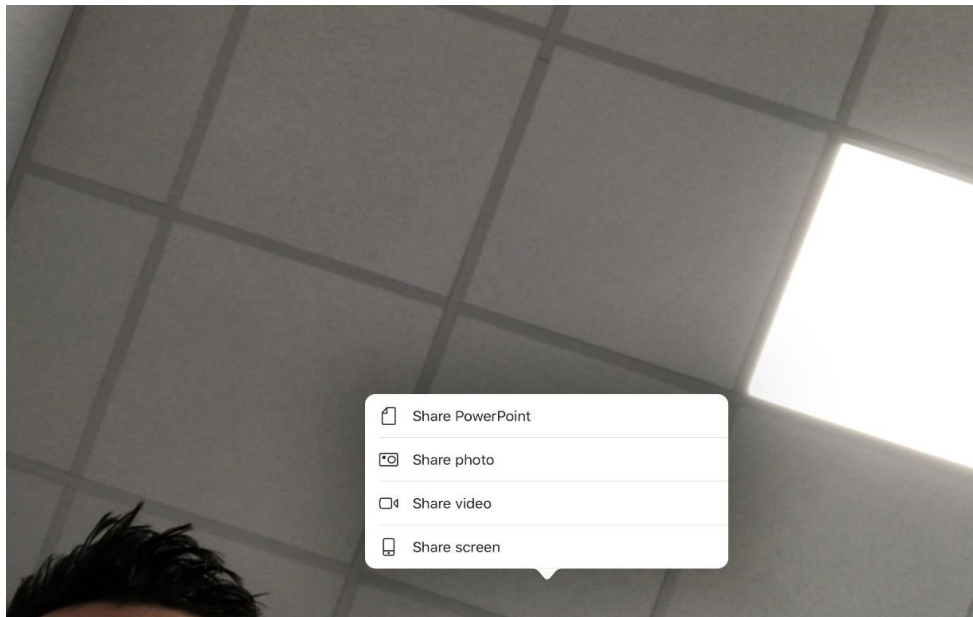
10. Once your video turns full screen, tap the ellipsis (the three dots) so you get the pop up as shown in the picture below. **First** select **“Turn on live captions”**. This will allow any students who are finding it difficult to hear you to be able to read what you are saying and still follow the lesson (yes it does it as you speak!)



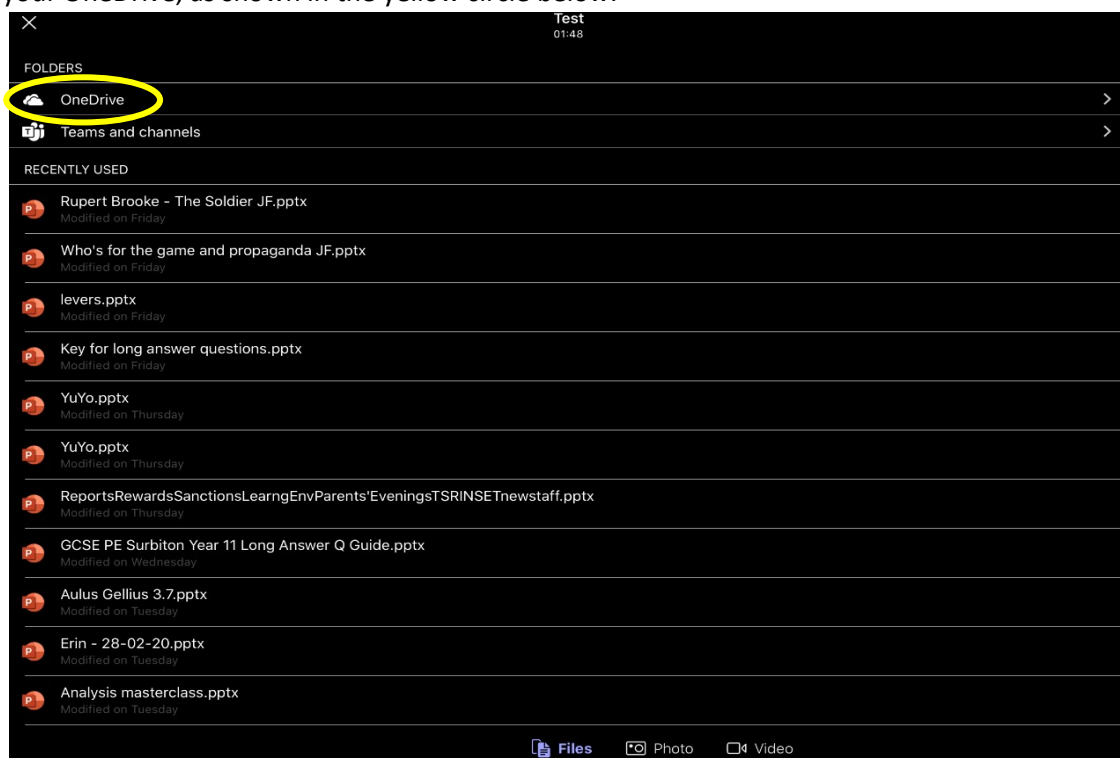
11. Tap the ellipsis again and now press **“Start recording”**.
All lessons will be recorded just in case a student has any difficulty with their connection. This way they can revisit it at a later date if they missed anything or need to refresh their memory on anything you have covered in the lesson. The dictation will also be recorded. The recording will be available to only those invited to your lesson in the “feed” and students have been shown how to access this.

What documents am I able to share/present in my lesson?

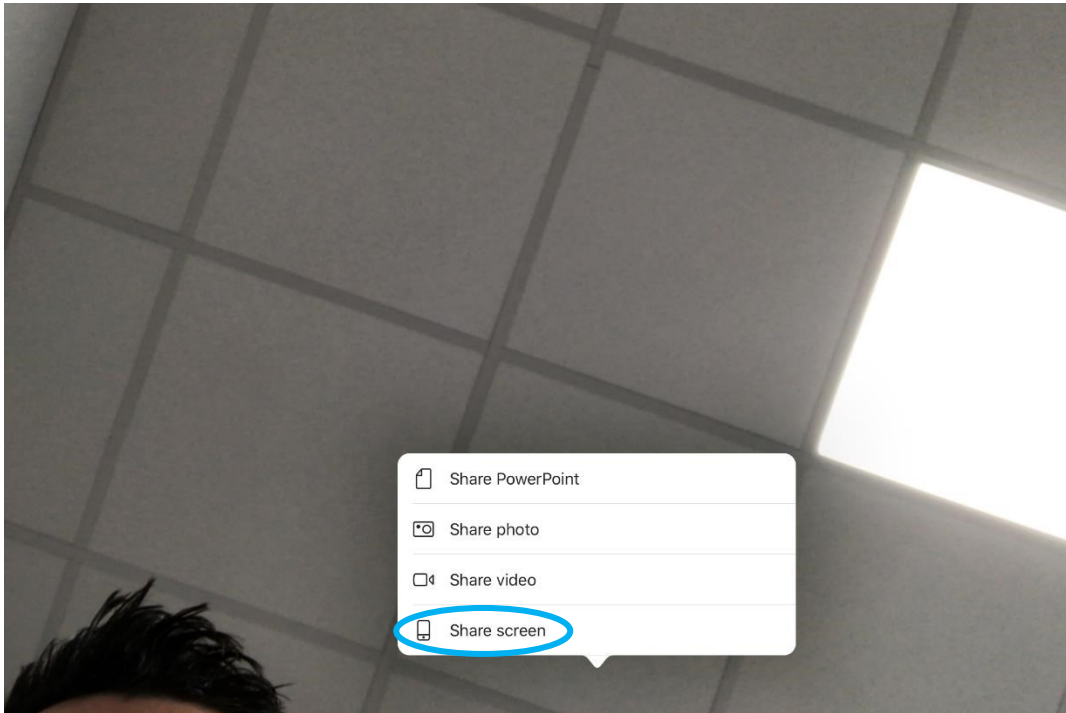
12. Tap the ellipsis one last time and select **“Share”** – your pop up will turn to this below.



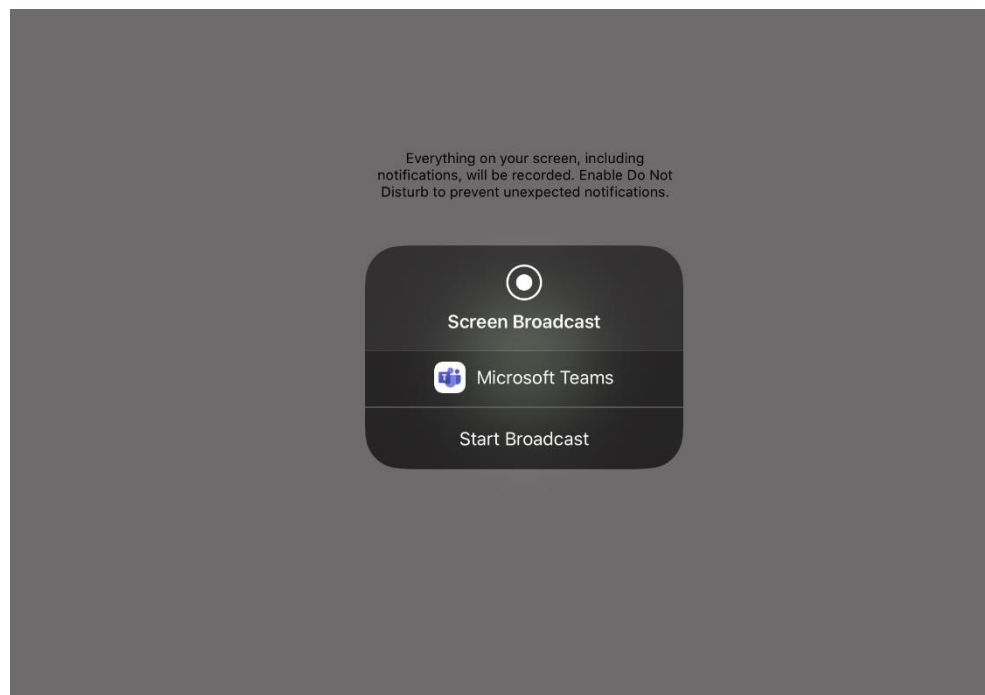
13. You now have some options. The easiest option is to **“Share PowerPoint”**. This will take you straight to your recently accessed PowerPoints and all you need to do is select one and start the lesson. If the PowerPoint is not in your **“Recently Used”** area, you can access it by selecting your OneDrive, as shown in the yellow circle below.



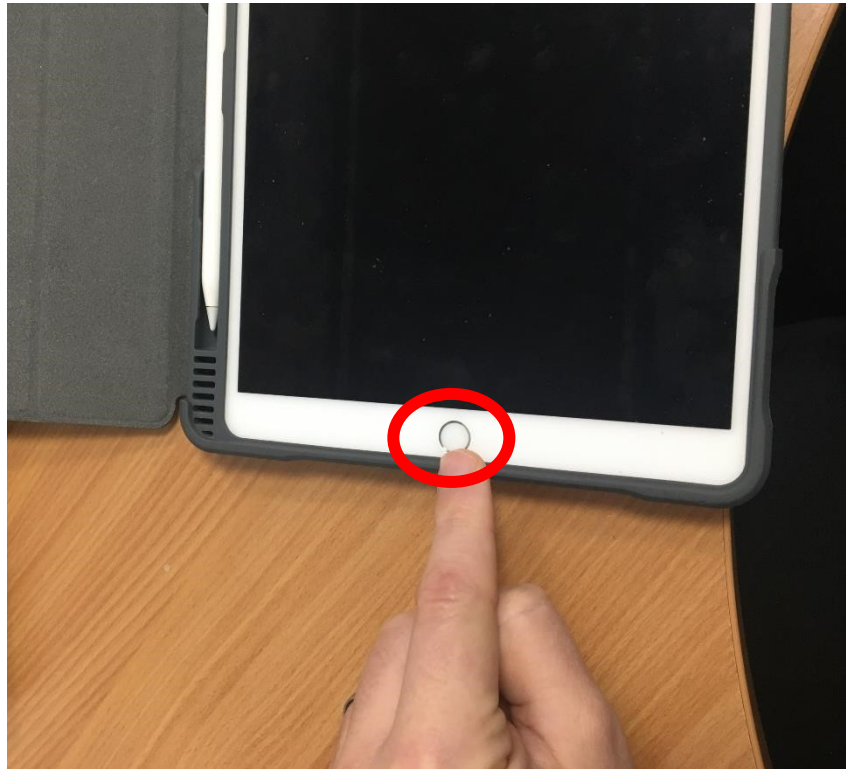
14. If you'd like to share something else, e.g. a PDF, Word Document, or something on OneNote, you will need to select **"Share Screen"** as indicated in the **blue** circle below.



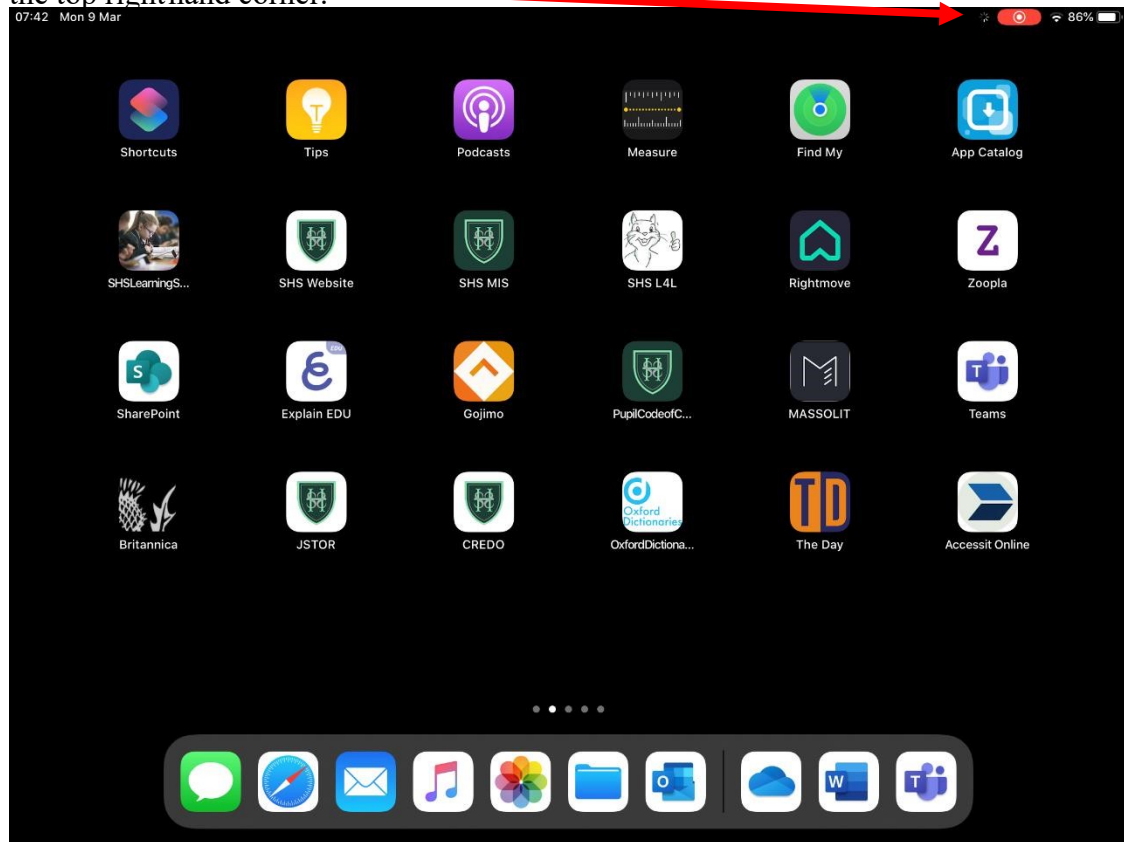
The screen below will appear. Tap **"Start Broadcast"**.



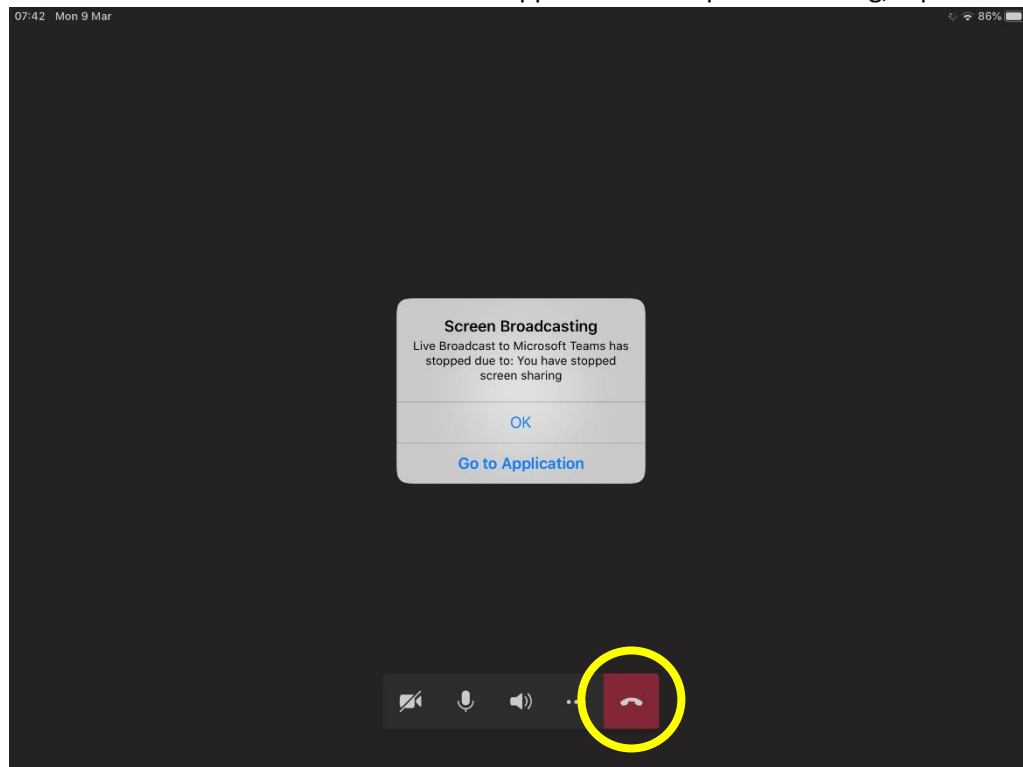
Then double tap the home button on your iPad....



15. From now on, anything you access from your home screen will be seen by your students – you can see that your screen is being broadcast to them because the red broadcast icon is in the top right-hand corner.



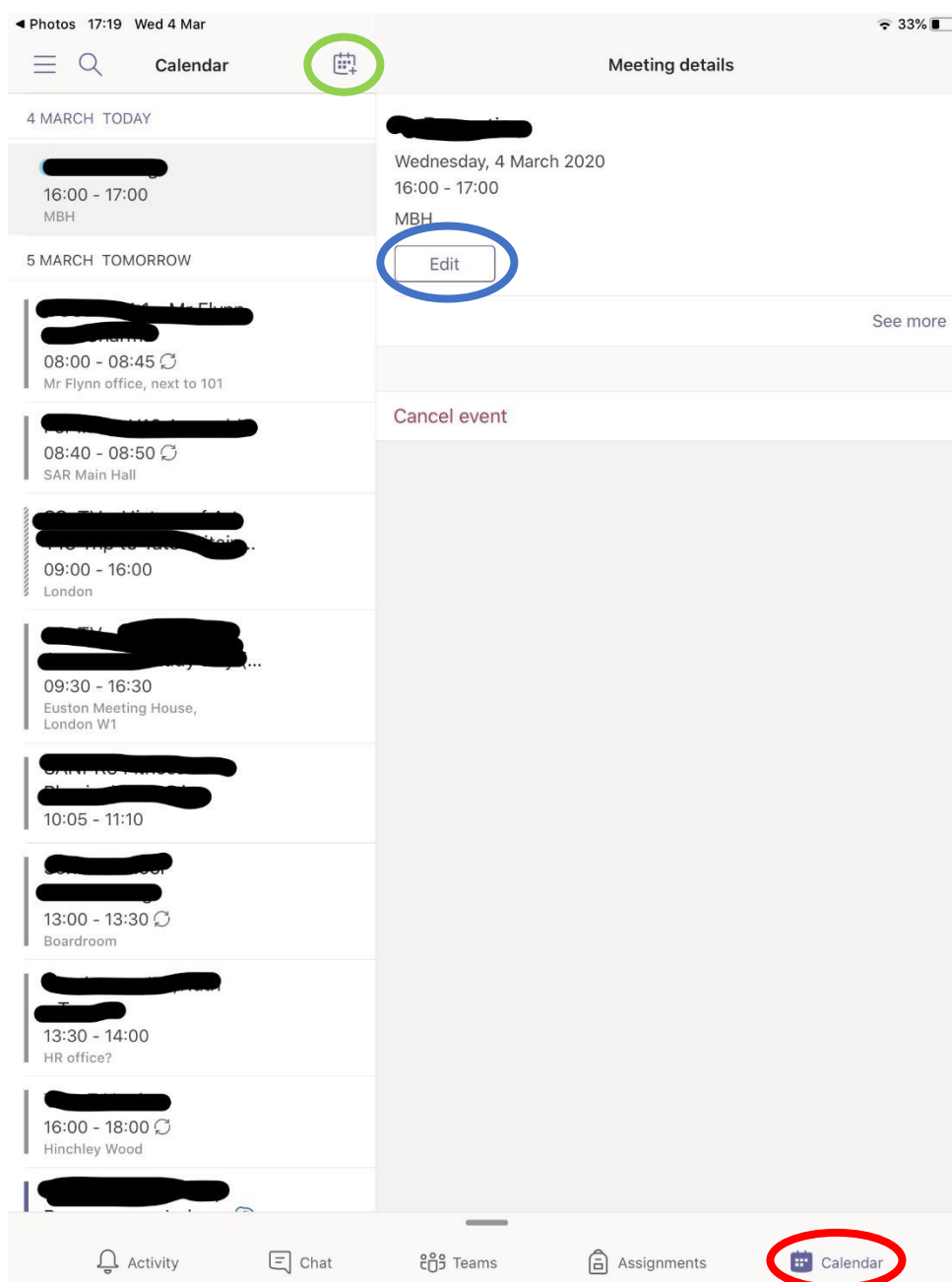
16. To stop broadcasting, you must tap that icon and the below notification will appear... You will notice the red broadcast icon has also disappeared. To stop broadcasting, tap “OK”.



17. Don't forget, when your lesson ends, "hang up" by tapping the red phone icon!

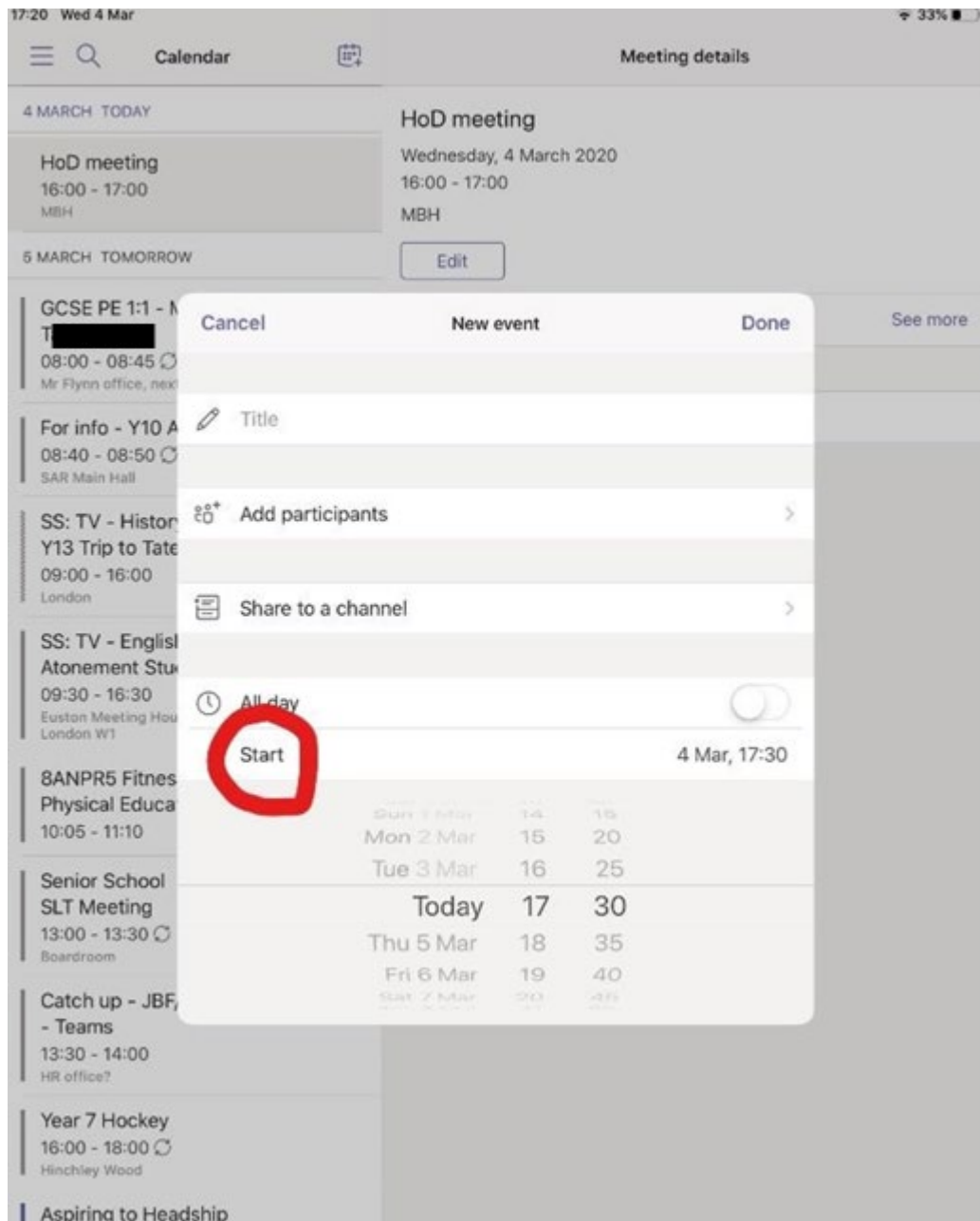
How to have a meeting with your colleagues:

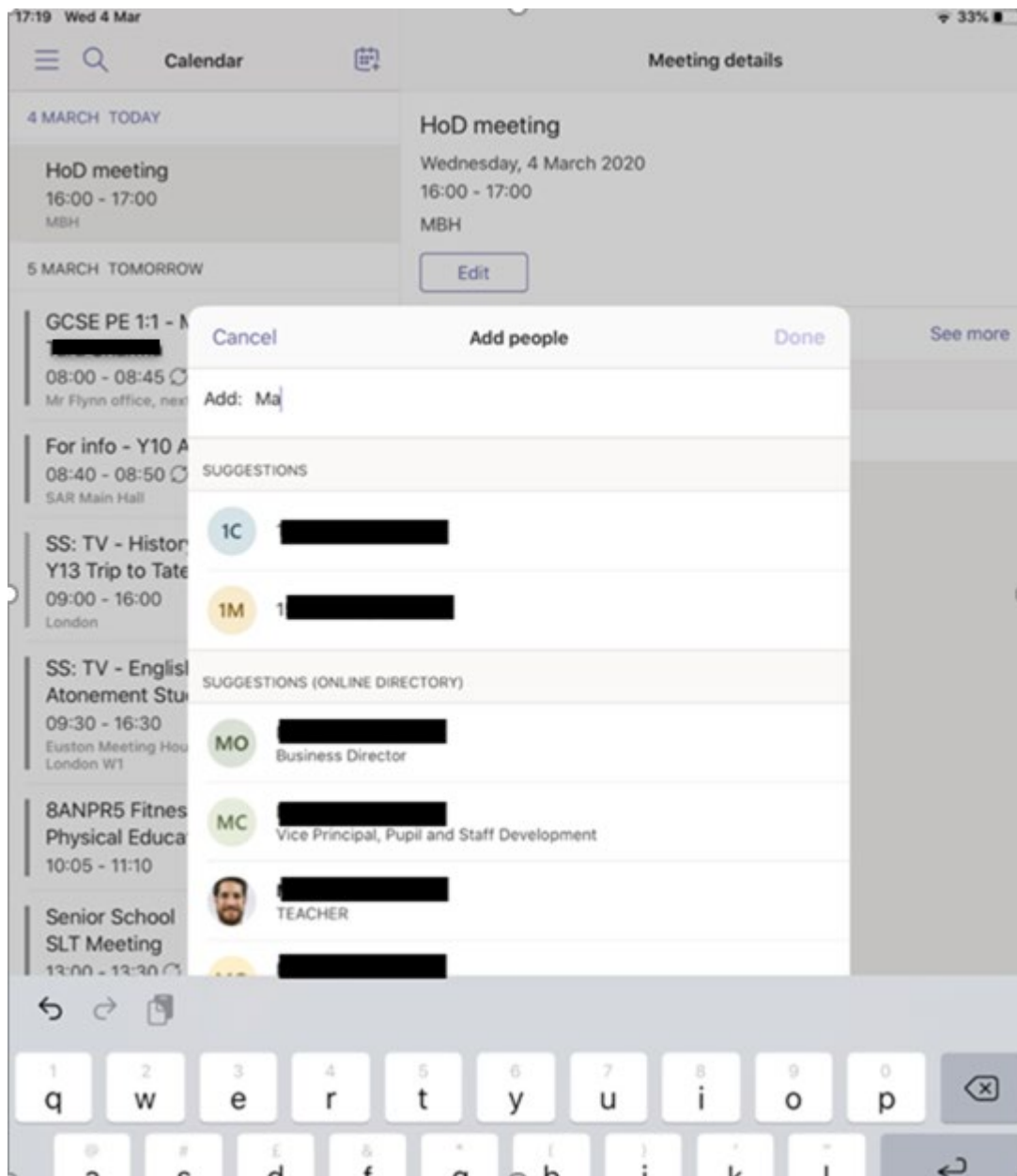
1. Follow the steps 1-3 in **"Getting Started"** if you haven't already set up Microsoft Teams.
2. To create your meeting with colleagues, just do so in the same way as you would a meeting on Outlook or your Apple Calendar. First, open Microsoft Teams and select the Calendar Tab in the **bottom right** of your screen, as indicated in the **red** circle below. Then select the little calendar+ icon, as indicated in the **green** circle at the **top** of your screen.



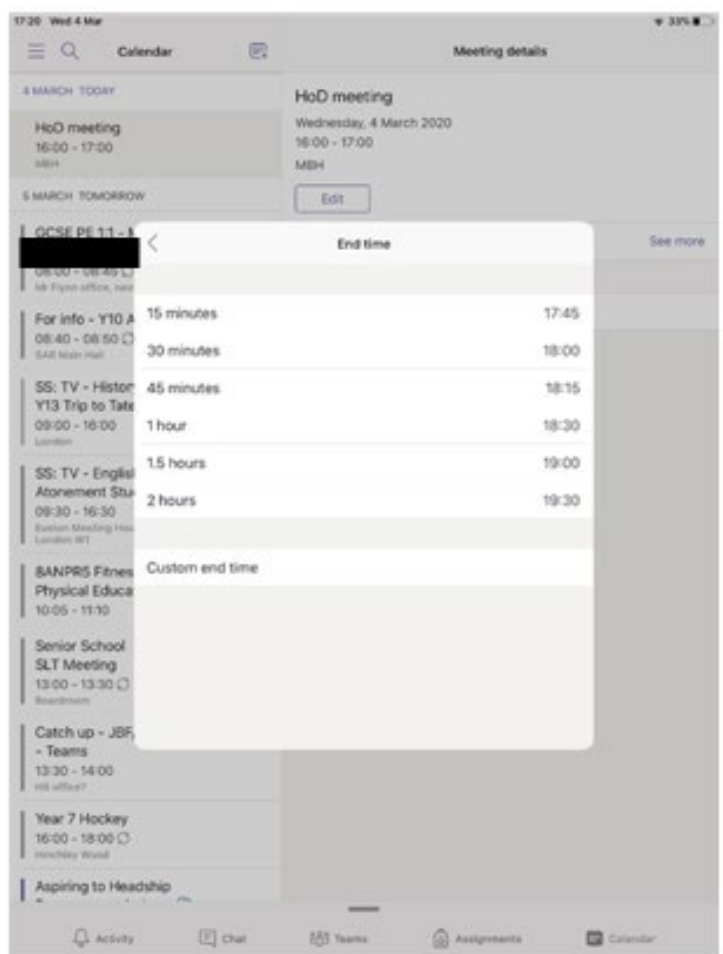
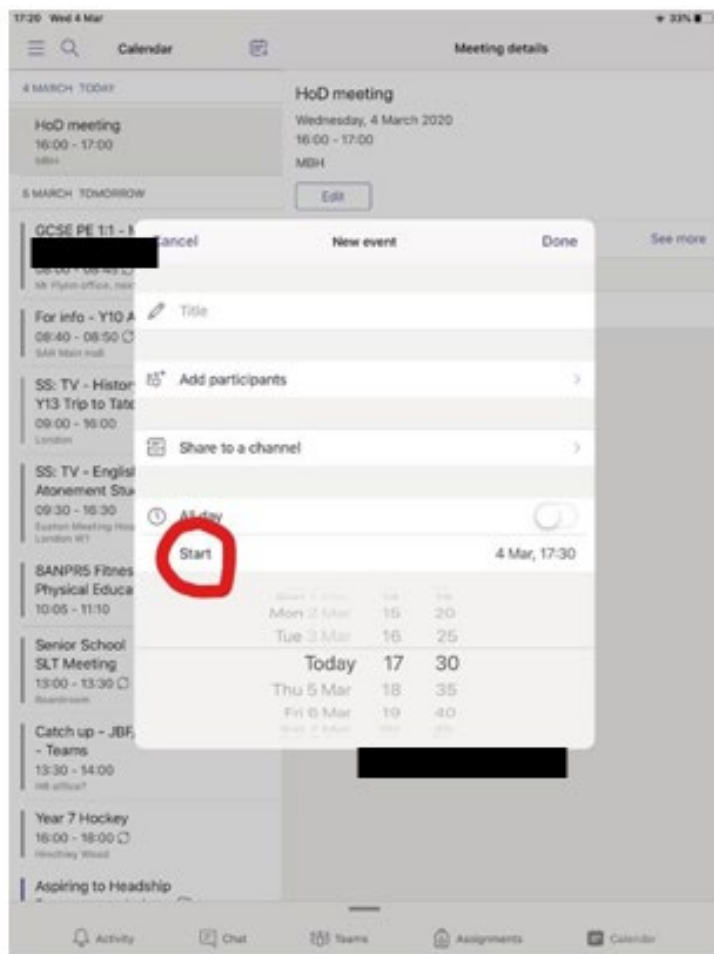
If you already have a regular meeting time scheduled and it has appeared, tap it, and then select the “edit” button indicated in [blue](#).

3. A pop up will appear like the one below.... Enter the name of your meeting and then select “**Add Participants**”.



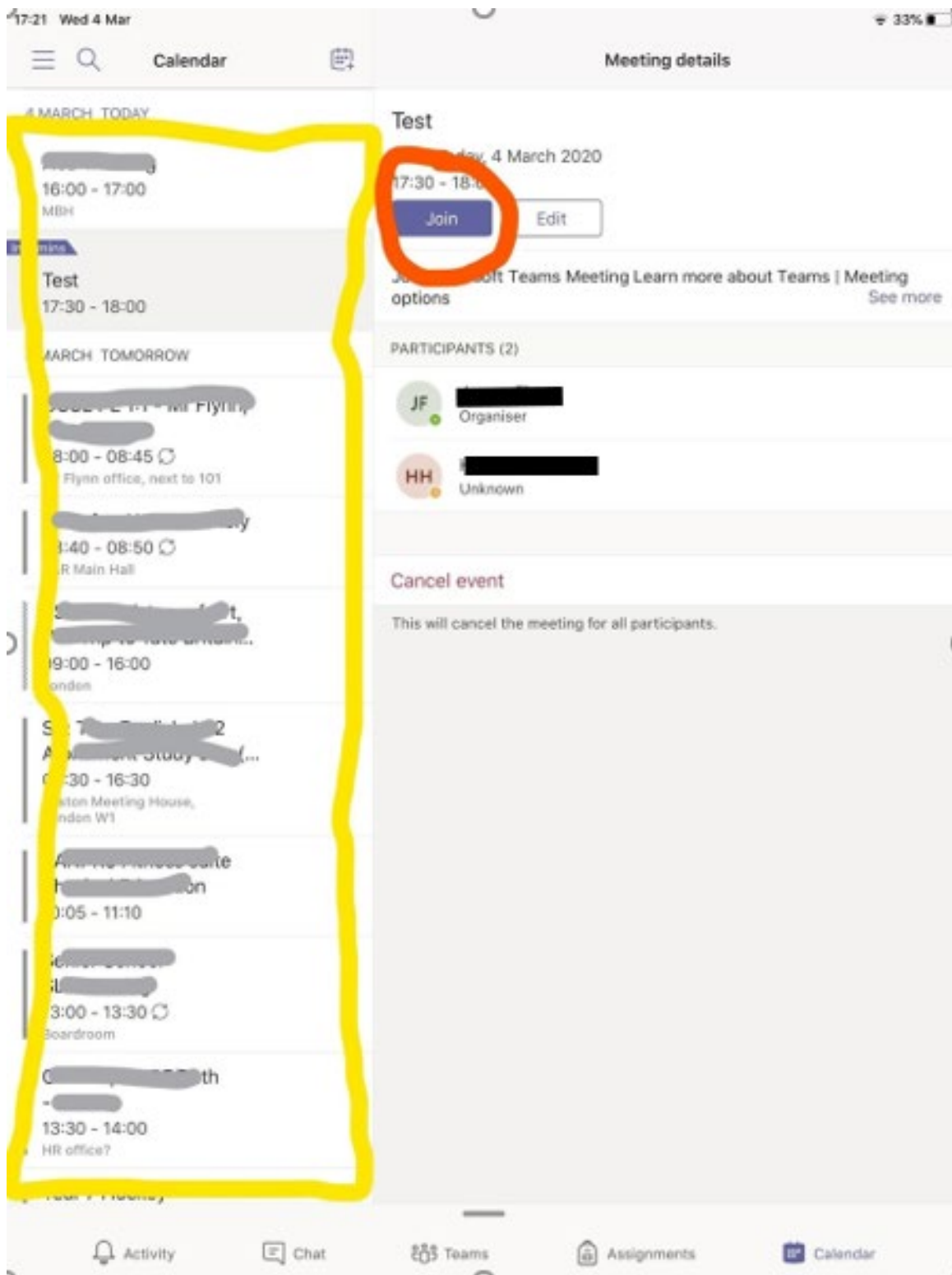


4. All of the stored email addresses for the whole School are available and will start to appear as you start to add the meeting participants. Once you have finished, tap **“Done”** in the top right.

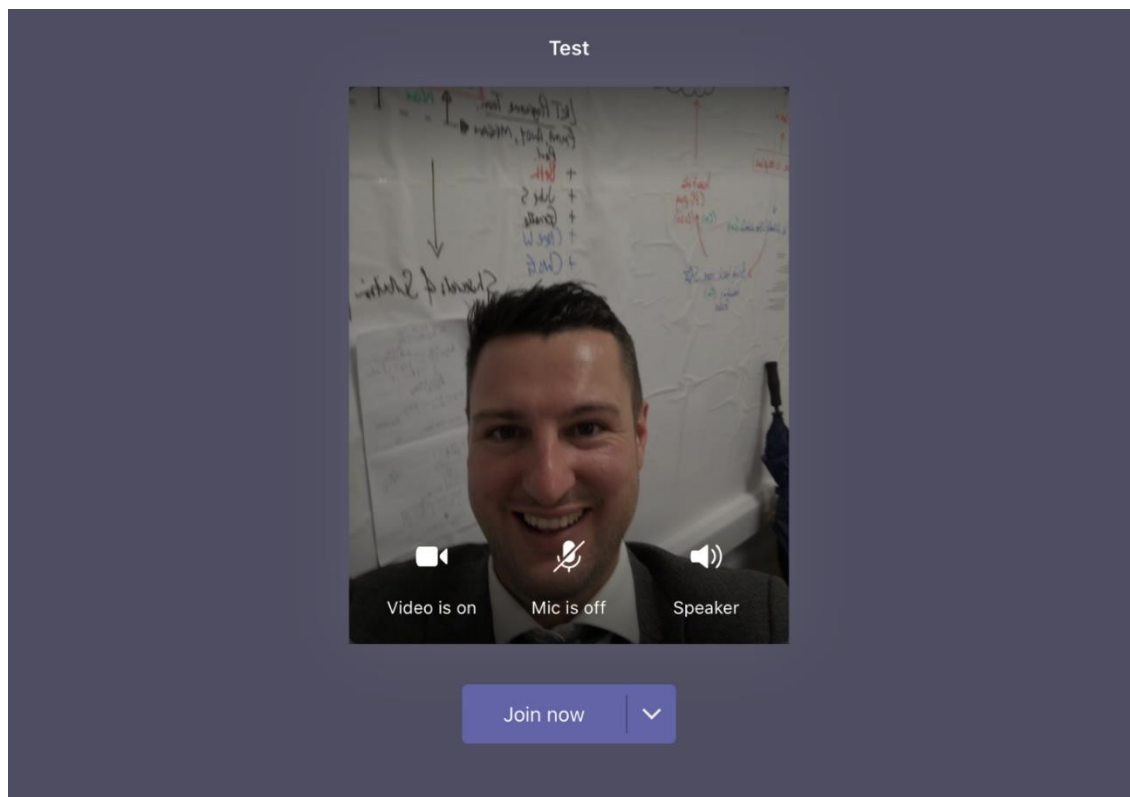


5. Make sure to add the start and end time of your meeting. If your meeting repeats at the same time each week or day, there is an option to **“repeat”** – make sure you select it.
6. When it’s time to meet, arrive early and open Microsoft Teams again. Once open, select the Calendar Tab in the bottom of your screen.

On the left, you will see all of your upcoming meetings (highlighted in the yellow box below). Select your meeting in the left column (mine is called 'Test') and on the right (known as the feed) your lesson details will appear showing what participants have been invited. You can see that Hannah Horwood has been invited to my 'Test' meeting. Select the "Join" button as indicated in the red circle.



7. The screen will now change to this below...but **your** face will actually appear.... Tap the “**Join now**” button and make sure your video and microphone are both on. You can see my microphone is off in the picture, but my video is on.



You can now have your meeting face to face with anyone and as many people as you have invited.

Important tip – encourage people not to talk all at the same time! And don't forget to “hang up” at the end!

Appendix 3

“How To” for Microsoft Teams - students

A few things you need before starting:

- Your iPad
- A good WiFi connection
- Have you removed any personal items from the background? E.g. family photos etc.
- Are you appropriately dressed? For students, **mufti is the requirement**. Staff will be dressed professionally.
- Make sure you have your charger to hand, just in case.
- Please make sure other family members won't be walking past in the background – find somewhere quiet where you won't be disturbed or pick up too much background noise.
- Make sure you “arrive” to your virtual lessons 5 mins before they start as these lessons **must** start on time.

Let's get started...

1. Open the Teams app on your iPad



2. The screen will look something like this:

Microsoft Teams



Welcome to Microsoft Teams!
A happier place for teams to
work together.

Sign in

Sign up for free

Click on the “Sign in” button and select your email address....



Select an account to sign in with



james.flynn@surbitonhigh.com
james.flynn@surbitonhigh.com

3. Your screen will change to this (see below). Make sure you keep clicking “Next” until you get to “Got it”



Amplify every student's voice.

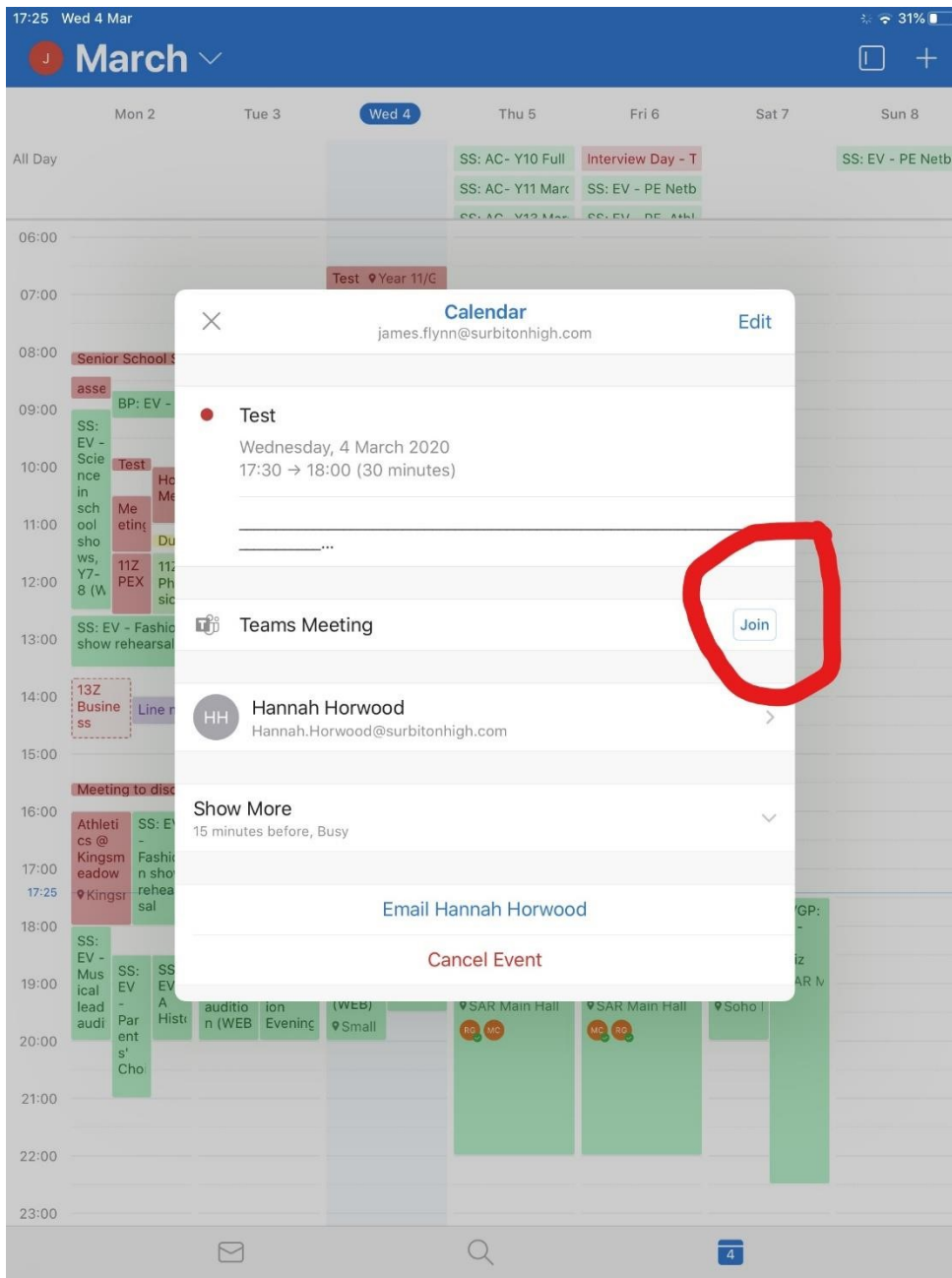


Next

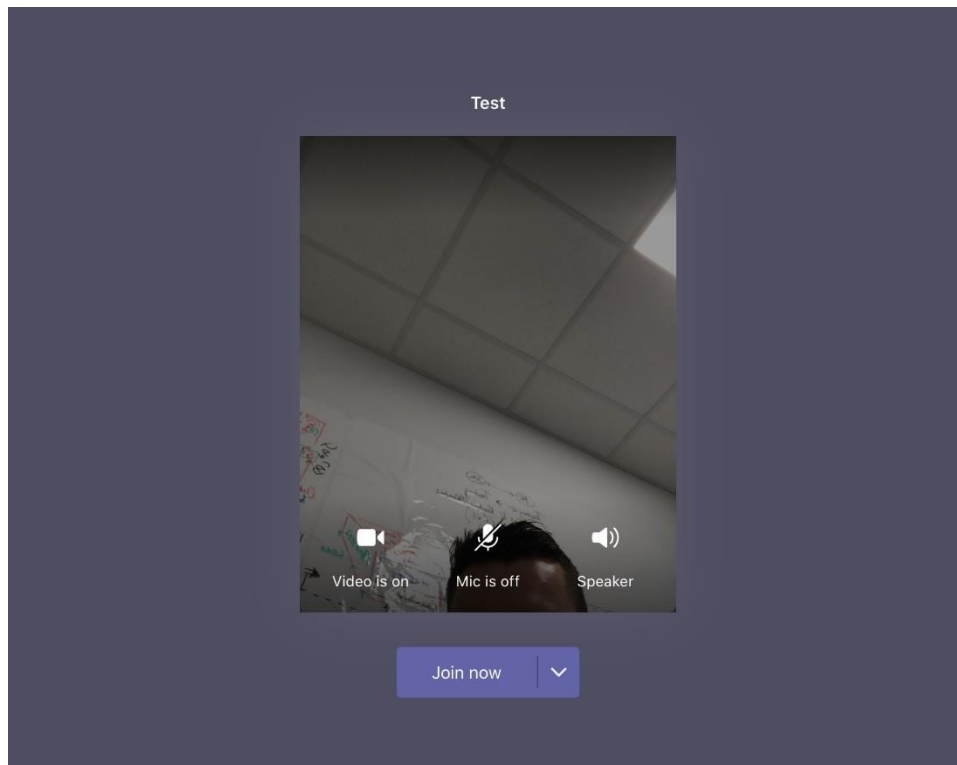
4. You're now in Microsoft Teams. You can now exit this application and go to your Calendar on your iPad. This can be either through Outlook or the Calendar app.



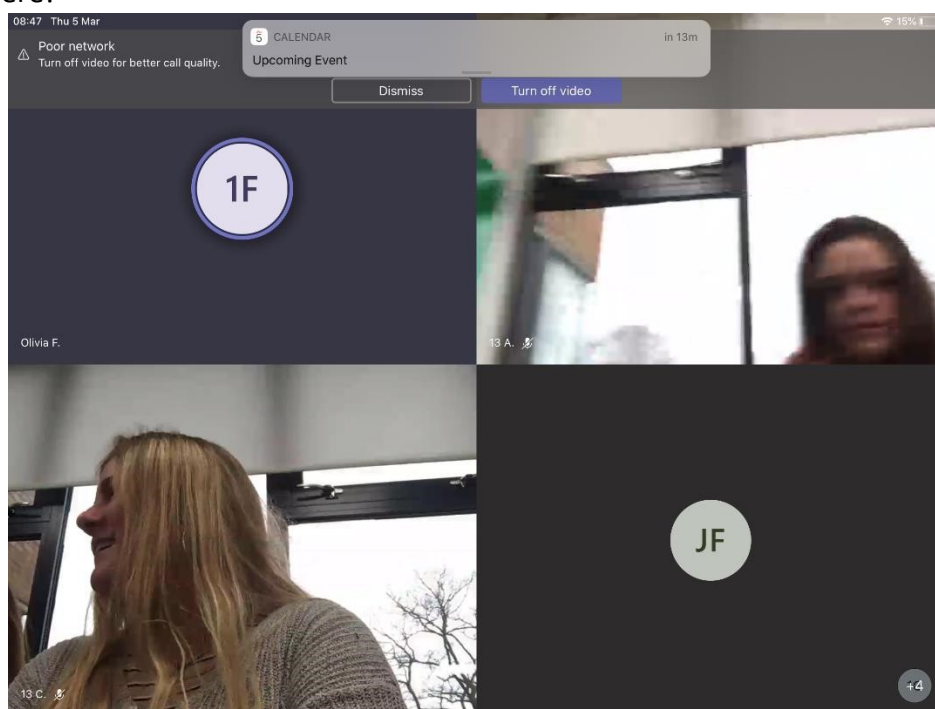
5. Once opened, your calendar should have some of your lessons on it. These have been created by your teachers just like a meeting. They would have been scheduled to be at the same time as your normal lessons – just as if you were at school. **Don't be late to them!**
6. To join the class, tap on the lesson and a box similar to the one below will pop up. You can see a **"Join now"** button circled in red. Pressing this button will link you to the virtual lesson.



7. Teams will automatically open and your screen will change to the one below. Tap **“Join Now”** again.
Please make sure you **“Allow Access”** to your microphone and video when it asks you. You can turn your camera off by tapping the video icon, but your teachers will want to see your faces. Your microphone should **always** be on otherwise you won’t be able to ask/answer a question during the lesson.



8. You are now in the lesson and it will start once the others in your class are all there!



Can't connect? Need to revisit the lesson to remind yourself of something? Read on...

- If you have any connectivity problems during the lesson, please just email your teacher to let him or her know.

- All lessons will be recorded, and we have asked teachers to turn on the **“captions”** function. This is just in case if you have trouble hearing anything, you can follow the lesson by reading instead.
- To find the recorded lesson after the lesson has finished, please open Microsoft Teams and select the **“Calendar”** tab at the bottom of the page. You can see that in **red circle** in the picture below. You should then see the video of the recorded lesson in the lesson feed (as shown in the **red sort-of rectangular** shape below).

