



LLOYD WILLIAMSON
SCHOOLS

Remote Learning Policy Rationale in the event of a school closure/partial closure

At LWS we are committed to providing continuity of education to our learners and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of a severe weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as when learners are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease. LWS will however do our utmost to support all families with work packs/ online learning in this instance.

Remote learning for individual learners

Assuming an absence has been agreed with the school, and the learner in question is healthy enough to work from home, the school will provide work for learners who are unable to attend in person. If this occurs for an individual learner, the collation of work and communication with the parent/carer will be coordinated by staff from the school. Though every case will have its own specifics, school should contact learners a minimum of once a week. Every case will have its own specifics therefore staff may be in contact daily if the learner does not sign in for their designated online lessons.

Remote learning in the event of extended school closure/partial closure

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In the event of an extended school closure/partial closure, the school will provide continuity of education in the following ways:

- a) Regular direct instruction from teaching teachers using Zoom.
- b) The setting of work that learners complete. The work will then be submitted to the teacher electronically for marking, comments and next steps.
- c) The use of specific information platforms such as BBC Bitesize

The school recognises that many families may not have home printers and will therefore will do their best to work around this whenever possible.

The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

For Zoom lessons learners will be provided with details of their lessons/sessions, and will be expected to participate in them if they are asked and able to. Live sessions can be particularly helpful as they can help communication, with learners able to respond to teachers' questions and ask teachers for clarification etc.

This is also a time in which staff members use to check the welfare of our learners and ensure their safety.

Secondary learners will be provided with a school email address if necessary. The school will not contact children on their personal emails but will use the parent's, carer's or school email account.

We expect full attendance in line with the expectations of the same hours as learners would be physically at school. Children are expected to register at 8:25 each morning and attend all Zoom lessons and complete work given. If a child is unwell a parent/carer should notify the school by 8:25 in the morning. We appreciate that on occasion a lesson or piece of work is missed due to a technical issue etc – the teacher should be informed by the parent if this is the case. Such incidents should be rare.

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Assessment

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to learners on pieces of work that they are required to submit. Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Expectations of learners Assuming that a learner is healthy and well enough to work, learners will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Learners will also be expected to read and respond to communication from the school (e.g. an email from a form tutor) on a regular basis.

If learners or parents have any questions about the nature of specific tasks set, these should be directed towards the relevant teacher.

If there are questions about a learner's overall workload (e.g. a learner feels they are overwhelmed or falling behind), these should be directed to the learner's class teacher (primary) or class tutor (secondary).

If advance notice is possible, teachers will instruct learners to take relevant equipment from their classrooms/lockers home, or for parents to ensure they have duplicates. In the event of a lockdown with short notice the school will provide a morning of 'opening hours' where the learners may collect their books etc. These will be under close supervision with all precautionary measures in place.

The school does not expect learners to have access to any specialist equipment that would usually be provided by the school (e.g. science or art). We do, however expect pupils to have basic requirements such as stationery, paper, paints, protractor etc.

Expectations of teachers

Teachers should ensure they have effective internet and a phone connectivity at

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home. If this is not available for any reason, teachers can request a school device. Teachers may take their LWS laptop home with them to use.

Any technical issues should be reported to Shaun Watson who will advise if possible.

All teachers should pay due care to the nature of tasks set, so that learners have a range of activities to complete at home and are not exclusively working on a screen. Teachers are responsible for providing constructive feedback to their learners in a timely manner. In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the school to ensure work is sent to her/his classes.

Teachers should be available to contact parents by email. If a phone call is necessary the teachers should use no caller id.

If parents ask for additional work beyond that set as part of the requirements above, teachers should have a bank of general resources available and point pupils and parents in that direction.

Teachers should ensure that they have looked through specific instructions relating to on-line learning including memos, risk assessments, working at home policy etc. It is the staff member's responsibility to remain up to date with these and to ask if they need further explanation or help.

If teachers require support with any aspects of remote learning, they are encouraged to consult their line managers or the Senior Leadership team. Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by colleagues, learners and parents. Teachers also should ensure their communication with learners does not encourage unhelpful work habits. All communication should take place during usual office hours, with no expectation for colleagues to read or respond to emails after 4.30pm, although responses should be made to electronic messages within one working day in normal practice. For those who are on part-time contracts, communication is expected only on the days on which they would usually work. Communication must always occur via official school channels, and not through personal accounts or other websites.

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Teachers should ensure that work is differentiated as required for all learners when setting online tasks. Profiles are available for SEND pupils and advice can be sought from the SENDcos.

Pastoral care during a school closure/partial closure

In the event of a school closure, the primary responsibility for the pastoral care of a learner rests with their parents / carers. However, staff will be expected to pass on feedback to Senior Leadership Team, particularly if there are any concerns or a lack of communication relating to a student. All absences from lessons should be reported following the new school online platform. ALL concerns should be discussed with Lucy who will take appropriate action e.g. emailing/calling parents etc.

Safeguarding during a school closure/partial closure

In the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Staff are reminded that the home school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and staff and any concerns will be raised with the DSL of the home school concerned. Staff should actively look out for any potential concerns during Zoom sessions e.g. what is happening in the background. When observing another teacher's lesson the observer should comment on any concerns and raise them with the Lead DSL.

Staff should be particularly mindful to children missing in education. ALL absences must be reported to a DSL.

Appendix 1 – Remote Learning Agreement

ALL learners and staff are expected to follow our home learning code conduct. Any breaches should be reported to Lucy Meyer and the learner involved should be instantly blocked from the call.

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Zoom Lessons

During video calls with your teachers it is really important that you adhere to these rules:

1. An adult should be around when you are on a Zoom lesson.
2. You are in either your dining room, living room or kitchen and not your bedroom when possible.
3. You must be dressed and ready – not in pyjamas.
4. Please remember that the video conference is part of school. You must be respectful to staff and other pupils. School rules still apply!
5. Do not record or take pictures of your teacher or classmates during you online sessions.
6. Chat may only be used to communicate with the teacher.
7. Where possible there will always be two members of staff present in the call.
- 8.No swearing or signing in with any name apart from your own.
9. Please try to be in a quiet area where you are able to concentrate any background noise will be a disturbance to you, your classmates and your teacher.
- 10.No added backdrops.
- 11.Under NO circumstances must you share Zoom links with anyone outside of your class
- 12.Your face must be clearly visible with no hoodie/sunglasses etc.
- 13.Your camera must be on at all times
- 14.Please make sure distractions such as pets, phones etc are in a different room
- 15.You may have a drink but you may not eat during lessons

Updated Lucy Meyer 22.2.21

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