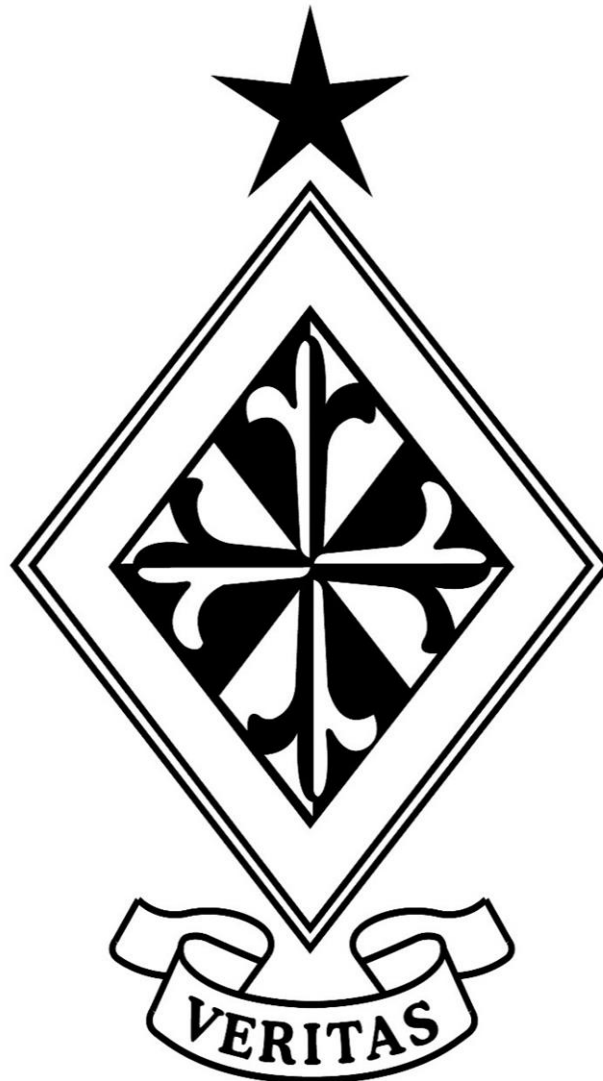


St Catherine's School



*Learning today,
Leading tomorrow*

**REMOTE TEACHING AND LEARNING POLICY
SENIOR, PREPARATORY & PRE-SCHOOL**

November 2021

1. SENIOR SCHOOL

Google Classroom is an integrated tool for teaching and learning in the Senior School and is not restricted to online teaching. At the start of each academic year, teachers are required to set up Google Classes for each of the classes that they teach.

1.1 REQUIREMENTS FOR PUPILS

Parents will be required to provide their children with the following technology to enable them to use the Google platform both while at school and at home.

- 1.1.1 A laptop or desktop for home and a smart phone for use at school.
- 1.1.2 Uncapped fibre with a minimum requirement 10Gb per month per child for home usage.
Pupils have access to uncapped fibre while on the school grounds.
- 1.1.3 A dedicated area where the pupil will be able to work uninterruptedly at home.

1.2 REQUIREMENTS FOR STAFF

Staff are required to have own laptop to use for both classroom teaching and online teaching. Staff who do not have uncapped data at home will be required to work from school during lockdown periods.

1.3 USING THE GOOGLE PLATFORM DURING CLASSROOM TEACHING TIMES

During times of on-site teaching, teachers are to incorporate Google Classroom in some of the following ways:

- Post memos for pupils to mark homework, additional resources, etc.
- Online summative assessments.
- Incorporate Google apps, e.g, Jamboard, Kahoot, Slides etc into classroom teaching.

1.4 USING THE GOOGLE PLATFORM DURING ONLINE TEACHING

The following etiquette must be adhered to for online teaching and learning:

- 1.4.1 Teachers are required to set up Google meetings with pupils for each lesson that they at teach at least 24 hours in advance and monitor who has / has not accepted their invitation. (record to be kept)
- 1.4.2 Teachers and pupils should have a quiet work area, away from distractions.
- 1.4.3 Pupils are to be seated at a desk or table only for online lessons.
- 1.4.4 Pupils and teachers must be dressed appropriately. Pyjamas are not acceptable.
- 1.4.5 Pupils are required to have their books and stationery ready at the beginning of each day.
- 1.4.6 On entering a Google meeting, pupils are to turn their mics off and their cameras on.
- 1.4.7 Unless otherwise stated by the teacher, cameras are to remain on throughout the lesson. Teachers must monitor of what is happening in the background, as movement behind a particular pupil will disturb all pupils in class.
- 1.4.8 Cameras and mics may be turned off while the pupils are working but pupils may not leave the meeting without the teacher's permission
- 1.4.9 During lockdown period, the structure of the school day must resemble a normal day. Teachers will be required to set up Google meetings for each class that they teach, including homeroom.
 - 1.4.9.1 All pupils must be ready to start their online day at 7:40 each day.
 - 1.4.9.2 The homeroom teacher will set up the homeroom meeting and be responsible for taking register each day.
 - 1.4.9.3 Pupils will be invited to a subject meeting for each of the six lessons of the day.
 - 1.4.9.4 Each lesson will start **live** so that the teacher will check that everyone is present; recap from previous lesson and then teach the new content. This should be a maximum of 20 of the 50 minutes. Pupils will then work offline for 20 min. Ten minutes before the end of the lesson, pupils will re-join the meeting in order for the teacher to check that everyone is still on track.
 - 1.4.9.5 The submission of tasks needs to be subject specific.

2. SENIOR PREPARATORY

- 2.1 Teachers will teach online lessons from their classroom.
- 2.2 Pupils will follow normal school timetable.
- 2.3 Pupils will register at 7:45am with their class teacher. Wellness, prayers, etc will also take place.
- 2.4 Teachers will schedule a 30 min meeting for each subject. Depending on the lesson, the time may be shorter. Pupils who need further explanation may stay online longer for support.
- 2.5 Lessons will be recorded for those pupils who can't attend online lesson.
- 2.6 A drive-through will be arranged for parents to submit work and collect copied notes and other materials.

3. JUNIOR PREPARATORY

3.1 GRADE 1

- 3.1.1 Lessons will be 30 min in length
 - 3.1.2 The pupils will be divided into 3 ability groups.
 - 3.1.3 Each group will have English, Mathematics and Life Skills daily.
 - 3.1.4 There will be 1 Reading period per week.
 - 3.1.5 Afrikaans will have 3 periods per week.
 - 3.1.6 Zulu will have 3 periods per week.
 - 3.1.7 P.T will have 2 periods per week.
 - 3.1.8 Music will have 1 period per week.
- Lessons will take place at the same time for each ability group for English, Mathematics and Life Skills. Thereafter they will rotate.

3.2 GRADE 2

- 3.2.1 Lessons will be 30 min in length
 - 3.2.2 The pupils will be divided into 3 ability groups.
 - 3.2.3 Each group will have English, Mathematics and Life Skills daily.
 - 3.2.4 There will be 1 Reading period per week.
 - 3.2.5 Afrikaans will have 3 periods per week.
 - 3.2.6 Zulu will have 3 periods per week.
 - 3.2.7 T will have 2 periods per week.
 - 3.2.8 Music will have 1 period per week.
- Lessons will take place at the same time for each ability group for English, Mathematics and Life Skills. Thereafter they will rotate.

3.3 GRADE 3

- 3.3.1 Lessons will be 30 min in length
 - 3.3.2 The pupils will be divided into 3 ability groups.
 - 3.3.3 Each group will have English, Mathematics and Life Skills daily.
 - 3.3.4 There will be 1 Reading period per week.
 - 3.3.5 Afrikaans will have 3 periods per week.
 - 3.3.6 Zulu will have 3 periods per week.
 - 3.3.7 P.T will have 2 periods per week.
 - 3.3.8 Music will have 1 period per week.
- Lessons will take place at the same time for each ability group for English, Mathematics and Life Skills. Thereafter they will rotate.

4. PRE - SCHOOL

During on-site teaching grade teacher will post the weekly preparation and any activity templates for parents to access. Parents can utilise this information for revision or to complete outstanding work.

During online teaching the grade teacher will upload short videos explaining and demonstrating to pupils how to complete the given activities. There will be 3 curriculum-based activities and 1 gross motor activity.

Parents can access the videos when convenient. Pupils will complete the activities and then upload a photo or video with the completed activity.

The grade teacher will arrange a Google meet meeting once a week with the class. This will be to check and ensure that all is in order. An individual Google meet meeting may also be held.

Rules for Google Meet Meeting:

- 4.1 Parents must assist their child to log onto the meeting.
- 4.2 Parents must be present during the meeting.
- 4.3 Pupils may not walk around with the device in their hands.

Grade teachers will monitor pupil's profile on Google Classroom and will intervene or assist when necessary. Any oral assessment or assessment activities will be completed with a Google meet meeting. If lockdown levels allow, activity packs will be prepared for parents to collect from school. Completed work will be returned when a new activity pack is collected.