



## SEDBERGH INTERNATIONAL

### SUMMER SCHOOL

<b>Remote Learning Policy</b>	
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Extent of policy	Sedbergh International Summer School
Policy owner	Gemma Newton
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Frequency	Annual
Circulation	Staff and Student Induction; Parents (by request)
Publication	Website

#### **Introduction**

In the event that Sedbergh International Summer School (“the Summer School”) is not able to run its usual face-to-face course, it will provide alternate online provision. The reasons for this include promoting fun English learning along with Sedbergh School’s ethos across countries in order to maintaining a positive relationship with partner agents and prospective students and their families.

The course will primarily aim to help students improve their English from home, and secondly recreate the Sedbergh community and spirit found in our summer course through activities, games and competitions. We understand that the social aspect is one of the main attractions of the Summer School and aim to recreate this as much as possible through regular social activities, feedback sessions with teachers and whole-course assemblies.

#### **Cancellation, deferring and refund of current bookings**

- **Forced to cancel**

If families are forced to cancel for the same underlying reason that the face-to-face course cannot go ahead, for example a travel restriction, a full refund of any fees paid – minus a £50 administration fee – will be organised. Unless paid by Flywire, the refund will be made by bank transfer, and the Summer School cannot guarantee that transfer fees will not be deducted by the bank. Any fees paid by Flywire will be refunded through Flywire.

- **Choosing to cancel**

If families chose to cancel their booking as a result of the face-to-face course changing to online, they will be entitled to a deposit at the discretion of the Summer School. This may mean forfeiting the deposit as laid out in the Terms and Conditions.

- **Deferring to 2021**

Families may defer the booking to 2021 at no extra cost. They are free to choose the dates they would like to attend in 2021 – which do not have to correspond to the original booked weeks in 2020 – either now or at a future date.

## **Remote provision**

### **1. Staffing**

English lessons will be organised and taught by the same dedicated Native-level Teachers as our face-to-face course, while afternoon activities will be led by our enthusiastic Activity Staff. Although an online course would require fewer Pastoral staff, we are still supporting our students' welfare – see our Pastoral section below.

### **2. Course schedule**

The Summer School will provide three 45-minute sessions of English per day, four days per week. One 45-minute activities session will also take place three days per week, with the final session a whole-course assembly with awards ceremony. Teachers will give feedback sessions four times per week to review the progress made. Breaks will be given and students and staff will be encouraged to move away from screens during these breaks. One day per week will be for independent study, with optional tasks set by teachers, which relate to 'excursions' such as virtual museum tours and research projects. See Appendix 1 for sample weekly schedule.

### **3. Placement Testing**

The Summer School will use an online placement test to sort students into the correct class group. This placement test will also allow teachers to see the areas that students need the most help with and can tailor activities accordingly to provide more useful English lessons.

### **4. English lesson content**

In order to ensure that online English lessons are of a high standard from the very beginning of the course, they will be delivered via an established online learning platform provided by Off2Class, a specialist in online content with a bank of over 1,000 lessons to choose from. For more information please see their website, <https://www.off2class.com/>. This will not affect the price of the course.

### **5. Accessing the content**

Students will use Zoom to access the online English lessons by following a private link sent by their teacher. By clicking 'join class' students will see their lesson

content taught live by their teacher, and will be able to interact with their teacher and classmates through their webcam and microphone. All lesson content will be available after the lesson, and teachers will also provide additional activities for students to complete during independent study, to allow for further English practice.

## **6. Juniors and Seniors**

Class groups and lesson content will continue to be split into Junior (aged 8-12) and Senior (aged 13-17) students to ensure that lessons are suitable for each age group, with tailored lesson themes and activities. Within lessons, teachers will provide some instruction and will also encourage students to interact with their classmates through pair work and group activities.

## **7. Feedback and assessment**

Teachers will set independent study tasks at least once per week to encourage students to practice the skills they have learnt during online lessons. These will be tailored to individual students' needs (using tools such as the placement test) where possible. Students will receive regular feedback from their teachers throughout the week and a full report at the end of their course, with comments from their teacher about their English level and progress made.

## **8. Activities content**

A typical day at ISS is extremely busy, and our remote course aims to keep students fully immersed in our exciting English and activities programme.

- Every day students will be able to take part in fun sports and games Activities in live sessions with our activity staff. They will also have access to challenges and activities they can complete themselves at home, and we will encourage these to be posted on our social media – by students and staff alike!
- The arts, drama and music will not be left behind, and will also be included in our Activities sessions. Students will have the opportunity to share their creations and performances online and in weekly Awards Ceremonies.
- The sense of community is what makes Sedbergh ISS special, and we will maintain this through our social media channels, with staff and students sharing work, photos and achievements on a daily basis.
- Competitions such as MasterChef will enable students to get involved outside of the online classroom.
- Weekly Awards Ceremony will highlight the students who have made impressive progress, put in a lot of effort or otherwise shown the Sedbergh Spirit.

## **9. Pastoral Care**

Moving to remote learning should not mean that our pupils and staff feel disconnected or unable to benefit from a full ISS experience. At times like this it is more important than ever to make global friendships and develop international ties,

so building a strong and safe community remains a top priority at Sedbergh International Summer School.

What are we doing to help students' health and wellbeing while learning online?

- Staff available to contact through remote learning platform
- Scheduled social activities
- Informal social time for students via remote learning platform
- Community spirit through our weekly Awards Ceremonies
- Daily challenges and competitions through Twitter
- A daily dose of exercise to help boost physical and mental health
- Regular wellbeing surveys to help staff and pupils monitor their own emotions
- Advice on how to thrive with remote learning through regular blog posts and updates
- Encouraging students to explore new interests and passions within lessons and activities
- Advice on improving wellbeing through the recommendation of existing websites, blogs, apps, and so on
- Recommended agencies for independent advice provided, for example regarding bullying.

#### **10. Rules for online learning**

By enrolling on the Summer School, students agree to adhere to a set of rules, as set out in the Code of Conduct in the Student Handbook. These rules are explained during induction and students are asked to raise any questions at this point. As some of these rules do not apply to online learning, the following 5 rules have been set out in regards to online learning:

1. Students agree to treat all staff and other students with respect at all times, whether during a 'live' session or in less formal 'chats' online.
2. Students understand that all communication via the online learning platform can be recorded and will be monitored for inappropriate behaviour. The Summer School will not tolerate aggressive, intolerant, sexual or otherwise inappropriate online behaviour.
3. Students agree to enable their webcam and microphone to allow ease of communication during lessons and activities.
4. Students understand that a register will be taken each lesson and that any non-attendance will be followed up. If they have any technical difficulties and cannot join a class, students should contact the appropriate member of staff (this will be sent out to all students at the beginning of the course).
5. Our teachers will make every effort to make lessons interesting and varied, and we expect students to make every effort to participate in lessons as much as they can. If they do not understand, they can send the teacher a message (something as simple as an emoji or a question mark is fine) and the teacher can then try a different approach.

## 11. Parents' involvement

Although we understand that parents may not be available to help with online learning, we recommend that students use a computer or laptop in a communal area of the house so parents can check that they are engaging in the lessons and not having any technical difficulties. If parents or students have any complaints, they should follow the usual procedure for complaints available on our website.

## 12. Feedback

We always welcome feedback and, as online provision is a new area for the Summer School, we will conduct more regular surveys to capture the success of our online course. These will be sent to both students (e.g. after lessons) and parents (e.g. after the first week) and will be under 5 minutes in length. The results will be used to help make adjustments to the online course and make plans for future courses.

### Appendix 1: Sample remote provision weekly schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Time	Half day	Half day	"Excursion Day"	Half day	Half day
10:00 - 10:45*	English 1	English 1	Virtual museum tours, activities to complete based on Internet research, group tasks (pupilled)	English 1	English 1
10:45 - 11:00	Break	Break		Break	Break
11:00 - 11:45	English 2	English 2		English 2	English 2
11:45 - 12:00	Break	Break		Break	Break
12:00 - 12:45	English 3	English 3		English 3	English 3
12:45 - 13:00	Feedback	Feedback		Feedback	Feedback
13:00 - 13:15	Break	Break		Break	Break
13:15 - 14:00	Activities	Activities		Activities	Awards Ceremony