

# Academic Guidance for Pupils

## September 2020



### Classrooms:

- With the exception of a small number of groups that are already in sets, teaching sets have been capped at 18.
- In all rooms the teacher's desk and board areas are at least two metres from pupils' desks.
- You do not need to be one metre apart in your year group bubble, but in nearly all cases desks are at least this distance apart.
- The rooms should already be set out and are arranged so that you face the front. Teachers are free to rearrange desks if they wish, maintaining the existing distancing between desks.
- Where possible, classrooms will be set out by teachers to mirror boarding and day house groups.
- We have commissioned a number of unused rooms to reduce the number of teachers using the same room. Wherever possible we have tried to ensure teacher single occupancy.
- Teachers will teach from within the two metre protected area to avoid close proximity to you. Removing any superfluous furniture from office spaces and classrooms has already taken place.



### Hygiene:

- Hand sanitiser and antibiotic spray will be available in each classroom which you should use regularly.
- Surfaces will be sprayed, wiped down and windows opened in between lessons when there is a change of year group. We have allowed for more time to move between lessons to allow this to happen.
- You should enter rooms as soon as you arrive at the classroom to avoid queues of pupils from different year groups in corridors.
- Depending on the shape of the classroom and the size of the group your teacher might ask you to fill the classroom from the furthest point to avoid pupils passing each other unnecessarily.
- Remember that any non-socially distanced contact between year groups in any academic or co-curricular activity should be avoided.
- You should wear facemasks between lessons and in communal areas, but they can remove them in lessons if they wish to.



### **Pupil Laptops:**

- You should bring charged laptops to lessons.
- You should organise their electronic files, notes and filing from last term to ensure that they are up-to-date. Teachers will help with this.
- Laptops will not be used in every lesson, but you should be prepared and increased use of them should be expected to build on the resources and good practices last term.
- As you will be using laptops in lessons, many staff will set prep using 'Assignments' on Teams. They might also ask you to submit work via Teams to avoid using hardcopies.
- Despite the use of laptops, exercise books and files should continue to be the main place of storage for work, notes and handouts in most cases.



### **Remote Learning:**

- In the cases where you might be unable to attend lessons or will be joining us late, the School has agreed to provide work for every timetabled lesson that can take the form of:
  - i) Set work
  - ii) A recording of the lesson that can be viewed later
  - iii) Asking the pupil to join the lesson live via Microsoft Teams
- Teachers will regularly check work and provide feedback to monitor understanding and adjust delivery.
- Absent pupils in Fourth, Remove and Fifth (9, 10 & 11) will have a minimum of a fortnightly one to one video call with their tutor and housemaster/housemistress.
- Absent pupils in the Sixth Form will have their normal one to one tutorial via a video call as well as meeting with each of their teachers once a fortnight.
- Any absent pupils will receive the same level of marking and reporting as the pupils in school.
- You will be able to communicate with your teachers and tutors via Teams, email or phone should you have any concerns.



### **Staff Absence:**

- In the event of a teacher having to isolate, arrangements will be made for them to continue to teach you from home.
- Existing Teams resources and practices from last term should allow remote teaching to work in School and you will be asked to use laptops to join lessons remotely.