



Wycombe Abbey Guidance for Parents and Pupils:

Safeguarding in Digital Remote Learning

Introduction

We are in unprecedented times with the ever-changing situation presented with Covid-19. As a School, we continue to place the welfare and safety of our pupils at the very centre of what we do and, as such, are pleased to share this guidance with you. All staff have a responsibility for safeguarding the welfare and best interests of our pupils, and this applies just as much when remote learning is our primary form of delivering lessons. This document is designed to make you aware of key guidance for pupils in terms as we enter into a period of remote learning.

Guidance for Parents

Wycombe Abbey remains dedicated to providing a world-class education for all of our pupils, and this high standard of educational provision will be implemented via remote learning. All teaching staff have been preparing lessons that can be taught independently, but are also introducing lessons that are taught “live” through Microsoft Teams. Your daughter will be able to access all of the relevant materials for her year group through MyWycombe.

From the start of the Summer Term, each House Team, consisting of both the Housemistress and Assistant Housemistress will be having weekly telephone calls or video-conversations with your daughter in order to keep in touch and ensure that any questions or queries can be asked and answered, and there will be a weekly House Order on a Wednesday morning for the whole House community to come together. Your daughter will also be having Tutor Time on a Tuesday and a Thursday morning so will be able to reach out to her Tutor at those times to ask any general queries. However, each individual pupil is encouraged to contact either her subject teachers, Tutor, Housemistress or Assistant Housemistress should she have a query that arises outside of a scheduled contact period. We want to ensure that the support surrounding each individual pupil remains key to our remote learning programme, so please do encourage your daughters’ to reach out should she need any additional support.

Each pupil will be working to a fixed timetable, whether that is their usual timetable for the Upper III, Lower IV, Upper IV, Lower V and Lower VI pupils, or the bespoke schedules for the Upper V and Upper VI, and we hope that this will help pupils’ to differentiate between ‘work’ and ‘home’ during this period of remote learning. It is important that the girls continue to practice self-discipline when it comes to remote learning, as they will be expected to complete the work that has been set for them. This is also a wonderful opportunity for them to enrich their academic learning through other ventures, such as wider-reading.

One-to-One lessons, such as Music and Learning Enhancement, will be continuing during this time of remote learning. Staff have been advised to use Microsoft Teams to facilitate these lessons, so please could you ensure that your daughter has familiarised herself with this



platform. Each teacher will be liaising directly with your daughter regarding the date and time of her One-to-One lesson but, to ensure that safeguarding remains at the heart of what we do at Wycombe Abbey, we advise that an adult is in the room with your daughter whilst the virtual lesson is taking place. Therefore, please do have regular conversations with your daughter regarding when her scheduled One-to-One lessons are so that you can follow this guidance.

Digital Guidance for Parents and Pupils

1. Please be patient!
2. Make sure that you know how to access MyWycombe and key features – i.e. where you can find work to be completed and how to upload your work onto ‘Tasks’.
3. Make sure you know how to access Teams and join ‘meetings’ which will become our remote recorded lessons.
4. Ideally ensure your device is plugged in throughout the Teams meeting. Having the correct charger is essential!
5. If you have a pen enabled device, please make sure the pen works and that you know how to use it. Spare batteries for the pen would also be worth having.
6. You can pose written questions in Teams by using the ‘chat’ function. You can also respond in this way if the teacher asks for it.
7. Please ensure you have turned off any music on your laptop or in the background so it does not disturb the lesson. Please also select ‘blur the background’ for the duration of the meeting.
8. Please ensure you have your textbooks, handouts, files etc. all to hand, just as you would do in a classroom.
9. Tutor meetings, some Extras lessons and some contact with Housemistresses will take place via Teams where time differences allow but should not be recorded.

Pupil Specific Advice

We do expect the standard of behaviour in a virtual lesson to be of the same high standard as in a classroom lesson, so all pupils are advised that they need to maintain appropriate behaviour. Pupils do not need to wear School Uniform when taking part in digital remote learning but, if they are taking part in a lesson that involves a live-recording feature, they must dress appropriately. We would like pupils to remember that they will be taking part in academic activities, so they should dress in mufti that would be acceptable within School. They should not wear pyjamas, crop tops or any other clothing that would not be acceptable within the School environment. Prep will continue to be set online, and the expectation will be that this is completed by the pupils, sent directly to the teacher or uploaded onto ‘Tasks’ within



MyWycombe, and then feedback will be provided. There will be an onus on the pupils to ensure that they are regularly checking the digital platforms available to them. No additional device should be used to record the lesson, in the same way that digital devices being used in a classroom is not appropriate.

Vicky Fawkes

Designated Safeguarding Lead

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