



School Closure and Distance Learning Protocol

Date of adoption	August 2025
Last reviewed	May 2026
Next review due	May 2027
Policy owner (SMT)	Head of Prep School
Policy owner (Board)	Principal

Introduction

In the event of a sudden full or partial school closure due to weather, visiting dignitaries etc. Cheltenham Muscat is committed to the continued provision of education through distance learning.

If there is a sudden half-day closure, no distance learning will take place on that day. Distance learning will commence on the first full day.

Communication during distance learning:

In the event of school closure, the following communication channels will be used to communicate information as and when we receive information and updates from the relevant authorities:

1. Email communication sent from communications@cheltenhammuscat.com
2. WhatsApp broadcast will also be used as an additional form of communication.

Attendance during distance learning

It is expected that all students will attend distance learning sessions as they would do during a normal school day. Attendance is defined as logging into TEAMS at the start of the lesson and remaining online and active for the duration of the session. Students who leave early cannot be accounted for during the lesson and this may be marked as an unauthorised absence.

Timetable

If we are given an advance closure notice, we shall follow normal school timetables.

All lessons from G3 to G12 will be live on TEAMS

- Time on camera = 20 minutes of a 50-minute online lesson
- Time off camera to process and action = 30 minutes of a 50-minute online lesson

Timetables should be shared by teachers to students from KG1 to Grade 5. From Grades 6 these will also be posted on Teams in the tutor group page.

Tutors should check in with students at the usual LifeSkills slot.

For KG1 to G2 there will be 3 x 20-minute online sessions with the class teacher and specialist lessons.

All these details will be shared with parents via Seesaw.

Teacher expectations

- All set activities, assignments and tasks shall be meaningful.
- For short term online work, revision and consolidation should be done in the first instance.

- Work is part of the planned and sequenced curriculum.
- For PE lessons, this will be adapted to some form of physical activity. Students should come dressed in appropriate sportswear.
- Swimming lessons will revert to PE lessons / conditioning structured activities.

Live components of the lesson should ideally include features such as;

- Real-time check-in during the lesson if students are set independent tasks.
- Engagement in lessons from learners; verbal feedback, quizzes, chats, uploads, posts etc.
- Variety of content and format in extended online periods to ensure active learning.
- Targeted questioning to students.
- Submission deadlines.

Students' and Parents' Responsibilities

- Students should always have their cameras on during the live lesson.
- Students should sit in a well-lit room at a desk or table, appropriately dressed (students do not have to be in uniform) with relevant books and writing material to hand.
- If a student is working in a room by themselves (i.e., office or study) then it is important that the door remains open.
- Ideally the backdrop of videos is a neutral background.
- When working remotely from home, students must remember that they are to conduct themselves as they would in a school environment.
- Students must use their school seesaw, TEAMS and Outlook accounts to communicate with their teacher, form tutor and subject teachers.
- Students should only use platforms that have been approved by the school.
- When communicating with teachers, the language is to be respectful and appropriate.

- Any communication relating to 'Distance Learning' which you feel is of a well-being or safeguarding concern must be immediately forwarded to the child's tutor or class teacher for further investigation.
- Students should not be communicating with staff via personal messaging services or non-school messaging services.
- Any parent to teacher communication should be in the usual manner, via email unless discussed beforehand to protect the wellbeing of staff and students, members of the school community should not record, share or comment on public forums about individual teachers or other students.

During lessons

All online sessions are conducted in accordance with the school's data protection and privacy policies

- When joining a live communication, you should grant access to your camera and microphone to the web browser (i.e., "Admit").
- When entering a live lesson, students must only click 'JOIN MEETING' when they see that their teacher is present.
- If a student joins a live video call and no teacher is present, then they must immediately leave and end the call.
- When joining a group video call, students are to 'turn off' their microphone and only 'turn on' the microphone when told to do so by the teacher.
- Parents** to be present (i.e. within the same room) at the start of a live communication wherever possible.
- If the communication is live and there are wellbeing or safeguarding concerns the conversation/video must be immediately terminated and reported directly to the child's tutor or class teacher who will inform the relevant safeguarding or pastoral leads.
- Parents or a responsible adult should be available in the vicinity of the student during live sessions, particularly for younger students.
- Students are not to share teacher invites to live communication with other users or post publicly online.

- Students** or parents MUST NOT record any online interactions, lessons, activities or tutorials
- To be aware that if any party is found to be in breach of this policy, then the teacher will end the lesson/meeting immediately and inform a senior member of staff.
- ** or a responsible adult nominated by the parent

Monitoring

Cheltenham Muscat accepts that the use of 'Online Learning' is a valuable educational tool. However, misuse of these platforms can have a negative impact upon student productivity, welfare, and the reputation of the school.

To ensure compliance with both this policy and the school's safeguarding policy, the school will periodically monitor and keep a record of who has accessed the school's platforms and attended live communications.

Sanctions

If a student or adult is found to have breached this policy, they will be subject to the school's disciplinary procedures. Students may also face the withdrawal of their access and/or restrictions to the school's Online Learning platforms. In addition to this, the severity of the breach may lead to parents/carers being contacted and in the event of illegal activities the involvement of the authorities.

Support Needed

Students experiencing connectivity issues or requiring additional learning support should inform their teacher or IT technician as soon as possible.

IT Technician: oaibalushi@cheltenhammuscat.com

Class teachers: Details can be accessed through your child's Seesaw account

Form Tutors: Details can be accessed through your child's Form TEAMS and subject Teams accounts

- Subject Teachers for subject teaching related matters: Details can be accessed through your child's Subject TEAMs

- Parents will be emailed a class link to join through ISAMS or/and Teams Links by subject teachers.