



a revolutionary response to school

National School Closure (COVID) – Temporary Policy Notice

To be read in conjunction with;

- Staff Code of Conduct
- eSafety Policy
- Employee Handbook
- COVID-19 Policy
- Safeguarding and Child Protection Policy

Rationale

Safeguarding, supervision and quality of teaching content are and remain top priorities at Atelier 21. This policy sets out some key information with regard to the school's response to the latest government mandated school closure.

On Monday 4th January 2021 the UK government announced lockdown of primary and secondary school settings in England, effective as of Tuesday 5th January 2021. In accordance with this instruction the school will be closed for face-to-face schooling at least until the end of the current half term i.e. until Friday 12 February.

A remote learning timetable will be made available for all pupils as of Monday 11th January 2021, providing a combination of online teaching sessions and timetabled offline activities.

In accordance with government instruction, the school will remain open to eligible learners, i.e. vulnerable children, children with EHCPs, and children of critical workers. Children with at least one parent or carer who is a critical workers can attend school if required. Eligible learners in school during this period of lockdown will access the same remote learning content as their peers accessing from home.

Supervision and Remote Working for Staff

To reduce the number of staff on site and to protect vulnerable staff, only those teaching staff required to maintain supervision ratios of the eligible learners attending school will working from the school setting. All other teaching staff will conduct their remote learning sessions from home.

Rapid coronavirus (COVID-19) testing

The school has received rapid coronavirus testing kits from the government and has invited all staff and eligible pupils, i.e. those in Year 7 and above, to participate in this voluntary testing scheme.

All Staff are tested weekly on the first day of the week they attend the school setting. All Year 7 pupils, whose parents have consented and who are eligible learners in the setting for all or part of the week, will be tested initially and thereafter in accordance with the testing scheme guidance.

Staff Mobile Phone Use

Various school policies set out the school’s prohibition on staff use of personal mobile phones and other devices capable of taking images, e.g. the Staff Code of Conduct, the eSafety Policy, Safeguarding and Child Protection Policy.

The school’s eSafety policy specifically states;

“Staff will not take personal mobile phones or tablets/laptops into classrooms without the prior agreement of the proprietor. Staff should keep personal mobile phones and other devices in a secure place in the staff room, phones should be switched off. Personal phones are only allowed in classrooms if permission has been given by the proprietor and only in exceptional circumstances.”

The school considers the current situation of remote learning by a teaching team dispersed between the school setting and home locations to be exceptional circumstances. As such the proprietor / Head of School gives until further notice permission for staff to use their personal mobile and/or laptop devices whilst in school for the express permission of communicating with remote members of the teaching team when needed deliver the teaching content and to respond to and resolve operational issues.

Staff are not permitted to use their personal mobile devices for taking photographs of pupils at any time. School devices must continue to be used to photograph pupils for the purpose of documenting pupil learning. Staff consent to their personal device being inspected by either the proprietor / Head of School or School Business Manager at any time if required.

Pupil Use of Personal Devices in School

Eligible learners are permitted to bring either laptop or tablet devices to school for the purpose of accessing the school’s remote learning content. All pupil devices must only be connected to the internet via the pupil wifi network.

Pupil Mobile Phone Use

The school policy with regard to pupil mobile phones is unchanged, i.e. pupils are not permitted to have personal mobile phones or other devices with data plans capable of bypassing the school’s web content filtering in school. If parents wish pupils to have phones during the journey to school they must be left in the school office during the school day.

Document Control Information			
Author	Hayley Peacock	Status	Approved
Version	1.0	Date	11/01/2021
Approved by	Hayley Peacock	Signed	<i>H Peacock</i>
Approved Date	11/01/2021	Review Date	12/02/2021
Location			

Document Review			
Version	Amendment	By	Date
1.0	Initial Release	H Peacock	11/01/2021