



Continued learning in the event of a Southbank Westminster closure

If school has to close, learning will continue via existing Westminster online learning platforms and a combination of email and real-time, online communication via Google tools.

Communications and schedule

Q: How will the parent community be kept updated about developments while school is closed?

A: General Southbank-wide updates will come from Siobhan McGrath. Those updates will also be displayed on a dedicated page on the Parent Portal. Any Westminster-specific updates will come from Charlotte Stock, Communications Manager.

Q: How will teachers and students communicate with each other?

A: Regular written communication will be via email, using Southbank email accounts. Teachers will *not* be using other stand alone communication platforms or telephones to communicate with students. Classes may also “meet” online via Google online tools, at teachers’ discretion. The teacher will decide which will be used and inform students in advance. Google Hangouts will be accessible during school hours (08:30 to 16:30) from Monday to Friday.

According to the existing practice in each class, resources will be shared by a combination of the three platforms that students currently use in their lessons — Google Classroom, Firefly and ManageBac. Any tasks or assessments that are assigned by a teacher will be submitted and returned digitally.

Q: How will parents and teachers communicate with each other?

A: Parents should continue to communicate with Westminster faculty members as they normally would during term time: Advisors can assist with general questions about your child/ren.

Questions about specific subject areas should be sent to the relevant teacher.

Q: What will be the daily schedule if school is closed?

A: As far as possible, school hours will continue to follow our usual daily schedule. Students should be located in a setting that is conducive to learning, with access to their school resources (laptop, text books, etc.) and logged on to their school Google account (Southbank.net) at the same times as their usual lessons. If it is not possible for a student to be online at the scheduled time of a class, they should inform the relevant teachers and aim to work on that subject area for ~80 mins before the next scheduled class.

Q: Will advisories “meet” online at the usual times?

A: No, but advisors will “touch base” with their advisories at regular intervals and will be accessible to students and parents, by email or via Google Hangouts, if their support is needed.



Southbank International School 40th Anniversary

Technology-related

Q: Can teachers and students use non-school devices for online activities?

A: Yes, but it will be important to use only the same range of applications as always, logging on with Southbank accounts.

Q: Do Southbank internet firewalls restrict student internet access outside of school?

A: No, internet use away from school is beyond the school's monitoring and restrictions. However, the school's Digital Safety Agreement and Bring Your Own Device (BYOD) Policy remain in effect for school-issued devices.

<https://www.southbank.org/wp-content/uploads/sites/49/2019/07/Digital-Safety-Policy.pdf>

Q: What happens if there is a technical problem with the online learning platforms?

A: Our school IT support desk will remain in operation and, whenever possible, technical issues will be resolved remotely. Students can contact the support desk at the email address: ithelp@southbank.net. If a remote remedy is not possible, the IT support team and teacher, between them, will advise students about what to do.

Q: What if a student has no internet access (wifi or 4G)?

A: Our IT support team cannot resolve issues related to internet access at students' homes. Please ask a friend who *does* have internet access to forward a message to the relevant advisor. (Note: Membership of Westminster Libraries is free of charge and provides 24/7 access to a wealth of resources, including internet terminals, databases, journals and audio-books.

<https://www.westminster.gov.uk/how-do-i-join-a-library>

Learning-related

Q: What if a student doesn't understand something or has a question about an assigned task?

A: Teachers will maintain normal school hours and will be available as much as possible during those hours. Students can email teachers at any time or initiate a Google Chat if it is during school hours. Contact made outside of those hours, for example, if an email is sent after 4:30 pm, may not receive a response until the following school day; this will be taken into account if the submission of work is dependent on input from a teacher.

Q: Will there still be assessments?

A: Teachers may assign formative or summative assessments at their discretion.

Q: Will student grades be affected?

A: No. Teachers will use the usual range of learning evidence to determine students' grades. If a teacher does not feel able to determine a grade with the learning evidence available, they may defer issuing a grade until a later date.



Q: Will IB Middle Years Programme (MYP) or Diploma Programme (DP) requirements be affected (e.g. submission deadlines, examination schedules, etc.)?

A: Depending on the timing and length of a closure, it is possible that IB requirements may change, in which case Carole Lewthwaite (MYP) and Amal Hirani (DP) will inform relevant students and parents.

Q: What can parents do at home to support their child/ren's learning and wellbeing?

A:

- Establish daily routines and expectations for digital learning.
- Identify a space in your home for your child/ren to work without distraction on their assigned work, where you may also occasionally be able to monitor them during the day or in the evening.
- Encourage good digital citizenship practices.
- Keep track of school communications
- Have a daily “check-in” with your child/ren about their progress and experiences, to see if they have questions or need support.
- Establish times for reflection, mindfulness, unplugged activities and relaxation practices for you and your children.
- Encourage physical activity and/or exercise, however possible.

Q: What can students do at home to promote their own learning and wellbeing?

A:

- Maintain daily routines to engage in the learning experience.
- Choose a dedicated study area that will enable them to learn effectively.
- Check email/learning platform/calendar regularly for assignments or teacher/peer communications.
- Respect the school's Digital Safety Agreement and demonstrate exemplary online behaviour.
- Maintain a healthy relationship with technology by using it when appropriate and taking regular physical breaks.

Others

Q: Will there be ECA if school closes?

A: No, Westminster ECA will not run during the period of a school closure or on the first day back to school after a closure. Information about the resumption of ECA will be shared after school reopens.

Q: Will students be able to enter school buildings during a closure?

No. However, if school closes at very short notice, we will explore ways to allow students to retrieve resources from school and then communicate with students and parents.