



ABINGDON  
HOUSE SCHOOL & COLLEGE

**Remote Learning Procedures**

This information will be accessible through the [school website](#) under the remote learning tab, 'How To' videos to access remote learning.

**General Information:**

- Live lessons will run from 8.45am-3.20pm and follow the students' timetable for the day. Interventions will not run during remote learning, so morning form time will be extended.
- Depending on the day that we are remote, there may be some lessons that can't run live. This information will be included in an email that goes out to all families first thing on the day.
- Double lessons may involve a combination of live and independent work.
- If staff are ill, they will set work on google classroom (if well enough to do so) for the students to complete during the lesson time (no live session). This information will be included in the morning email.
- During form time, the staff will go through the class timetable for the day with the students. They will also send a copy of the timetable to parents..
- Therapists will run individual and small group therapy online.
- Students will log on to their different lessons/sessions through google classroom.
- Students should be appropriately dressed (eg. school uniform is not required, but pyjamas are not appropriate).
- If a student is ill and unable to participate, parents should report the absence by emailing [office@abingdonhouseschool.co.uk](mailto:office@abingdonhouseschool.co.uk) (Senior School) or [ahsprep@abingdonhouseschool.co.uk](mailto:ahsprep@abingdonhouseschool.co.uk) (Prep School).
- Staff will take a register of all students at each lesson, and report absences to the relevant member of SLT.
- If circumstances at home mean that a student is unable to attend a live lesson, the parents should email the teacher for that lesson to report this (if there is any confusion, the parent can email the form tutor, who will pass on the message).
- If the member of staff has any concerns about a student's conduct while on line, they may need to end the session for that child. This will be reported by email to the parents and the relevant member of the Senior Leadership Team.
- All school rules and expectations apply.
- Any issues accessing a lesson, the staff leading it should be contacted first via email.
- We will do all we can to staff the phones at school, however do be aware that the admin staff will not be able to solve issues quickly but can help to get messages to staff.

Any safeguarding concerns should be reported immediately to the school using all of the following email addresses (the safeguarding leads will be constantly monitoring their emails):



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Rory Vokes-Dudgeon [rory.vokes-dudgeon@abingdonhouseschool.co.uk](mailto:rory.vokes-dudgeon@abingdonhouseschool.co.uk)

James Gilbert-Farrell [james.gilbert-farrell@abingdonhouseschool.co.uk](mailto:james.gilbert-farrell@abingdonhouseschool.co.uk)

Christopher Lloyd [christopher.lloyd@abingdonhouseschool.co.uk](mailto:christopher.lloyd@abingdonhouseschool.co.uk)

Jenny Fromer [Jenny.fromer@abingdonhouseschool.co.uk](mailto:Jenny.fromer@abingdonhouseschool.co.uk)

Kirsty Tison [kirsty.tison@abingdonhouseschool.co.uk](mailto:kirsty.tison@abingdonhouseschool.co.uk)

**If your child does not have a computer at home that they can use for remote learning, they can borrow their computer from school. The Device Loan Agreement will apply for any students who borrow a computer, and the computer must be brought back to school with them on the first day that they return on site.**

**Senior School Timetable:**

8:45-9.10 Form Time  
9.15-10:00 Lesson 1  
10.05-10.50 Lesson 2  
10.50-11.10 Break  
11.15-12.00 Lesson 3  
12.05-12.50 Lesson 4 - Upper Senior School  
Lunch - Lower Senior School  
12.55-1.40 Lesson 5 - Lower Senior School  
Lunch - Upper Senior School  
1.45-2.30 Lesson 6  
2.35-3.20 Lesson 7

Specific notes: Lessons 6 and 7 are double lessons for some senior school students and may be a mixture of live and independent learning.

**Prep School Timetable:**

08:50 - 09:20 Form Time  
09:20 - 10:00 Lesson 1  
10:00 - 10:40 Lesson 2  
10:40 - 11:00 Break  
11:00 - 11:40 Lesson 3  
11:40 - 12:20 Lesson 4  
12:20 - 13:40 Lunch  
13:45 - 14:15 Lesson 5  
14:15 - 14:45 Lesson 6  
14:45 - 15:15 Lesson 7