



## REMOTE LEARNING POLICY

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## Rationale

Remote learning is the term being used to describe when learners and teachers are not physically present together in the traditional classroom environment. The uncertainty of the COVID-19 situation means we have to be adaptable to change, and flexible to cater for all learners at immediate notice. This policy clarifies how this will be achieved.

Since the original lockdown in March 2020, staff have been involved in a wide-range of training and professional development to ensure we are able to meet the needs of our students during remote learning. Training sessions have continued to take place remotely and staff have undertaken professional development in the various software packages that are used to provide quality lessons whilst students are at home.

Feedback from both parents, students and staff has been and will continue to be used to inform future planning and methods. Timely surveys through the use of MS Forms will be used to gain opinions from the three stakeholders.

## Student access to technology

Live lessons will be provided through MS Teams as this is widely regarded as being the most secure platform. Pre-recorded lesson will be conducted using Loom with a link placed in Class Charts. It is the school's desire to ensure that all students can access online learning whilst at home. This aim is obstructed by numerous barriers in which the school will continue to attempt to overcome. The school has an extensive audit of students requiring additional devices and the pastoral team and admin staff are in regular contact with families to provide all students with the equipment they require. The school will continue to source avenues in order to overcome the lack of internet connection in some households. For the minority of students who are unable to access online learning, suitable hard copies of work that follow the same points on the curriculum map will be provided via the post.

## Different scenarios

As a school we have to be adaptable to cater for students during a range of different scenarios, including:

- Small groups of individual students isolating
- Year groups isolating
- National or regional lockdown

Expectations of staff in relation to the different scenarios is clear (appendix 1). The school's approach to each of these scenarios can be seen in the following table.

# Our Remote Learning Offer



Scenarios			
A	B	C	D
<p>The school is open to all students</p> <p>The COVID-19 school risk assessment continues to be implemented and adhered to in order to minimise the risk for students and staff.</p> <p>Teaching and learning will continue as normal.</p> <p>Some practical activities may be altered or substituted for other tasks to minimise the risk of transmission.</p> <p>Heads of Faculty have already modified the curriculum for their subject to reflect the summer lockdown. They will continue to review and adapt as necessary to ensure all students continue to access the relevant content in the ever-changing timeframes.</p>	<p>A small number of students are required to work from home</p> <p>Individual students are having to work from home.</p> <p>A small group of students are having to work from home.</p> <p>A remote learning web based offer will be provided that closely follows the school's curriculum map.</p> <p>This work will change every half-term to ensure it is consistent with each subject's curriculum map. These online lessons will include a variety of formats, including Oak Academy lessons, pre-recorded lessons by our own subject teachers, or other web based lessons and resources such as BBC Bitesize.</p>	<p>Public Health England recommend that a larger number of students need to isolate</p> <p>A full year group is having to work from home.</p> <p>Students should try and follow their normal daily timetable as much as possible.</p> <p>Staff will set pre-recorded lessons for students that follow the normal curriculum map. These lessons will provide clear learning objectives and will include information regarding subject content. Relevant tasks will be included that students complete as instructed. Students can pause, rewind and re-watch the videos at any point. There may be short tests or quizzes to test students' knowledge and understanding.</p> <p>Students can email the member of staff if they have any questions about the work.</p> <p>Students should submit the work as instructed by the individual member of staff.</p> <p>All work will be set via Class Charts.</p>	<p>Public Health England recommend that the whole school has to lockdown, either due to national policy or due to a spike in the local area.</p> <p>If the school is closed to all but key worker and vulnerable students, then we will continue to provide a full time remote curriculum to all learners immediately.</p> <p>All work will be set via Class Charts.</p> <p>There will be a variety of methods used in order to set work. These could include:                      Pre-recorded lessons by either the student's teacher or another subject specialist                      Video lessons from the National Oak Academy website.                      Tasks and instructions set via power points or similar formats.                      Online quizzes and tests.</p> <p>Work should be submitted as directed by the individual staff member. Staff will be available to students via email for any concerns and questions.</p> <p>Form tutors will be in contact with their tutees. Engagement of work is monitored and intervention will occur where required.</p> <p>Students who are considered vulnerable will receive regular contact.</p>

## What should students expect from the school?

- In line with national policy, students will be provided with online learning from the next full working day of isolation.
- Work will follow the school's curriculum map which will also include the interleaving of previous topics.
- Students in Key Stages 3 and 4 will be provided with 5 hours of lessons.
- In line with research highlighting best practice, students will receive a blend of delivery methods which will include live lesson, pre-recorded lessons and other methods such as assessment tests.
- Students do not need to print off worksheets or booklets (although they may choose to do so). All work can be completed on plain or lined paper.
- Students will receive feedback over the course of a topic. This may be verbal feedback within a live lesson, comments via show my homework, email responses or immediate feedback on understanding via online testing software such as Seneca or Educake.
- Students will receive pastoral contact on a weekly basis either from their form tutor or their head of house.

## What does the school expect from students?

- The school expects **ALL** students to engage with all lessons and to complete the work to the best of their ability.
- **ALL** students must be present in live lessons and adhere to the student guidelines for these sessions (appendix 2).
- Students should structure their learning around the timetable below.
- Students must attend **ALL** live tutor time sessions or live assemblies.
- Students should submit all work as requested by the member of staff.
- Students should ensure they know their login details and are familiar with how to access Class Charts (appendix 6).
- Extension tasks can be completed if desired via the Oak National Academy (appendix 5).

8:30 – 9:30	Period 1
9:30 – 10:30	Period 2
10:30 – 11:00	Tutorial
11:00 – 11:30	Break
11:30 – 12:30	Period 3
12:30 – 13:00	Lunch
13:00 – 14:00	Period 4
14:00 – 15:00	Period 5

## What does the school expect from parents?

The school fully recognises that remote learning can be challenging for both students and parents. This can be alleviated somewhat where possible by the following:

- Parents should help their child establish routines at home which will help their remote learning.
- Parents should help their child monitor Class Charts so they have an insight into the work their child has to complete.
- Parents should look to reward hard work and commitment to learning from their child.

- Try and provide students with a quiet, calm space in order to work with basic equipment such as pens, pencils, ruler, paper etc.
- Parents should read the guidelines regarding live lessons and ensure that their child is familiar with the guidelines for students (appendices 2 & 4).

## Vulnerable students and those of critical workers

The school will offer a safe and supportive environment for all vulnerable students and those of critical workers. There is no restriction on numbers providing students meet the relevant criteria. The students will be socially distanced in line with the school's COVID-19 risk assessments. Full access to ICT equipment will be provided to enable them to complete the same lessons that have been provided by subject teachers. Teaching Assistants will form part of the support for our vulnerable students. Regular home contact with all vulnerable students will take place in line with safeguarding guidelines.

## Pastoral support

The school recognises the many challenges that both lockdowns and remote learning can have on students and indeed families. Regular weekly contact will be made to all students by form tutors. This could involve emails, phone calls or as part of the weekly MS Teams tutor sessions. Parents have access to all teachers' email addresses enabling them to contact specific members of staff if required. Heads of House will make regular contact with students of concern, having already established close relationships with families in the community.

## Monitoring and Feedback

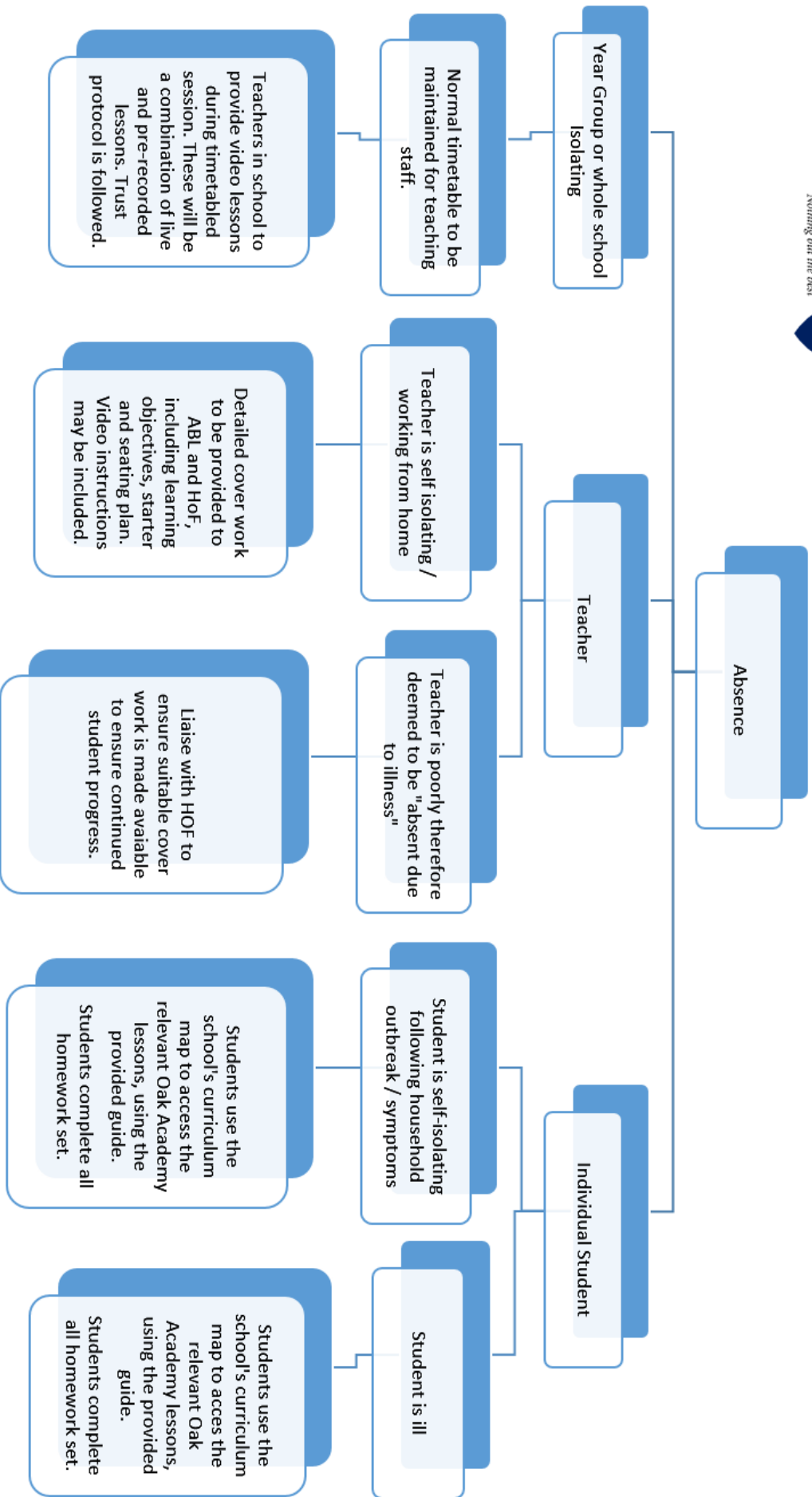
Staff monitor completion of work on a daily basis and this feeds into the weekly recording of work completed. This information is then used by form tutors as part of their weekly contact with parents to discuss the completion of work, to highlight concerns and to praise where required. Individual subject teachers may also contact students and parents regarding the completion of work in addition to the tutor communication. This may be via email or phone calls.

Students will receive feedback on their work via a variety of methods. Live lessons will inevitably make the most of verbal feedback direct to the individual students. Written work that has been submitted by students will receive feedback from the staff member either via email, or Google Classroom. Students may also receive feedback on their knowledge and understanding directly after a quiz or test via Educake, MathsWatch, Kahoot or Seneca. Staff members will see these results and will use this information to inform future planning.

## Personal Development

The school recognises the important contribution Personal Development makes to a child's wellbeing and education. Work related to Personal Development will continue to be issued on Class Charts and this will follow the curriculum programme. Aspects of Personal Development may form part of the weekly tutor time sessions.

## Remote and blended learning flow chart





## **Video Conferencing - lessons**

### **Students Guidance for safe and effective use**

During the period of school closure, we, like other schools, have realised the effectiveness of video conference platforms such as Zoom or MS Teams. Mainly, this is due to the potential collaboration and educational interaction between students and teachers.

Schools in the Redhill Academy Trust will ONLY use Microsoft Teams to video conference as each school has a full Microsoft support package to ensure safeguarding and security are fully covered. Your support for these guidelines is greatly appreciated:

- You will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams ONLY! You must not post meeting details or invitations on social media.
- You will NOT be able to join lessons/video conferencing using webcams/video. Staff will be visible and you will be able to interact by watching or by contributing by voice only.
- Staff will see your “profile” picture you have set for your school email account – please ensure it is appropriate.
- You must take lessons in a room with an open door and a parent / guardian or another trusted adult should be in the same premises as you while the lesson takes place
- You should not take your lesson in your bedroom.
- Present yourself as you would if they were in a face-to-face lesson: Speak appropriately for a school lesson, dress sensibly (School Uniform NOT compulsory!) and follow the behaviour expectations that we have in lessons.
- The lesson will be recorded and the recorded lesson is the sole intellectual property of the school and must not be reproduced without the school’s permission
- Your teacher will record the length, time, date and attendance of any sessions held, and may record the lesson. If so, a reply will be available on Stream.

Your teacher will contact the school’s Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include

- ❖ A staff member seeing, or hearing, a concern during an online lesson.
- ❖ A disclosure made by a student in the course of a lesson.



## Video Conferencing - lessons

### Staff Guidance for safe and effective use

Students and staff have been issued with guidance to follow to ensure that video conference lessons are conducted safely. The Redhill Academy Trust will ONLY use **Microsoft Teams** to video conference as the school has a full Microsoft support package to ensure safeguarding and security are fully covered. Your support for these guidelines is greatly appreciated:

- Students will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams ONLY! Students must not post meeting details or invitations on social media.
- For video lessons, ONLY use Microsoft Teams through the school account.
- It is not appropriate for staff members to hold one-to-one video conferences with a student due to safeguarding risk. If only one student attends the lesson, the lesson must end. (Specific exceptions with prior approval by the Head Teacher only– for example SEND, Post 16 tutoring)
- Students will NOT be able to join lessons/video conferencing using webcams/video. Staff may be visible and students will be able to interact by watching or by contributing by voice only.
- Staff will see students’ “profile” pictures that they have set for their school email accounts – they have been asked to ensure they are appropriate.
- Never share any personal information e.g. personal telephone number, email accounts, Facebook and other social media links. Staff should never use personal social media accounts as a ‘short cut’ to communicate with parents and students.
- Provide invites to on-line lessons via the school Microsoft Teams system. Under no circumstances post meeting details or invitations on social media.
- Staff are required to present themselves as they would if they were in a face-to-face lesson.
- Remind students/parents of the specific guidance for video lessons. For example, the student must take lessons in a room with an open door and parents/guardians must provide that one of them or for a trusted adult shall be in the same premises as the pupil while the lesson takes place. Students should present themselves in a manner as they would if they were in a face-to-face lesson.
- Staff have the right to ask students to leave the lesson and may if necessary remove the student from the lesson and instruct them not to return.
- The teacher will record the length, time, date and attendance of any sessions held, and will record the lesson to be published for students unable to join the live lesson to watch at a later date or time. The recorded lesson will be the sole intellectual property of the school and must not be reproduced without the school’s permission.
- Students have been asked NOT to make their own separate recording of the lesson.
- AT NO STAGE will any video lesson be used as part of Appraisal/Performance Management or subject to any scrutiny other than safeguarding.

All staff should be aware of safeguarding and child protection policies and procedures. You should contact the Designated Safeguarding Lead (DSL) or, in the event of the DSL being unavailable, deputy DSL, should you have any concerns about a student. Examples of potential concerns may include

- ❖ A staff member seeing, or hearing, a concern during an online lesson.
- ❖ A disclosure made by a student in the course of a lesson.

**Staff should ensure compliance with all points in this document and with the full Video conferencing policy approved by Governors.**

**As well as this staff will:**

- Ensure they have rehearsed what will be shared and planned the lesson as they would in school to ensure all students can be engaged.
- Ensure that the learning follows the same structure as in the classroom e.g. clear learning objectives and discussion points.
- Consider fully the contents of any screen sharing they ask students to join with.
- Where possible, have another member of staff present, virtually in video lessons.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for vulnerable and SEND students.
- Provide access to learning for any students without access to the internet



## Video Conferencing - lessons

### Parents and Carers Guidance

Students and staff have been issued with guidance to follow to ensure that video conference lessons are conducted safely. Schools within the Redhill Academy Trust will ONLY use **Microsoft Teams** to video conference as the school has a full Microsoft support package to ensure safeguarding and security are fully covered. Your support for these guidelines is greatly appreciated:

- Students will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams ONLY! Students must not post meeting details or invitations on social media. School staff have been instructed to ensure that any video conference account is linked to their school email account through Microsoft Teams.
- Staff will see students' "profile" pictures that they have set for their school email accounts – students should ensure they are appropriate.
- Students will NOT be able to join lessons/video conferencing using webcams/video. Please disable video before joining a meeting. Staff will be visible and students will be able to interact by watching or by contributing by voice only.
- Students should refrain from editing any images/video sent and/or sending any content to anyone else.
- As far as possible please make a safe, appropriate and semi-supervised space available for the lesson to take place in. Students have been told that they should take lessons in a room with an open door and that a parent / carer or another trusted adult should be in the same premises while the lesson takes place (where possible).
- Under most circumstances it is not appropriate for staff members to hold one-to-one video conferences with a student due to safeguarding risk. However, there may be cases where one to one work may be very beneficial to a student, for example in supporting learners with special educational needs to access their work. In such circumstances parental consent should be secured, and ideally a parent / carer should join some of the session, in addition to following all other guidelines in this document.
- Students should not take video conferenced lessons from their bedroom if possible.
- Students are required to present themselves as they would if they were in a face-to-face lesson: They should dress sensibly (School Uniform NOT compulsory!) and follow the behaviour expectations that we have in lessons.
- Staff have the right to ask students to leave the lesson, and may remove them from the lesson.
- The teacher will record the length, time, date and attendance of any sessions held, and will record the lesson to be published for students unable to join the live lesson to watch at a later date or time. The recorded lesson is the sole property of the school and must not be reproduced without the school's permission. Students MUST NOT make their own separate recording of the lesson.
- In some circumstances, a second member of staff will be present at the video conference lesson. This is to help manage learning, for example for checking emails or questions from students, and contributing to discussion, as well as in providing a safeguard.
- Your child's teacher will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:

- ❖ A staff member seeing, or hearing, a concern during an online lesson.
- ❖ A disclosure made by a student in the course of a lesson.

**Staff will ensure compliance with all points in this document and with the full Video conferencing policy approved by Governors.**

**As well as this they will:**

- Ensure they have rehearsed what will be shared and planned the lesson as they would in school to ensure all students can be engaged.
- Ensure that the learning follows the same structure as in the classroom e.g. clear learning objectives and discussion points.
- Consider fully the contents of any screen sharing they ask students to join with.
- Where possible, have another member of staff present, virtually in video lessons.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for vulnerable and SEND students.
- Provide access to learning for any students without access to the internet

## Accessing Online Lessons

Students who need to access online lessons when not in the classroom should follow the simple steps below. After the final step you need to click on the relevant link for your year group and follow your normal school timetable of lessons.

