Remote Learning Policy

September 2020

Updated: January 2021

Rationale

This policy is to ensure the ongoing education of pupils at Parrenthorn High School under unusual circumstances. It outlines procedures and practice for pupils and staff in self-isolation, who are otherwise fit and healthy, as well as outlining procedures and practice for staff, pupils and parents to continue with learning if the school has a partial or full closure. This policy does not apply in the event of a short-term school closure (e.g. as a result of inclement weather) or non-related Covid student absence.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Overview

All pupils in all year groups returned to school full time from the beginning of the autumn term. Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children - this impact can affect both current levels of education and children's future ability to learn.

In August, the Department for Education and the Department of Health and Social Care published guidance for schools on contingency planning for areas with local lockdown restrictions. The guidance issues an overview of the tiers of intervention for educational settings when managing local outbreaks and implementing restrictions:

Tier 1: All pupils attend full time (individuals or groups may be self-isolating)
Tier 2: Part time rota system in place
Tier 3: Most secondary school pupils studying from home
Tier 4: All schools back to full lockdown

We have adopted this advice and developed a comprehensive strategy for our approach to Remote Learning across a range of scenarios. This includes the support of individual and small groups of pupils who may be self-isolating/shielding to ensure they can access high quality resources during their period of absence. However, where a pupil is unwell, they are not expected to engage in learning.

As a school we will be using Microsoft Teams (in the long term) as our main platform for setting work, sharing resources, uploading completed work (where applicable), delivering pre-recorded and live lessons (where applicable). Some of our pupils are already familiar with how to access and utilise this platform following school closure. However, pupils and staff will be receiving further training on how to use Microsoft Teams. The table below outlines how school, parents/carers and pupils will work together in partnership to ensure minimal disruption to the education of our young people during this time.

Tier 1 – Short term	Tier 2 – Medium Term	Tier 3 and 4- Long term
Individual or small groups of students	**Class/Classes on a 2-week rota system**	**Year Groups/School on full lockdown**
• Students should access lessons live (wherever possible) through Teams. This will usually involve the teacher sharing their PowerPoint and talking to pupils using a microphone. • Teachers will not be expected to, but can, share their webcam. • Staff should be available throughout the lesson to answer questions via the chat function on Teams. • Where a whole class or year group are isolating staff should teach their lesson from the timetabled classroom. • In most situations, the Teams lesson will last for the duration of the timetabled lesson. • Resources should be shared on Teams through class materials. • Homework should be set on Show My Homework (SMHW) • Work should be handed in on return to school or via assignments on Teams, as appropriate. • Feedback should be provided in line with school and department policy.	• When students are in school, staff will continue to teach them in the usual manner, whilst ensuring they follow the social distancing requirements outlined in the school risk assessment. • During their two weeks at home students will be expected to follow their normal timetable to engage with guided home learning. • Staff will be expected to teach students who are learning remotely, live from their usual timetabled classroom. • All resources should be available for students on Teams and most lessons should be conducted live • Some lessons may be pre-recorded dependant on circumstances. • Staff should be available throughout the lesson to support students with their learning, either audio, face to face or via the chat function on Teams. • Vulnerable students and children of key workers will be provided with a safe learning environment during the two weeks of 'remote learning' and will be expected to engage with guided home learning in the same manner as other students. • Work should be handed in on return to school or via assignments on Teams, as appropriate • Feedback should be provided in line with school and department policy.	• Tier 3 - Staff will continue to teach year groups who are in school in the usual manner, whilst ensuring they follow the social distancing requirements outlined in the school risk assessment. • Students in year groups who are not in school will engage in remote learning and will be expected to follow their normal timetable. • Staff will be expected to teach students who are learning remotely from their usual timetabled classroom. Most lessons will be 'live' lessons. • All resources should be available for students on Teams and the lesson should be conducted live • Staff should be available throughout the lesson to support students with their learning, either face to face or via the chat function on Teams. • In Tier 4 the school would return to remote learning across all year groups, except for children of key workers. • Vulnerable students and children of key workers will be provided with a safe learning environment for the duration of the 'remote learning' period and will be expected to engage with guided home learning in the same manner as other students. • Work should be handed in on return to school or via assignments on Teams, as appropriate. • Feedback should be provided in line with school and department policy. • Some lessons may be pre-recorded dependant on circumstances.

School will adopt a flexible approach and will review and amend provision dependent on the circumstances and tier level.

Preparing for remote learning

Parrenthorn High School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for classes and that these are set up
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Pupil and parents have access to their login details for Show My Homework
- Pupils are able to access their school email address
- Pupils within classes have access to the relevant Microsoft Teams
- Pupils will receive Teams refresher sessions (and specific Teams meetings instructions) in Computer Studies lessons during years 7-9 and during form tutor time or PSHE for the rest of the school
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Parrenthorn High School should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have access to a suitable device at home

Staff should ensure that they:

- Have received appropriate training
- That their computer-based teaching resources are available outside of school (e.g. on One Drive, a USB drive or that they can access the T Drive remotely)
- Have access to key resources not available online at home, e.g. key textbooks
- Have access to a suitable device for home use; if this is not the case then staff should alert their line manager to the situation

Remote Learning Practice and Recommendations

The setting of tasks on Teams

In the event of self-isolation, year group isolation or school closure, departments will provide work in line with pupils' timetables through Microsoft Teams. In most cases, this will involve live lessons which will be delivered in accordance with existing schemes of learning. Where possible, tasks will be designed to allow students to progress through schemes of learning at the same pace as if they were in school.

In the event of a tier 2 system with year groups working at home on a rota system or tier 3 and 4, teachers should (in most cases) deliver a Teams lesson. The type of tasks set will vary between subjects, but examples of appropriate tasks might include:

- Reading and noting new material from a subject textbook or electronic resource
- Watching a relevant video and making notes on it
- Completing a listening exercise (e.g. in languages)
- Planning and writing essays
- Completion of practice questions or past papers
- Working through relevant exercises offered by external providers (e.g. Seneca Learning and White Rose Maths)

Guidance for staff delivering lessons on Microsoft Teams

- Schedule the lesson using the Teams calendar for the same day and time that the class would be taught in school
- When scheduling the lesson, the title of the meeting must read [Class] [period] e.g. 11X1 Eng period 2
- Staff must remind pupils to switch their webcams off and mute themselves at the start of each live lesson
- Upload resources to class materials for the relevant Teams class
- Ensure you explain to pupils what work you expect pupils to submit and how it should be submitted (e.g. bring to the next lesson or upload via assignments on Teams)
- Wear appropriate professional dress when visible on-screen

Assessment

Providing timely and helpful feedback is a cornerstone of good teaching and learning and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to students on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed, and this would continue to be the case should the school employ remote learning.

Assessed work will be set by teachers and submitted by pupils using assignments on Teams.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Possible methods may include:

- Providing whole class feedback rather than feedback on individual pieces of work
- Using the 'insert comment' function on Microsoft Word documents and attaching the work
- Use of Microsoft Forms to create quizzes in order to assess pupils' knowledge and understanding

Staff absence and flexible working

If a member of staff is required to self-isolate and are well, they are expected to:

- Follow the normal guidelines for planned absences. They should plan resources and set work using Teams for their lessons and teach live lessons where possible.

If a member of staff is unwell (Covid related or otherwise) or cannot work for any other reason they are expected to:

- Report their absence using the normal procedure

- Where possible liaise with their line manager so the setting of work for pupils can be organised so pupils do not fall behind

If a member of staff cannot work in the usual way during the school day they should discuss this with their line manager.

<u>Monitoring and Quality Assurance</u>

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning – through regular communication with teachers and subject leaders, reviewing work set and feedback from pupils and parents

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Head of Department

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with their department to make sure all remote learning work set is appropriate and consistent

- Maintain oversight of the appropriateness and quality of the work set across their Department

- Liaise with their SLT link about pupil progress and engagement with remote learning and the quality of teaching provision through work sampling, discussions with teachers and where possible lesson drop in

- Share good practice across the department through regular review of resources and professional discussion via departmental meetings as noted in the school calendar

Head of Departments are required to liaise with their departmental staff through regular contact to ensure that:

- Sufficient work is being set to cover ongoing periods of closure

- Students causing concern through a lack of engagement with live lessons or assignments requiring submission are flagged with HOD on a weekly basis.

Heads of Year

Alongside their teaching responsibilities, Heads of Year are responsible for:

- Fortnightly video assemblies (shared on Teams to the year group)
- Co-ordinating Keeping in Touch – assign members of the year team, with support from the Pastoral Manager and Inclusion Manager, to specific pupils who are isolating in order to make wellbeing contact and check ability to access remote learning
- Monitor the Keeping in Touch spreadsheet ensuring that contact is being made by the year team on a weekly basis
- Making contact with parents whose children are a cause for concern (i.e. not engaging with remote learning, wellbeing)
- Monitor attendance and engagement of pupils in the year group.
- Monitor pupils with poor engagement.

Form Tutors

Alongside their teaching responsibilities, Form Tutors are responsible for:

- During Tiers 2,3,4 conduct form periods on Teams – during the normal timetabled slot and follow up non-attendance.
- Deliver PSHE lessons as normal (remotely via Microsoft Teams in the case of full year group or full school isolation)
- Those linked to a year group but not a Form Tutor will be assigned pupils for Keeping in Touch and will need to update the KIT spreadsheet, raising any concerns with HOY.

Learning Support

Higher Level Teaching Assistants (HLTA's).

Alongside their teaching responsibilities, HLTA's are responsible for:

- Keeping in regular contact with their allocated students on a weekly basis
- Coordinating their team of Learning Support Assistants to ensure wellbeing, ability to access lessons and SEN queries
- Ensure all LSAs are able to access Microsoft Teams and their allocated lessons

Learning Support Assistants

Learning Support Assistants are responsible for supporting the SEN pupils within their lesson. Their role will be:

- Attending lessons (where possible) via Microsoft Teams.
- Role of the LSA will be:
  - Keeping accurate notes to supplement a SEN pupil's annotation
  - Being available to supplement work (via email) and monitor engagement
  - Immediately contact SEN pupils if they are not accessing the lesson without prior arrangement

Pastoral Care

Parrenthorn High School is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.

During such periods, the normal channels of communication regarding pastoral care, attendance and wellbeing remain a priority. Pupils can contact their Form Tutor, Head of Year, SLT, or indeed any member of staff should they prefer, by email or through Teams.

Head of Year 7 – Miss Hayward lhayward@parrenthorn.co.uk
Head of Year 8 – Mr Woolford mwoolford@parrenthorn.co.uk
Head of Year 9 – Mr Flynn cflynn@parrenthorn.co.uk
Head of Year 10 – Miss Lee mlee@parrenthorn.co.uk
Head of Year 11 – Miss Hyndman jhyndman@parrenthorn.co.uk

The school counsellor will also be available for consultations and to provide support. Appointments can be made through the normal channels.

Attendance

- Class teachers to mark pupils as 'Remote Learning Present' or 'Remote Learning Absent' via the house point system on SIMSs registers.
- Attendance officer to monitor attendance and flag up concerns with the appropriate member of staff.

Safeguarding

During any period of school closure, the "Safeguarding and Child Protection" Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement.

Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from pupil email address.

Any online contact between students and staff must only take place through official school channels, which are:

- Parrenthorn High School email address only: no personal email addresses must be used by either staff or pupils
- Microsoft Teams chat or video conference i.e. Zoom (through Parrenthorn High School email address only)
- Show My Homework and other school sanctioned learning platform

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp), is strictly prohibited.

Appendix 1

Parrenthorn High School Remote Learning Policy: Teaching and Learning Strategy		
School Actions	**Student Actions**	**Parent Actions**
Ensure students know what books and resources they need to be able to successfully complete any Remote Learning	Where possible ensure that you have books and resources you need to complete remote learning successfully	Where possible ensure your child has all their books and resources needed to complete their remote learning
Provide high quality Remote Learning resources and guidance through Teams	Make sure you have a suitable study space to complete your remote learning i.e. a desk or table and chair	Ensure your child has access to a device to use to access remote learning
Pastoral staff to contact parent/carer and or student if extended absence to check student wellbeing and learning	Retain structure to your day login to your lessons at the timetabled times	Make sure your child has a suitable study space to complete their remote learning, i.e. a desk or table and chair
Monitor the completion of Remote Learning and submission to class teachers	Make sure you can access Teams to complete your remote learning tasks	Support your child in establishing a structured day- start, finish and break times in line with their in- school timetable
Set work using Teams for timetabled lesson times.	Join any live lessons using the invite on your Teams calendar	Support your child with accessing and completing the remote learning curriculum through Teams
Provide feedback for students on work submitted in line with school and departmental policy	Switch off videos and have microphones on mute during live lessons	
	Email your tutor or class teacher if you require additional support with your remote learning	Support your child to submit their work as directed by their class teachers
	Submit your completed remote learning work as instructed by your teacher	Encourage your child to act on any feedback given to improve their work
	Act on any feedback given to improve your work	
	Uphold the same standards of conduct and behaviour during live lessons as would be expected in school	

Appendix 2 Useful links

EdTech – Introduction to Teams webinars
https://www.tmc.ac.uk/study-with-us/edtech/introduction-teams

EdTech - Resources for student webinars
https://www.tmc.ac.uk/study-with-us/edtech/student-resources

National Online Safety – Parent Guides
https://nationalonlinesafety.com/guides

Office 365 login (to access Teams)
www.office.com

Show My Homework – Parrenthorn homepage
https://parrenthorn.satchelone.com/school/home

Student e-mail and SMHW login details
https://parrenthorn.com/wp-content/uploads/2020/09/Accessing-email-and-SMHW.pdf

Appendix 3

ICT User Agreement (Remote Learning)

Dear Parent / Carer,

All Parrenthorn High School pupils must adhere to the ICT User Agreement in order to engage safely in the online lessons. Please read and discuss this user agreement with your child. If you have any concerns or queries with regard to the agreement, please contact your child's Head of Year and we will deal with your enquiry accordingly. It is very important that your child follows this agreement.

Pupils must ensure they:

- Retain structure to their day by logging into their lessons at the timetabled time
- Make sure they can access Teams to complete their remote learning tasks
- Join any live lessons using their invite on the Teams calendar
- Switch off their videos and have microphones on mute during live lessons
- Email their tutor or class teacher if they require any additional support
- Submit their completed remote learning as instructed by their teacher
- Act on any feedback given to improve their work
- Uphold the same standards of conduct and behaviour during the live lessons and would be expected in school

In order to facilitate online learning during the suspension of face to face learning, we ask that you support your child, where possible, by:

- Ensuring your child has all their books and resources needed to complete their remote learning
- Ensuring your child has access to a device to use to access remote learning
- Making sure your child has a suitable study space to complete their remote learning, i.e. a desk or table and chair
- Supporting your child in establishing a structured day – start, finish and break times in line with their in-school timetable
- Supporting your child with accessing and completing the remote learning through Teams
- Supporting your child to submit their work as directed by class teachers

By completing the following Microsoft Form, you acknowledge that you have shared this document and discussed this with your child.

Please click here to complete the form.