Stepney All Saints School

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Remote Learning Policy

Date: December 2021
To be reviewed: December 2022
SLT Responsible: Nick O'Brien

Remote Learning Policy

Background

This policy is to ensure the ongoing education of students under unusual circumstances. This policy will future-proof against closures that could happen at any time, such as school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

1 Aims

This remote learning policy for staff aims to:

1.1 Ensure consistency in the approach to remote learning for students who aren't in school, providing continuity between face-to-face and remote learning, so that, if students need to self-isolate, they can transition seamlessly back into the classroom having followed the same curriculum sequence as their in-school peers.
1.2 Ensure that, in the case of self-isolation, every child is able to access remote learning through clear differentiated resources so that no child is left behind.
1.3 Provide regular feedback and assessment of learning providing opportunities to support students to make good progress in the absence of school.
1.4 Set out expectations for all members of the school community with regards to remote learning
1.5 Provide appropriate guidelines for data protection

2 Plans for Remote Learning

The plans detailed below are proposed plans which may be adapted in light of the reason for remote learning, the availability of staff and resources. Where there are changes to the proposal below, guidance will be given to students and parents via the school website and Google Classroom and to staff via the school's email system

Plan A   For individuals and small groups of students needing to self-isolate

- Students who are self-isolating follow their normal timetable each day
- Staff will post all resources to the relevant classroom in Google Classroom
- Resources will support guided and independent learning and may well include presentations, worksheets and associated IT resources such a video clips
- Teachers will provide regular feedback of the work they have asked to be submitted in line with the school's marking policy
- Pastoral teams will support students with well being checks for students who are self isolating
- If a parent requires further technical support or support with their child's online learning then they should contact info@stepneyallsaints.school.

Plan B   In the event of a partial [such as a year group] or full closure.

Partial closure [such as a Year Group]

In the case of a partial closure, teachers will be available to answer questions during a student's normal timetabled period.

- Students who are self-isolating should follow their normal timetable
- Parents should encourage their child to maintain good learning routines including following the timings of the school day
- Students will be expected to join a live lesson via Google Meet; an invite will be available in their relevant Google Classroom or details of the Google Meet will be posted there
- Live lessons will provide real time teaching and support for students. A typical live lesson will follow the following outline:
  - Live input – registers, live introduction of the lesson or a recorded video to introduce the lesson
  - Student application/independent work
  - Feedback and reviewing of learning
- Staff will be online for the duration of the lesson to provide support and feedback to students as needed, but the live element of the lesson may not be for the whole duration of the lesson
- All resources will be posted to the relevant classroom in Google Classroom
- Resources will support guided and independent learning and may well include presentations, worksheets and associated IT resources such a video clips
- Explanations of new ideas or activities may be recorded and shared by teachers to support student understanding
- Teachers will provide regular feedback of the work they have asked to be submitted in line with the school's marking policy
- Pastoral teams will support students with well being checks for students who are self isolating
- If a parent requires further technical support or support with their child's online learning then they should contact info@stepneyallsaints.school.

Full closure

In the case of full closure, the school may need to review the curriculum structure and provision. Detailed guidance will be given to all students, families and teachers to support the provision in these circumstances. Guidance will be given to students and parents via the school website and Google Classroom and to staff via the school's email system.

- All students should be following their normal timetable and parents should encourage their child to maintain good learning routines including following the timings of the school day
- Students will be expected to join a live lesson via Google Meet; an invite will be available in their relevant Google Classroom or details of the Google Meet will be posted there
- Live lessons will provide real time teaching and support for students. A typical live

lesson will follow the following outline:
- ○ Live input – registers, live introduction of the lesson or a recorded video to introduce the lesson
- ○ Student application/independent work
- ○ Feedback and reviewing of learning
- Staff will be online for the duration of the lesson to provide support and feedback to students as needed
- All resources will be posted to the relevant classroom in <u>Google Classroom</u>.
- Resources will support guided and independent learning and may well include presentations, worksheets and associated IT resources such a video clips
- Explanations of new ideas or activities may be recorded and shared by teachers to support student understanding
- Teachers will provide regular feedback of the work they have asked to be submitted in line with the school's marking policy
- Pastoral teams will support remote learning and will coordinate well being checks to support students who are self isolating in their year group
- If a parent requires further technical support or support with their child's online learning then they should contact info@stepneyallsaints.school.

3 Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between the school's normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- o Setting work for each class in accordance with the plans above
- o Resources for lessons should be set for 9am each day and explained during the live elements of the lesson (when applicable)
- o All work should be set on Google Classroom
- o Providing feedback digitally to submitted work in line with the school's marking policy
- o Monitoring attendance in live lessons and follow up this absence with parents via email or phone calls
- o Monitor students' engagement and submission of work and report any issues via the school's remote monitoring system
- o Co-ordinating with your head of department, teachers with specific teaching and learning responsibilities i.e. Key Stage responsibility holders for guidance on teaching sequences, schemes of learning, resources etc
- o Planning and delivering live lessons following school guidelines on live lessons; using the safeguarding guidance for live lessons.

3.2 Heads of department

Alongside their teaching responsibilities, subject leads are responsible for:

- Adapting teaching sequences and co-ordinating the adaption of schemes of learning in the event of a full school closure where all staff and students are working from home for a prolonged period of time

- Co-ordinate virtual meetings with staff to support staff in the preparation and delivery of lessons/live lessons

- Monitor Google Classrooms across their subjects to check work is being set in accordance with this policy

- Working with other Middle Leaders and Senior Leaders to set a strategic plan for the development of the curriculum and apply this to their area of responsibility

- Alerting teachers to resources they can use to teach their subject remotely

- Monitor remote learning and provide feedback to the department and SLT

- HOYs will work with DHT, AHT and AAHT for progress, to follow up any lack of engagement from students in their year groups using BPOS to intervene where needed

3.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- The DHT and AHT for Curriculum, Learning and Teaching will co-ordinate the remote learning approach across the school

- The DHT and AHT for Curriculum, Learning and Teaching will monitor the effectiveness of remote learning through regular meetings with teachers and subject leaders, showcasing best practice and conducting student voice

- The DHT, AHT and AAHT for progress will monitor student engagement via the school's remote monitoring system and work with HOYs and BPOs to follow up any lack of engagement

- The AAHT for virtual learning will monitor the security of remote learning systems providing support where needed

- All senior leaders will monitor the remote learning provision within the departments they line manage.

3.4 IT staff

The AAHT for virtual learning and IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they're experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting students and parents with accessing the internet or devices

3.5 Students and parents

Staff can expect students learning remotely to:
- Be contactable during the school day

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers by posting questions in the relevant Google Classroom or by sending an email using the school's email system

- Alert teachers if they're not able to complete work

- Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work

- Seek help from the school if they need it by contacting the school via info@stepneyallsaints.school

Keeping Safe Online- advice for parents

Further details about safeguarding and keeping children safe online can be found in the school's safeguarding policy. The guidance below is a brief outline to support parents if they have any concerns when students are working online.

Parents and carers play a key role in supporting children to learn about how to stay safe online, and they are one of the first people children turn to if things go wrong.

Guidance on safe internet use for parents is provide on the school website - https://stepneyallsaints.school/for-students/safety-information/

The schools online safety policy can be found in the safeguarding policy section of the school website.

- Where a parent has a concern which cannot be dealt with by the school or out of hours:
- If a parent is worried that a child is in immediate danger they must call the police on 999 straight away.
- For bullying the NSPCC helpline for professionals and parents on 0808 800 5000 at any time.
- Fear of sexual abuse and grooming online should be reported to CEOP - https://www.ceop.police.uk/safety-centre/