

## Remote Learning Policy

January 2021

### Remote education: aims

The aim of our remote provision is to:

- Provide an educational experience which replicates, as closely as possible, the content, challenge, support and opportunities of the planned in-school curriculum,
- Support students' development through the continuation of contact, assessment and feedback in line with the planned in-school curriculum,
- Maintain the development of students in line with our Christian values of Wisdom, Optimism, Resilience, Kindness and Service, and
- Support students' physical and mental well-being during any period of isolation through pastoral care, tutor time, Acts of Worship and PE activities.

### Remote education for students who are isolating as an individual

Families will communicate to the school that an individual student is isolating as a result of suspected or confirmed COVID and attendance marks will be amended to reflect this. On the first day of absence, students will be sent a Home Learning information pack which outlines how to access the work that they would have undertaken in school:

#### Junior School

- Individual work will be sent home to students for completion at home to enable them to study the same content as students in school. This will be done through Teams as well as emails to parents.
- During remote learning, students can work in their exercise books or folders if they have them with them. If they do not have these resources, students should work on paper and then add this to their book when they return to school.

#### Years 7-11

- Work for curriculum lessons can be accessed by the individual via the school Keep Up site. Copies of all resources used in school lessons will be available to isolating students within this site, and this should be accessed by students in line with their usual timetable during their isolation period.
- Homework will be set via Show My Homework for all students (both those attending school and those who are learning remotely) and students who are isolating should continue to undertake all tasks set.
- During remote learning, students can work in their exercise books or folders if they have them with them. If they do not have these resources, students should work on paper and then add this to their book when they return to school.

#### Years 12-13

- Work for curriculum lessons can be accessed by the individual via the school Keep Up site. Copies of all resources used in school lessons will be available to isolating students within this site, and this should be accessed by students in line with their usual timetable during their isolation period.
- On the first day of their isolation, students are asked to contact their subject teachers to ask whether they should complete work from the Keep Up site, or whether teachers will send work to them individually by email. In many cases, teachers will liaise with individual isolating students to ensure that the work set is personalised and to enable feedback to be offered. Some teachers will be able to livestream their lessons via a webcam so that students at home can experience the same lesson and delivery as students who are working in school.
- Homework will be set via Show My Homework for all students (both those attending school and those who are learning remotely) and students who are isolating should continue to undertake all tasks set.
- During remote learning, students can work in their exercise books or folders if they have them with them. If they do not have these resources, students should work on paper and then add this to their book when they return to school.

## Remote education for students who are isolating as a large group (i.e. identified by school)

The school may have need to identify a larger group of students who are required to isolate as a result of being a close contact of a confirmed case of COVID. In this case, families will be contacted and students will remain at or return to their home at the earliest opportunity.

If students return home from a partial day in school, work for students will be set on Show My Homework for the remainder of the school day by their class teachers where possible. In Junior School this will be done through Teams and by email to parents.

On the first full day of a student's absence, students will be sent a Home Learning information pack which outlines how to access the work that they would have undertaken in school:

- Where possible, when a significant number of students are isolating from the same year group, a timetable of live lessons will be available for students to attend from home via Teams. This may be bespoke lessons which are provided for the isolating cohort, live streaming of the usual lessons which are taking place in school, or a combination of the above. For each cohort of isolating students, provision will be reviewed, secured and communicated to students and families through the Home Learning information pack.
- Work for curriculum lessons can be accessed by the individual via the school Keep Up site. Copies of all resources used in school lessons will be available to isolating students within this site, and this should be accessed by students in line with their usual timetable during their isolation period.
- For students in the Junior School, work will be sent by email to parents and through Teams.
- Homework will be set via Show My Homework for all students in the senior school (both those attending school and those who are learning remotely) and students who are isolating should continue to undertake all tasks set.
- During remote learning, students can work in their exercise books or folders if they have them with them. If they do not have these resources, students should work on paper and then add this to their book when they return to school.

## Remote education when a whole year group or the whole school is operating remotely

When school is required to operate remotely for all students or some year groups as a result of local or national guidance, remote education will be delivered.

At the start of any remote education period, the remote learning provision for each year group will be shared with students and their families by email in the form of a Home Learning information pack, and will be accessible from the school website.

### Junior School

- Parents will receive a daily email containing the materials and resources needed for each day's learning.
- Files will also be available on students' individual Teams accounts.
- Students will access their lessons remotely using a device; ideally a laptop or tablet, but a mobile phone could also be used. Students without access to these resources may be eligible for support, as outlined later in this document.
- Live sessions for Core subjects will be delivered through Teams by the Junior School teachers. There will be one such session at 9:00am every school day and a follow-up session each afternoon. The timing of the afternoon session will be published in students' calendars in Teams.
- Other subjects will also deliver live sessions through Teams and the students will be invited to these in their Teams calendar.
- A code of conduct for online lessons will be shared with students within the Home Learning information packs:
  - Only connect to Teams using your school account,
  - Do not screengrab/screenshot any of the session,
  - Only write comments or questions which support your learning and are relevant to the session,
  - Be kind and supportive to others at all times, including to your teacher.
  - Remember to mute your microphones
  - Raise your hand and take turns to speak
- Throughout an extended period of remote learning, students will continue to receive feedback from their teachers. Students email work to their teachers and feedback on the work is sent back.
- Throughout an extended period of remote learning, teachers will continue to report on students' progress through Assessment Points, Reports and Parents' Evenings. The dates of these events may change if required as a result of any remote learning period.
- Tutor time will continue to be delivered throughout the week with a range of activities that develop student mental and spiritual wellbeing including:
  - Wellbeing catch-up at the start of each day
  - Weekly Acts of Worship delivered by the School Chaplain
  - Discussions centred on the current challenges

### Years 7, 8 and 9

- The Keep Up site will be central to the delivery of remote learning. This is a secure sharepoint site which can be accessed by students. The Keep Up site will contain copies of the Home Learning information packs for each year group, learning resources for all subject areas, tutor time and wellbeing, and a timetable of provision.
- In each year group, all students will follow a central timetable. This timetable will be identical in balance and time allocation to their school timetable, but lessons may take place at different times during the week to a student's usual timetable.
- Students will access their lessons remotely using a device; ideally a laptop or tablet, but a mobile phone could also be used. Students without access to these resources may be eligible for support, as outlined later in this document.
- Students will receive 24 one-hour lessons per week, in addition to 5 20-minute tutor periods.
- An exemplar timetable is below:

Day Dates	Monday A 18/1, 1/2	Tuesday A 19/1, 2/2	Wednesday A 20/1, 3/2	Thursday A 7/1, 21/1, 4/2	Friday A 8/1, 22/1, 5/2	Monday B 11/1, 25/1, 8/2	Tuesday B 12/1, 26/1, 9/2	Wednesday B 13/1, 27/1, 10/2	Thursday B 13/1, 28/1, 11/2	Friday B 15/1, 29/1, 12/2
Period 1	Spanish 8.50am	Maths 8.50am	English 8.50am	PE - not live (check PE Keep Up site)	IT 8.50am	Music 8.50am	Science 8.50am	Maths 8.50am	Geography 8.50am	Science 8.50am
Period 2	Tutor - live tutor session via Teams - check your calendar	Tutor - Act of Worship - via link in Keep Up links site	Spanish 10.10 am	Tutor - Act of Worship - via link in Keep Up links site	Tutor - live notices via link in Keep Up links site	Tutor - live tutor session via Teams - check your calendar	Tutor - Act of Worship - via link in Keep Up links site	Music 10.10 am	Tutor - Act of Worship - via link in Keep Up links site	Tutor - live notices via link in Keep Up links site
Period 3	English 10.30 am	English 10.30 am	Tutor - Reading at home	English 10.30 am	PE - not live (check PE Keep Up site)	Maths 10.30 am	English 10.30 am	Tutor - Reading at home	English 10.30 am	Spanish 10.30 am
Period 4	Religious Studies 11.30 am	Science 11.30 am	Technology 12.00 pm	History 11.30 am	Science 11.30 am	Art 11.30 am	Maths 11.30 am	English 12.00 pm	Spanish 11.30 am	English 11.30 am
Period 5	Maths 1.00 pm	Drama 1.00 pm	History 1.00 pm	Geography 1.00 pm	Maths 1.00 pm	Science 1.00 pm	PE - not live (check PE Keep Up site)	Art 1.00 pm	Technology 1.00 pm	PE - not live (check PE Keep Up site)
Period 6	Science 2.00 pm	Religious Studies 2.00 pm	N/A	Religious Studies 2.00 pm	Technology 2.00 pm	Geography 2.00 pm	IT 2.00 pm	N/A	Technology 2.00 pm	History 2.00 pm

- Each curriculum lesson will be delivered by one teacher, and broadcast to all students within the year group simultaneously. These lessons will be delivered via Microsoft Teams Events and students will be asked to attend each lesson 'live' as it happens.
- A code of conduct for online lessons will be shared with students within the Home Learning information packs:
  - Only connect to Teams using your school account,
  - Do not screengrab/screenshot any of the session,
  - Only write comments or questions which support your learning and are relevant to the session,
  - Be kind and supportive to others at all times, including to your teacher.
- Within the Keep Up site, a daily timetable will be provided to students with links for each lesson. Students will access their live lessons by clicking on the relevant links, which will take them to the Live Event. Once the live lesson has ended, a recording of the lesson will be available to students from the same link. This enables students to watch the lesson back or rewind to a specific point if they require further input.
- During each lesson, a teacher will deliver a live 15-20 minute introductory lesson to students. During this time, students will watch the lesson, and have the opportunity to ask questions about their learning via a Q and A facility. Students cannot be seen by each other or by the teacher, and cannot chat with each other during their lessons, which encourages individuals to focus on the lesson and their learning.
- Following the introduction, a task will be set for students to complete. This task will be explained during the live lesson and will be available to students within the Keep Up site. Students should complete this task during the remainder of the time allocated for the lesson. Work should be completed in exercise books if students have this, or on paper.
- PE lessons will not be delivered live to enable students to take a screen break. PE activities will centre around physical activity to maintain students' wellbeing, and will take place in the form of year group challenges which will be tracked and celebrated throughout the week using social media.
- Throughout an extended period of remote learning, students will continue to receive feedback from their class teachers. Students will be asked to submit some tasks to their class teachers using Teams Assignments. Feedback will be received every 2 weeks for core subjects (English, Maths, Science and MFL) and every 4 weeks for other subjects (Geography, History, Religious Studies, Music, Art, Drama, Technology and IT). This feedback will be staggered so that students receive regular feedback throughout each week.
- Throughout an extended period of remote learning, teachers will continue to report on students' progress through Assessment Points, Reports and Parents' Evenings. The dates of these events may change if required as a result of any remote learning period.
- Tutor time will continue to be delivered throughout the week with a range of activities that develop student mental and spiritual wellbeing:
  - Monday – live tutor time, including interaction with tutor via Teams.
  - Tuesday – Act of Worship: Thought for the Week
  - Wednesday – individual reading/follow up conversation for key students.

- Thursday – Act of Worship
- Friday – Live tutor notices.

### Years 10, 11, 12 and 13

- The Keep Up site will be central to the delivery of remote learning. This is a secure sharepoint site which can be accessed by students. The Keep Up site will contain copies of the Home Learning information packs for each year group, learning resources for all subject areas, tutor time and wellbeing.
- In each year group, all students will follow their usual school timetable. Copies of students' timetables will be shared digitally with them at the start of any period of remote provision.
- Students will access their lessons remotely using a device; ideally a laptop or tablet, but a mobile phone could also be used. Students without access to these resources may be eligible for support, as outlined later in this document.
- Students will receive 24 one-hour lessons per week, in addition to 5 20-minute tutor periods.
- For each subject, students will be added to a class group within Microsoft Teams which will contain all students within that teaching group and the class teacher(s). This group is the location where lessons will take place and is also a place where students can ask questions during lessons.
- Lessons will be delivered by a student's usual teacher. These lessons will be delivered via Microsoft Teams and students will be asked to attend each lesson 'live' as it happens. In some cases, lessons may be hosted via Zoom – in this case, students will be notified by email and within their Team of the link for the lesson. Lessons delivered within teams are not recorded.
- A code of conduct for online learning will be shared with students within the Home Learning information pack:
  - Keep your camera on and mute your microphone(unless you have been invited to speak),
  - Do not interact with any other participants or use your mobile phone during the online sessions
  - Make sure that you are dressed appropriately and have no inappropriate items visible on your screen,
  - If you have a question, please 'raise your hand' using the button on your control panel,
  - Only connect to Teams using your school account,
  - Do not screengrab/screenshot/record any of the session,
  - Only write comments or questions which support your learning and are relevant to the session,
  - Be kind and supportive to others at all times, including to your teacher.
- Each lesson will last for one hour, with 20-60 minutes of this being live delivery by the class teacher. As in school, lesson activities will be varied and may include teacher instruction, group discussion, individual and group questioning, group work (using a break out room facility), modelling of tasks, assessment for learning and tasks for students to complete independently.
- Students will complete learning tasks during the allocated time for each lesson. These may take place during the live session, or after it has ended, as instructed by the teacher.
- Within Teams lessons, students can be seen by each other. There is a chat function which should be used by students to discuss matters related to their learning only.
- Work should be completed in exercise books/folders if students have them, or on paper.
- Games lessons for Years 10-11 will not be delivered live to enable students to take a screen break. PE activities will centre around physical activity to maintain students' wellbeing, and will take place in the form of year group challenges which will be tracked and celebrated throughout the week using social media.
- Throughout an extended period of remote learning, students will continue to receive feedback from their class teachers. Students will be asked to submit some tasks to their class teachers using Teams Assignments. Feedback that will be given by student's class teachers regularly and in line with usual school departmental marking and feedback policies.
- This feedback will be staggered so that students receive regular feedback throughout each week.
- Year 10-11 Tutor time will continue to be delivered throughout the week with a range of activities that develop student mental and spiritual wellbeing:
  - Monday – live tutor time, including interaction with tutor via Teams.
  - Tuesday – Act of Worship: Thought for the Week
  - Wednesday – individual reading/follow up conversation for key students.
  - Thursday – Act of Worship
  - Friday – Live tutor notices.
- Year 12-13 Tutor time will continue to be delivered via a live session once per week for each year group, as arranged and communicated by Sixth Form tutors.

### Monitoring of attendance and engagement

At KS2, registers will be taken each morning and afternoon using our school attendance programme 'SIMS'. At KS3, attendance at live sessions is monitored by the tracking of overall attendance numbers, and a range of 'spot checks' of student attendance at individual live sessions. At KS4 and KS5, registers will be taken for each live session using our school attendance programme 'SIMS'.

Engagement will also be monitored through the submission of work for feedback. Where a student is not attending and/or completing tasks, the pastoral team will identify any individuals and will work with students and families to explore how students can be supported to attend and engage with work.

### Remote education for key worker children and vulnerable children

When school is required to operate remotely for all students or some year groups as a result of local or national guidance, the school building may remain open for children of key workers and vulnerable children.

Students in these categories who attend school will be supervised and will broadly engage with the online provision as above. Some lessons may be supervised by subject teachers, subject to their availability. In addition, their PE lessons will be delivered face-to-face by the PE team where possible.

## Support for students

During periods of remote provision, the school will continue to provide support for students. Within the Home Learning information pack, sources of support for students will be identified. The first point of contact and support for a student and their family is their tutor (or teacher in Junior School). In addition, some students may also require additional support:

### Wellbeing and pastoral support

Pastoral Support Assistants for each year group will continue to work with students who had been identified as requiring support prior to the remote learning period, and those who develop a need for support as a result of the remote learning period. Students can be referred to their Pastoral Support Assistant by themselves, a parent, any member of staff or key external agencies. Pastoral Support Assistants will use a range of strategies to deliver support including regular contact with students and their families by email and phone calls, support with accessing learning and referral to other sources of support.

Tutor time activities will be provided each day for KS3 and KS4 students, and each week for KS5 students. Each week, students will participate in a live and interactive tutor session with their tutor via Teams to enable individuals to receive any support which they may require.

Wellbeing resources will be made available to students and their families through the Home Learning information packs, the Keep Up site, the tutor programme and in our regular communications with students and families.

### Access to technology and devices

Students will require an electronic device (a laptop, computer, tablet or mobile phone) to access remote provision. Students who do not have a device or who do not have access to the internet can contact the school, who may be able to provide a device or a SIM card with data, subject to availability. The distribution of these resources is managed centrally.

All students have access to Microsoft Programmes through their Office 365 account. These can be accessed by students by logging in to office.com.

Mrs Lucie Eaton is available to support individuals with accessing remote provision where required – students can be referred for her support by themselves, their families and school staff.

### Vulnerable students

Vulnerable students will be identified by Phil Rowson, Assistant Head Pastoral. The pastoral team (including, but not limited to, Pastoral Support Assistants, the Assistant Head Pastoral) will maintain regular contact with vulnerable children and their families to ensure that students are able to engage with remote provision and to identify any barriers to progress and wellbeing.

### Students with SEND

SEND students will continue to be supported in line with their EHCP and/or needs. This support will be led by Jo Woodhouse, SENDCO and CTL Learning Support. During remote provision, this may be delivered through differentiated work and resources, 1:1 support from a SENSEA and/or regular contact from a student's Key Worker.

## Communication with students and families

Throughout a period of remote provision, the primary mechanism of support for students and families will be regular and centralised emails. In addition, parent briefings will be delivered by the Head Teacher and our newsletter will continue to communicate key messages.

Students may also receive communications through their school email account and Show My Homework as with face-to-face provision.

Students can contact their class teachers by email (KS3), or through their Teams account (KS2, KS4 and KS5).

