

## REMOTE TEACHING AND LEARNING POLICY IN RESPONSE TO COVID 19

Updated 9.11.20

The purposes of this policy are:

- To outline procedures and practice for students during lockdown period or are self-isolating, and are otherwise fit and healthy, to continue with their academic program
- To outline procedures and practice for staff during lockdown or self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on student work as part of a normal academic program
- To provide parents/carers with guidance to home learning

### **Remote learning for students whilst in lockdown or in self-isolation**

During any such period, the academy will make sure that education is provided remotely (online) so no-one need fall behind. This policy summarises the provision of remote learning for students in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

### **Blended Learning**

If groups/classes of students are required to self-isolate the academy, will provide live online lessons for whole classes in isolation following the academic timetable. Work will also be set for those without IT access via Edulink. Live lessons will be delivered via Teams, which students can access through their Office 365 account.

### **Live Online Teaching and Learning**

If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:

Staff will record the length, time, date and attendance of any online lessons/contact held or made. Details to be submitted to Subject Leader.

Under no circumstance will there be a 1:1 session.

Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.

Staff will agree online behaviour expectations with learners at the start of lessons.

All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.

Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.

Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.

If live streaming, staff will mute and/or disable learners' microphones and camera if a student fails to comply with the policy.

## **Expectations for Remote Teaching and Learning**

### **Students are expected:**

- Students who are not ill should retain a structure to their working day starting with an initial check of their school email account and Edulink.
- Students should login into Teams with all relevant exercise books ready for the days lessons.
- Where online live lessons are not accessible KS3 students should endeavour to complete English, Maths and Science as a priority. KS4 and KS5 students should give equal time to all subjects
- Students should complete all set work and, if requested, submit work to relevant teacher in a format as advised by their teacher
- Students can communicate with their teachers and ask questions in 'live' lessons if they do not understand/require help. Alternatively, they may need to email the teacher as appropriate if they are having difficulties.
- Students should use live chat box on teams appropriately respecting all participants.

### **Teachers are expected:**

- It is recognised that teachers will have to cover their normal timetabled lessons, however work for these classes maybe developed and distributed by the department as a group.
- Teachers should endeavour to cover the curriculum as outlined in long term plans and prioritise key curriculum skills and knowledge
- Teachers will set work on Edulink when online lessons are unavailable
- Feedback should be given within normal school expectation, however exemplary student participation should be noted and rewarded accordingly
- If a member of staff is required to self-isolate, they are expected to follow the normal guidelines for planned absence, however the Subject Leader will take responsibility for setting appropriate work
- If a member is required to self-isolate and is not ill they are expected to deliver live lessons from home.

### **Subject Leaders are expected to:**

- Fulfil expectations of a normal classroom teacher
- Regularly check department work set on Edulink for students who are self-isolating
- Regularly check in with their teams to ensure that staff are consistent in their approaches and notice any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.

### **AEN are expected to:**

- Connect with parents and/or students who receive one-to-one SEN support and to check how they are coping with the home learning.
- The SENCO will coordinate the SEN teachers to reach out to students/staff and provide guidance/feedback as necessary.

### **Parents/carers are expected to:**

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Contact the student's tutor or relevant member of staff if there are any concerns.