

# Parkstone Grammar School



## REMOTE LEARNING POLICY

<b>Date approved:</b>	December 2020
<b>Approved by:</b>	Curriculum and Student Matters Committee
<b>Date of next review:</b>	December 2021
<b>Type of policy</b>	Statutory



# REMOTE LEARNING

## AIMS

- To provide guidance and expectations for remote learning where there is a class or year group of students that need to self-isolate, or there is a local lockdown requiring students to remain at home.

## REMOTE LEARNING EXPECTATIONS

- Between 08:25 - 08:45 there will be a reduced tutor period (08:45-08:55 will be student’s daily planning time).  
Tuesday – live audio or video discussion based on debate for the week.  
Monday, Wednesday-Friday – Individual contact will be made with students. All students should receive at least 1 personalised email from their tutor over a 2 week period.
- All students will receive 1 email per subject before 08:45 with instructions on what work they are to do that day.  
The title line of the email will state the year, subject and period e.g. Year 10 Maths Period 2  
The email will contain the exact instruction box below:

<b>Location of the work</b>	
<b>Instructions</b>	
<b>The maximum time you should spend on each task:</b>	
<b>Is there a live lesson?</b>	<b>Yes/No</b> <b>Time:</b>
<b>Does anything need to be handed in? (if yes: what needs to be handed in, when does it need to be handed in and how should this be submitted)</b>	<b>Yes/No</b> <b>What:</b> <b>When:</b> <b>How:</b>

- Work will be set on Microsoft Teams or sent by email, and will be available for students at the time they would normally have their timetabled lesson.
- All students will receive at least 1 live audio or video lesson per fortnight in each subject. Live lessons will be limited to 45 minutes.



- Students will have no more than 1 lesson per week in each subject with no audio or video input (live or pre-recorded).
- No projects, revision or independent research will be set unless integral to the Scheme of Work or curriculum at that time.
- Lessons will aim to meet the same objectives as would be covered in the classroom.
- All communication between students and staff will only be via school email or Microsoft Teams.
- The in class same assessment/submission schedule that is planned will continue, and students will be expected to submit work online where relevant.
- Students will not be required to print any resources.

### **Procedure should students not be attending live lessons or engaging with work**

- In the first instance the teacher will message the student by email offering them any support.
- If the student does not reply or engage with work after this the teacher will then make contact with parents/carers.
- If there is still no improvement contact will be made by either the Head of Year of relevant Head of Department (this will be agreed based on whether the concern is raised in one or multiple subjects).

### **WHAT MUST EVERYONE DO TO UPHOLD AND ENFORCE THE POLICY?**

#### **Tutors**

- Maintain the reduced tutor time delivery and individual contact with tutees.
- Report any attendance concerns or pastoral concerns to relevant staff.
- Report any safeguarding concerns in line with the Child Protection & Safeguarding Policy

#### **Heads of Year & Assistant Heads of Year**

- Follow up any pastoral or attendance concerns.
- Agree any follow up action with Heads of Department when students aren't engaging with work.
- Report any safeguarding concerns in line with the Child Protection & Safeguarding Policy.

#### **Teachers Across the Curriculum**

- Provide work and feedback as outlined in the 'Expectations' section of this document.
- Report any safeguarding concerns in line with the Child Protection & Safeguarding Policy.
- Follow up with students who have not attended live lessons or engaged with work.
- Liaise with Head of Department and the respective Head of Year if after contact with student and parents (as outlined in this policy) there is no engagement in work.
- Adhere to the department plan for remote learning.



## Heads of Department

- Ensure the plan for remote learning for the department is shared with staff and monitored.
- Continually monitor and review the curriculum to ensure it is meeting the needs of students.
- Ensure department staff are providing work and feedback as outlined in the 'Expectations' section of this document.
- Agree any follow up action with Heads of Department when students aren't engaging with work.

## SENDCo

- Will ensure that support is still coordinated for students on the SEND register where needed.
- To monitor the work set for SEND students in line with IEPs.

## IT Network Manager & IT Team

- Fix any issues with Microsoft Teams.
- To continue to provide relevant access to training and updates for staff and students.
- Support staff with any technical issues, as well as students and parents when referred by staff.
- Review the security of Microsoft Teams, flagging any issues to the Leadership Group; or if relevant to GDPR to the Business Manager.

## Leadership Group

- Coordinate the remote learning approach across the school.
- Monitor the effectiveness of remote learning through their line management meetings with Head of Department and Heads of Year.
- Work with the IT Manager and Business Manager to ensure the security of remote learning systems.
- Review this policy termly, ensuring any significant amendments are reported to the Governing Body.
- Will liaise with Heads of Year and make contact with parents of any students where there has been no or very little engagement.

## Governors

- Ensure that they continue to monitor Teaching & Learning within the school through the Teaching & Learning Policy as well as the Remote Learning Policy.

## Students

- To adhere to behavioural expectations, specifically expectations in 'Behaviour Appendix 2' relating to online lessons.
- To attend the reduced online tutor time every morning, and attend all live lessons throughout the school day.
- To complete class work that is set.
- To submit any work online to teachers that is requested.



## Parents/Carers

- Should promote good learning habits at home.
- Ensure that it is only the students themselves joining in with the lesson, no other family members should be involved.
- Engage with any contact made by staff to yourselves to support or engage a student with remote learning.

## SAFEGUARDING

If a member of staff is concerned about any student, then they should follow usual protocols for informing the safeguarding team as outlined in the Child Protection & Safeguarding Policy. A member of the safeguarding team or Leadership Group will be available throughout each working day to receive concerns. If the DSL is unavailable or you do not receive a response, please contact a member the safeguarding team or Leadership Group.

## EQUAL OPPORTUNITIES

An assessment of resources has taken place to ensure all students can access remote learning.

As with classwork students may have additional support from their class teacher, or additional pastoral or SEND support to ensure all students can access remote education.

## MONITORING

We will review this policy as guidance from Department for Education is updated.

## LINKED POLICIES

Behaviour Policy & Behaviour Appendums  
Child Protection & Safeguarding Policy  
GDPR Policy  
Internet & Email Acceptable Use Policy – STAFF  
Internet & Email Acceptable Use Policy – STUDENT

## WHO SHOULD PEOPLE CONTACT IF THEY HAVE A QUESTION ABOUT THIS POLICY OR A SUGGESTION FOR IMPROVEMENT?

Leadership Group member responsible for the Remote Learning Policy  
Parkstone Grammar School  
Sopers Lane  
Poole BH17 7EP