Parkstone Grammar School

REMOTE LEARNING POLICY

Date approved:	December 2023
Approved by:	Curriculum and Student Matters Committee
Date of next review:	2024/25
Type of policy	Non-Statutory

REMOTE LEARNING

AIMS

To provide guidance and expectations for remote learning in cases where it is not possible or contrary to government guidance for some or all students to attend face-to-face education.

REASONS & EXPECTATIONS

Attendance is mandatory for all students and remote education will only be provided to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:
- occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness. Remote education is only considered as a last resort and a short-term solution as part of a plan to reintegrate back to school.

In these circumstances students will have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning.

WHOLE SCHOOL CLOSURE

- Students will be provided with the same curriculum content as if they were learning within school.
- All lesson instructions will be provided by email before 08:45 to enable students to complete work in line with their school timetable.
- The email will contain the exact instruction box below:

Location of the work	
Instructions	
The maximum time you should spend on each task:	
Is there a live lesson?	Yes/No Time:
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)	Yes/No What: When: How:

- Students will receive live learning or tasks to last the equivalent of their timetabled day. Therefore, if a student has 5 hours timetabled for that day, not including tutor time, they should receive the equivalent 5 hours of remote learning.
- Access will be required to Microsoft Teams and a school email account. Live lessons will be run through Microsoft Teams.
- Students will need to attend a reduced tutor time every day between 08:25 and 08:45.
- Students will receive at least 1 live audio or video lesson per fortnight in each subject, and will have no more than 1 lesson per week in each subject with no audio or video input (live or pre-recorded). Live lessons will be limited to 45 minutes.
- When attending a live lesson students will need to mute or unmute their microphone as instructed by the teacher to participate or listen in the lesson where appropriate. In some live lessons teachers may tell students they can switch on their cameras, if this is useful to share work or during group activities for example; this decision to switch their camera on is ultimately the student's choice though and there is no expectation that they must do this.
- In addition to live lessons the following lesson content/resources may be provided:
  - Recorded lessons from the class teacher or member of the subject department (video/audio)
  - Recorded teaching from an external source
  - Tasks/assignments involving a student's textbook, pre-issued resources or electronic resources available on Microsoft Teams
  - Website links to appropriate reading material, tasks, assignments or supportive videos
- Students will be expected to submit work in line with the same assessment schedule and deadlines as if lessons were still running in school. Teachers will give clear instructions on how work is to be submitted.
- Even if a lesson is not live, or the live elements of the lesson are shorter that 45 minutes, teachers will still be available for the period of the lesson via email (or through Teams if they have given specific instructions for this) to answer any queries students may have about the work.
- Students will continue to receive feedback in a variety of ways for their work. During remote learning this could be either through instantly delivered test scores, whole class feedback, email, scanned marked work, verbal feedback or Team's assignment function. Feedback will be given in some form whenever work is submitted.
- No homework will be set for students in Years 7-11 with the exception of personal revision.
- Sixth Form homework will be limited to 2 hours per subject per week.
- If a student has no access or limited access to WIFI or a laptop/tablet students will be loaned a school laptop, where possible, or work will be sent via post. If sent by post, individual arrangements will then be made to submit work.
- Students are expected to engage with all work set and all morning tutor time sessions. If a student is unwell parents should notify the school immediately.
- If a student's engagement is a concern parents will be contacted in line with the procedure in the 'Remote Learning Policy'.
- If a student has SEND, IEPs will continue to be followed by teachers with adaptations made, where appropriate, for remote learning. Support programmes will also be put in place for students who need this.

WHOLE YEAR GROUP (OR WHOLE CLASS AT KEY STAGE 3) CLOSURE

- Students will be provided with the same curriculum content that students attending school will receive, this will either be through resources provided or live access to the lesson.
- All lesson instructions will be provided by email before 08:45 to enable students to complete work in line with their school timetable (formatted as in the whole school closure section).

- Students will receive live learning or tasks to last the equivalent of their timetabled day. Therefore, if a student has 5 hours timetabled for that day, not including tutor time, they should receive the equivalent 5 hours of remote learning.
- Access will be required to Microsoft Teams and a school email account. Live lessons will be run through Microsoft Teams.
- Students will need to attend a reduced tutor time every day between 08:25 and 08:45.
- Students will receive at least 1 live audio or video lesson per fortnight in each subject, and will have no more than 1 lesson per week in each subject with no audio or video input (live or pre-recorded). Live lessons will be limited to 45 minutes.
- When attending a live lesson, students will need to mute or unmute their microphone, as instructed by the teacher, to participate or listen in the lesson where appropriate. In some live lessons teachers may tell students they can switch on their cameras, if this is useful to share work or during group activities for example; this decision to switch their camera on is ultimately a student's choice though and there is no expectation that they must do this.
- In addition to live lessons the following lesson content/resources may be provided:
  - Recorded lessons from the class teacher or member of the subject department (video/audio)
  - Recorded teaching from an external source
  - Tasks/assignments involving a student's textbook, pre-issued resources or electronic resources available on Microsoft Teams
  - Website links to appropriate reading material, tasks, assignments or supportive videos
- Students will be expected to submit work in line with the same assessment schedule and deadlines as if they were in school. Teachers will give clear instructions on how work is to be submitted.
- Even if a lesson is not live, or the live elements of the lesson are shorter that 45 minutes, teachers will still be available for the period of the lesson via email (or through Teams if they have given specific instructions for this) to answer any queries students may have about the work.
- Students will continue to receive feedback in a variety of ways for their work. During remote learning this could be either through instantly delivered tests scores, whole class feedback, email, scanned marked work, verbal feedback or Team's assignment function. Feedback will be given in some form whenever work is submitted.
- No homework will be set for students in Years 7-11 with the exception of personal revision.
- Sixth Form homework will be limited to 2 hours per subject per week.
- If a student has no access or limited access to WIFI or a laptop/tablet students will be loaned a school laptop, where possible, or work will be sent via post. If sent by post, individual arrangements will then be made to submit work.
- Students are expected to engage with all work set and all morning tutor time sessions. If a student is unwell parents should notify the school immediately.
- If a student's engagement is a concern parents will be contacted in line with the procedure in the 'Remote Learning Policy'.
- If a student has SEND, IEPs will continue to be followed by teachers with adaptations made, where appropriate, for remote learning. Support programmes will also be put in place for students who need this.

INDIVIDUAL ISOLATION/PART YEAR GROUP CLOSURE

Where individual students/groups of students cannot attend school but the majority of their peer group remains in school, how remote education is provided will differ from the approach for whole groups. This is due to the challenges of teaching students both at home and in school.

- Students will be provided with the same curriculum content that students attending school will receive, this will either be through resources provided or live access to the lesson.
- All work will be provided, or a live lesson invite sent before the lesson to enable students to complete work in line with their school timetable (the outline of work will be formatted as in the whole school closure section).
- Students will receive live learning or tasks to last the equivalent of their timetabled day. Therefore, if students have 5 hours timetabled for that day, not including tutor time, they should receive the equivalent 5 hours of remote learning.
- Access will be required to Microsoft Teams and a school email account. Live lessons will be run through Microsoft Teams.
- Tutors will make personal contact with tutees at least once
- When attending a live lesson, students will need to mute or unmute their microphone as instructed by the teacher to participate or listen in the lesson where appropriate. In some live lessons teachers may tell students they can switch on their cameras, if this is useful to share work or during group activities for example; this decision to switch their camera on is ultimately a student's choice though and there is no expectation that they must do this.
- In addition to live lessons the following lesson content/resources may be provided:
  - Recorded lessons from the class teacher or member of the subject department (video/audio)
  - Recorded teaching from an external source
  - Tasks/assignments involving a student's textbook, pre-issued resources or electronic resources available on Microsoft Teams
  - Website links to appropriate reading material, tasks, assignments or supportive videos
- Students will be expected to submit work in line with the same assessment schedule and deadlines as if they were in school. Teachers will give clear instructions on how work is to be submitted.
- Students will continue to receive feedback in a variety of ways for their work. During remote learning this could be either through instantly delivered test scores, whole class feedback, email, scanned marked work, verbal feedback or Team's assignment function. Feedback will be given in some form whenever work is submitted.
- If a student has no access or limited access to WIFI or a laptop/tablet then students will be loaned a school laptop, where possible, or work will be sent via post. If sent by post, individual arrangements will then be made to submit work.
- Students are expected to engage with all work set and all morning tutor time sessions. If a student is unwell parents should notify the school immediately.
- If a student's engagement is a concern parents will be contacted in line with the procedure in the 'Remote Learning Policy'.
- If a student has SEND, IEPs will continue to be followed by teachers with adaptations made, where appropriate, for remote learning. Support programmes will also be put in place for students who need this.

INDIVIDUAL STUDENT ON A SHORT-TERM REINTEGRATION PLAN

Remote education might include:

- Work accessed via MS Teams
- Tasks set for a student to complete independently
- Access to online lesson material through trusted online resource providers
- Printed resources or workbooks sent home

Remote learning will be set in line with the frequency and method agreed in the reintegration plan.

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 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 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 annually, 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 - Expectations of students in lessons online are the same for students in class, and in line with the 'Internet & Acceptable Use Policy – Students'. To clarify points more pertinent for video lessons:
    a. Students should be dressed as they would do to leave the house (for example not in pyjamas). They do not need to be wearing school uniform.
    b. Students should be preferably sat at a desk/table, in a quiet area of the house (preferably not their bedroom) and free from distractions.
    c. Students should not photograph or record any section of the lesson under any circumstances. Doing this will result in instant removal from any further live lesson opportunities.
    d. Students should be respectful of other students in the group, and use appropriate language for the classroom environment.
    e. Only the students themselves should be joining in with the lesson, no other family members should be involved. This cannot only be distracting for everyone but also is inappropriate for parents to be viewing other students in the group.

    Any student who does not adhere to appropriate lesson behaviour may be removed from any future live learning opportunities.

- 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
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