



Remote learning policy

Lea Manor High School

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Lea Manor High School Remote learning policy

Rationale:

In the event of a school closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness, assuming students are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms.

Roles and Responsibilities:

Subject/Class teacher is responsible for providing remote learning in line with the school curriculum.

- a) Regular direct instruction from subject teachers, with the ability for students to ask questions online (via cloud based systems)
- b) Setting of the work that students complete. Where written responses are required, these will be completed electronically.
- c) The assessment of specific assignments where feedback is required and completion of SITS or where am I at week will be done electronically.

Students and teachers are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers and will therefore students will not require the printing of material.

Pastoral team and Safeguard team will be responsible for checking up on the welfare of individual students.

SEND team will continue to work with students who have an Education Health Care Plan or additional SEND needs.

Subject/Class Teachers:

When providing remote learning, teachers must be available between 8:45-3:00pm daily. If a teacher is 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:

- Setting work for their classes in line with current curriculum and schemes of learning. Where there is absence, leaders and other teachers may be asked to set cover work for their colleagues.
- The class work set should be sufficient for a 45 minutes lesson. Where PowerPoints are used, they should follow the LMHS template. All work set should take into consideration the different needs and ability including those who are SEND and in receipt of pupil premium.
- In order to support staff well being and reduce work load, as per school request, there should be:
 - One lesson PowerPoint per year group with resources etc adapted to support different ability and need. Where there is a tier i.e. foundation/higher then the expectation is that there are two PowerPoints with adapted resources.
 - In KS3 there is one Google classroom created per department per year group. Each member of the department should be given responsibility to manage this, with overall responsibility resting with the Head of Faculty.
 - In KS4 there is one Google Classroom created per class per department. The class teacher has responsibility to manage this with overall responsibility resting with the Head of Faculty.
- Pupils will be expected to follow their normal school timetable remotely, including breaks.
- Pupils who fail to complete their work or engage with the classroom need to be supported through the school behaviour policy. This will include contacting the parents/Learning Lead/Head of Year or Dean. A communication log is available to clearly outline the contact with home and who is responsible.

Platform to share and upload resources:

- All lesson resources should be uploaded and shared via Google classroom. Codes to the classroom should be given to Assistant Head Outcomes Mr Campbell. These can be accessed via school website.
- All lessons with a LMHS PowerPoint must have accompanied audio or video instructions per slide. Please see Google drive Remote Learning folder for further detail.
- All lessons that require live delivery will be delivered via Google Meets in each classroom.
- Where other cloud based systems or online software is used, links to these need to be uploaded to the Google classroom for pupils to access.

Feedback and SITS:

- Where SITS fall into the same time that pupils are self-isolating, then they must be completed online. This can be delivered through a range of methods.
- SITS feedback should be given within a week of submission. Pupils should know their strengths and improvements in line with the curriculum and schemes of learning. These need to be highlighted on the SITS feedback sheet.
- Subject teachers will need to respond to questions submitted on the Google classroom or through email during working hours. No emails should be sent before 7am or after 6pm.
- Subject teachers may find using Google form, Google classroom assignment quiz and other self-marking tools useful in providing pupils with instant feedback.
- Any SITS completed will need to be recorded on Go4schools to keep a record of pupils who have completed SITS. Please do not enter numerical data, rather Y/N to indicate whether the SITS has been completed. This information will be used by leadership to track and monitor frequency of SITS.

Delivering live lessons:

- Subject teachers may need to deliver live lessons. Google Meets and Zoom are the platforms that allow for resources to be shared, teachers to provide exposition and pupils to ask questions in real time.
- Pupils will be provided with details sessions via Google classroom and will be expected to participate in them if they are asked and able to do.

Attending virtual meetings and delivering lessons live:

- Dress code for all meetings and delivery of lessons is smart professional attire.
- Avoid areas with back ground noise or imagery which may be personal.
- Where possible, please have the LMHS background displayed to ensure your safety is protected.
- Mobile phones and devices which do not form part of the meeting and delivery of the lesson should not be visible to the pupils or staff.
- Please have a note book and pen when attending meetings to make notes of relevant changes or key action points.

Leadership team

Heads of Faculty, Keystage coordinators, Heads of Department, 2nd in Department, Lead Practitioners.

Alongside their teaching responsibilities, Leadership team are responsible for:

- Ensure all lessons delivered remotely are in line with the curriculum, schemes of learning and that extended learning is used to support this.

- Working with teachers to make sure all work set is appropriate and consistent. Where concerns are raised, these are addressed swiftly and reported to SLT link.
- Monitoring the remote work and Google classroom set by the teachers in their subject. Each lesson a register is taken on Go4schools and pupils who do not attend have their parents/carers contacted.
- Working with the wider leadership team and senior leaders to make sure teachers in their teams are following school policies and procedures.

Support for pupils with SEND and EAL

- Teachers should ensure that work is differentiated as required for all learners when setting remote learning tasks.
- Profiles are available for SEND pupils on EDUKEY Provision Map for all staff and advice can be sought from the Inclusion team.
- In addition, the keyworkers will maintain contact with pupils on their lists requiring regular support, by email or phone with parents/pupils and feed back to teachers if required.
- All pupils and parents can follow normal school procedure and contact teacher and/or learning lead with concerns or if in need of extra support.
- Inclusion have a Google Classroom to help support the pupils who need it, this is managed by the SEND team.

Pastoral Care During A School Closure

In event of a school closure, or pupils being asked to self-isolate, the primary responsibility for the pastoral care of a pupil rests with their parents / carers. However, Learning Family Leads (under the guidance of the Heads of Year and Assistant Head Teacher Culture and Character Mr Mahmood) should check in regularly with their tutees to monitor both academic progress and their general wellbeing. Learning Family Leads will be expected to pass on feedback to Heads of Year, particularly if there are concerns or a lack of communication.

Safeguarding During A School Closure

In event of a school closure, or pupils being asked to self-isolate, pupils, parents / carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

More advice on safeguarding and pastoral issues is available in the LMHS COVID Guidance Document.

Questions or concerns about safeguarding should continue to be raised to the Designated Safeguarding Lead (Ms Jane Robinson).

Appendix - remote working, GDPR and safe working practice

Please note that any remote working methods should adhere to GDPR guidelines. In most cases remote working via shared documents and the different cloud systems will give you plenty of flexibility. However, you must use your school account (google classroom / Microsoft teams / outlook etc.) and if you are uploading videos, please ensure your background is blurred or neutral.

Instructions for setting up video conferencing and live links are available in the remote working folder on Google Drive for staff. Live video links can be particularly useful for staff meetings or small groups.

Teachers must not set up or join social media groups for school use with pupils (such as WhatsApp etc.).

- [Communication Log](#)
- [KS3 Online Learning Procedure](#)
- [KS4 Online Learning Procedure](#)