



THE ARNEWOOD SCHOOL

11 – 19 Academy

ARN/0060

Remote Learning Policy

POLICIES AND PROCEDURES PROFORMA

| | |
|--|------------------------------------|
| Subject and Version of Document: | Remote Learning |
| Persons/Committees etc. consulted whilst document in draft: | Senior Team and IT Services |
| Date agreed: | 1 st Sept 2022 |
| Date of next review/update and by whom: | July 2024 |
| By whom agreed: | Governing Body |
| Copy obtainable from and/or distribution: | PA to Head Teacher |
| Date document issued: | 1 st Sept 2022 |
| Responsibility for dissemination to new staff: | Line Manager |
| Principal Target Audience: | Parents/carers/staff and students. |

Amendments Summary:

| Amend. No. | Issued | Page | Subject |
|------------|--------|------|---------|
| | | | |
| | | | |
| | | | |

Remote Learning Policy

This policy covers all eventualities where the school is required to suspend face-to-face teaching owing to an emergency. This may include periods of pandemic, extreme weather, damage to school infrastructure (fire). It does not apply to periods of legal industrial action taken by recognised unions.

It is anticipated that the school will switch over to online learning offering as much warning as possible but realising that in an emergency advance notice maybe limited. Where a decision to close the school site is taken close to the start of the day it may not be possible to make full provision for all morning lessons on that day.

All students are expected to participate in remote learning. Where IT equipment is required the trust's IT Services Team will offer support.

Safeguarding

We recognise that remote education presents potential challenges for the safeguarding of students and staff. This policy should be read in conjunction with school and trust policies relating to Live Streaming of Teaching, Safeguarding and Child Protection.

During live lessons students must ensure: -

- they are logged in to Teams using their school account (username and password)
- they are appropriately dressed
- they use appropriate language and the same positive learning behaviours as we expect when at school.
- contact their Head of Year if they are concerned about their lesson in any way.

Curriculum

- Work will be in line with agreed curriculum plans and be both meaningful and ambitious.
- Students will be set 5 hours of work per day in line with their school timetable and the same number of hours work set across the 2 weeks per subject as they would have timetabled lessons.
- Students will be set a mix of work where they are required to complete work either on the computer or handwritten responses to ensure they are not sat at a computer screen all day.
- Assemblies and other tutorial activities will be set across the fortnight.

Lessons

- It is important to support students in keeping to good routines that help to maintain wellbeing. All lesson resources will be scheduled on Firefly (the school's chosen virtual learning environment) shortly before the start of the lesson.
- *Live Lessons*
 - Microsoft Teams will be used for live teaching.
 - All live lessons will start with a video introduction. Students are expected to log into each lesson at the time specified on their timetable as a register will be taken to track students' participation. Students who are unwell need not attend if they are too ill.
 - Staff will remain online throughout the scheduled lesson time to support students in their learning.
 - Staff may then teach live, or direct students to a 'recorded video' or other resources to deliver new material and explain concepts.

- Students should complete the work set during the lesson and in most cases the learning will be reviewed with students at the end of the lesson. This allows for feedback and formative assessment of students' learning.
- Students will be given clear instructions regarding the amount of work they are expected to complete during the lesson time. We recognise that it may take some students much longer to do the task that we anticipate and that some students may not complete everything. They should do what they can to the best of their ability in the timeframe given.
- Students should submit their classwork to Firefly so that teachers can check progress and engagement and adjust the pace or difficulty of what is being taught where necessary. It is not the case that every piece of work will receive individual teacher feedback.
- Separate arrangements will apply for core PE lessons.

Homework

Usual homework routines will continue to apply unless there is an extended period of closure in which case the following principles will apply: -

- Students in KS4/5 will access the same total amount of learning time per week as they would usually – hours in class and on homework tasks.
- In order to support our KS4 students in preparing for assessments with both skills and knowledge, homework will either be an additional task or a continuation of something that was started in the lesson (but not intended to be finished in the lesson).
- Extension tasks may be used to support extended learning for KS3.
- All additional tasks set beyond those intended to be completed during the lesson time will be added to Firefly and a date for submission provided.

Engagement and Feedback

Usual feedback routines will continue to apply unless there is an extended period of closure in which case the following principles will apply: -

- Feedback will be given each week through individually marked work, whole class feedback and self-assessment.
- Staff will check that students are attending live lessons and engaging with their work using Firefly. The pastoral teams will contact home where necessary. Students with low engagement may be required to attend school to support them with their learning. We will advise parents/carers in instances where children are not engaging with remote learning to remove obstacles to participation where we can.

Expectations for Students' Engagement with Remote Education

We expect all students to: -

- to take part in live lessons to the best of their ability.
- complete their online learning to the best of their ability.
- to ask for help from their teachers if they are having difficulty with the work.
- to conduct themselves in an appropriate manner during live lessons always following the school behaviour for learning policy.

Parental Support

Where possible please ensure that children: -

- get up and are ready to start their lessons for 8.30am each day.
- log onto Firefly to access their work and the links for live lessons.
- ensure that they have a set space where they can do their work and one where they can take their breaks.
- avoid having their phone and distractions, e.g. TV near them when they are working.
- stick to their school timetable as much as they can – including their regular breaktime and lunchtime.
- ask for help if they are having difficulty.
- try to get some fresh air (if they are not self-isolating) and take regular physical exercise.

Additional Support for Students with Individual Needs

In the event of a prolonged closure the SEND team will ensure the following: -

- Staff will ensure that students in their classes with specific learning needs (SEND) are given additional/alternative/differentiated support and guidance where needed.
- A member of the SEND team will be linked to each SEND student and while they may not be able to attend each live lesson, they can support when they are in contact with SEND students at home.
- SEND staff will remain in regular contact with parents and carers to ensure that they are engaging with remote education and to check on their emotional wellbeing.
- Staff will be flexible when chasing non-submission of work for SEND students and where possible will liaise with SEND colleagues rather than contacting the students directly.

Support Accessing Remote Learning

We recognise that some students may not have suitable online access at home despite our iPad scheme. We take the following approaches to support those students to access remote education: -

- Should a child be unable to access their remote resources from home we ask parent/carers to contact the IT Services team who will provide technical support.
- Should a child not have access to a digital device we will do our best to lend one to them. Please contact the IT Services team.
- We likely to have enough hardware to ensure that all students have access to remote learning, including Wi-Fi dongles should they be required.
- In the rare event that students cannot access online material we will either post written copies of work to students, or arrange for its delivery or collection, and discuss how work can be returned to school.