



Remote Learning policy

Published: September 2020 This review: September 2024	Next review: As required	Statutory/non: Non-statutory	Lead: K Boothroyd
Associated documents:			
NCEA – Safeguarding policy NCEA – Child Protection policy			
Links to:			
Oak National Academy			

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1. Context

This policy is to ensure the ongoing education of The National Church of England Academy students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote learning leads

The team responsible for formulating this policy are:

Mrs K Boothroyd – Deputy Headteacher with responsibility for curriculum, teaching and learning

Mrs H Theaker – Associate Leadership Team for teaching and learning. **Remote learning strategy**

Mr A Cockerill – Associate Leadership Team for curriculum. **Digital response strategy**

Mr D Lee – Lead Practitioner for Computer Science. **Live lessons strategy**

Any concerns about the viability of any part of this policy should be addressed to Mrs K Boothroyd – Deputy Headteacher with responsibility for curriculum, teaching and learning in the first instance.

3. Preparing for remote learning

The National Church of England Academy will be proactive in ensuring that *staff*:

- Have access to Microsoft Teams for classes, and that these are set up
- Are familiar with the main functions of Microsoft Teams
- Have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classroom or from home
- Have mapped years 7 to 10 curriculum against Oak National Academy curriculum or other appropriate remote learning platforms (Heads of Faculty)
- Are supported through a 'Teams toolkit' in order to develop pedagogical approaches
- Are supported through further CPD via National College or in house drop sessions.
- Have opportunities to feedback through staff surveys

The National Church of England Academy will be proactive in ensuring that *students*:

- Have access to the relevant Microsoft Team for their classes
- Receive Teams refresher sessions (and specific Teams Meeting instruction) in tutor time in the Advent 1 term.
- Are made aware in advance of the arrangements in place for continuity of education
- • Have opportunities to feedback through student surveys

The National Church of England Academy will be proactive in ensuring that *parents*:

- Are made aware in advance of the arrangements in place for continuity of education
- Have opportunities to feedback through parental surveys

4. Developing the remote learning framework

Heads of Faculty will ensure that staff are supported in the development of the remote learning framework by:

- using faculty meetings or setting aside professional development time for refreshers
- ensuring that staff have access to a suitable device in their classroom, or, in the event of closure, that staff have suitable equipment at home and if not, supply them with a device during the closure period.

Staff should ensure that:

- They have received appropriate training
- Their computer-based teaching resources are available outside of school on Microsoft Teams
- They have access to key resources not available online at home e.g. the key textbooks
- They have access to a suitable device for home use and if that is not the case they should alert Mr A Cockerill – Associate Principal for curriculum to the situation
- They understand and are aware of the subject curriculum plans for Remote learning
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5. Continuity of education in event of a school closure

The National Church of England Academy will make provision for remote contact with students on a daily basis in two forms:

- In all years, students will have access to work that enables them to continue progress while at home
- In all years, students will have face to face interaction with their personal tutor on a weekly basis
- In years 11 to 13, students will have the opportunity for face-to-face lessons with their teachers on a daily basis if the school is closed for more than one day
- In years 7-10, students will have the opportunity for face-to-face lessons with their teachers as deemed appropriate

In as far as is possible The National Church of England Academy should attempt to replicate the timetable that students follow during the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with Mr A Hawkins, Deputy Headteacher for student progress if this is not possible, as per the staff absence policy.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic
- Some subjects and activities do not lend themselves well to online learning
- Virtual meetings, including dress code / locations should be considered

6. Remote learning practice recommendations for school closures

Microsoft Teams will be the single hub for all remote learning. This allows for:

- Teachers to host video and audio calls
- Students in classes to be automatically invited to their classes (students join by clicking the relevant meeting invite in the correct Class Team)
- Recording the lesson/meeting for easy Cloud access at a future date and time
- Teachers to broadcast their screens and open documents during the lesson/meeting to allow for discussion and sharing with the class
- Teachers to wear microphone headsets to improve the quality of audio on the calls where possible
- Classwork and homework that can be handed in online and marked online

7. Digital response protocols

The National Church of England Academy will ensure that:

- MS Teams will be pre-populated with your classes and students, except Holgate students who will need adding manually.
- MS teams permissions will be configured to ensure staff and student safety.

The National Church of England Academy will ensure that *staff*:

- Will be provided with all the appropriate equipment required for remote learning.
- Will be fully trained in using MS teams to allow remote learning to take place.

The National Church of England Academy will ensure that *students*:

- Will be issued with an academy email address to use for all communication with staff at the beginning of the academic year.
- Will be trained in using MS teams and emails during tutor time.

8. Remote learning protocols for school closures

The provision of work:

- All teachers must be available between the hours of 8.40am and 3.15pm. All staff must follow their normal timetables.
- All work set must seamlessly link to the academy curriculum using Remote learning resources where possible. These should match our curriculum offer for years 7-10.
- SEND needs must be addressed through appropriate adaption and support.
- All work must be uploaded by the teacher and be available to students on MS Teams by 3pm the day before.
- All teachers must set a deadline for each piece of work. This must be in a 24 hour period to allow students who may be sharing technology with their family to access and submit any work to you for feedback.
- If student has not engaged with the work by the end of the week subject teacher emails home
- If student has not engaged with the work for a second week, HOY contacts home (subject teacher records on TALAXY)
- HOFS will deal with poor behaviour via Teams chat

Providing feedback on work:

- When the work has been completed the student will leave their work in their designated folder
- To provide as much flexibility for teachers and students as possible student feedback will be provided within a 24 hour period of the deadline. Provide written feedback on work as appropriate using the 'Feedback' tool in MS Teams.
- If students do not complete a formal assessment the subject teacher note this on PARS and informs the HOF

9. Live lessons protocols for school closures

9.1 The National Church of England Academy will ensure that staff:

- Plan, prepare and teach all timetabled lessons and be available to support students throughout the duration of the timetabled period(s).
- In years 12 and 13, the lesson should include the whole class.
- In years 10-11, where the class size exceeds 20, consider doing separate lessons for smaller groups but still using the timetabled periods.
- Use MS Teams for all remote learning using students' academy email address and not personal email addresses.
- Set assignments using the 'Assignments' tab in MS Teams so that work set is easy for both teachers and students to access and manage.
- Provide written feedback on work as appropriate using the 'Feedback' tool in MS Teams.
- Schedule the lesson using the 'Calendar' tab so that it appears in the students' calendar.
- Regularly check students are still connected and actively participating in the lesson by:
 - having student cameras turned on; or
 - asking questions periodically to all students and receiving verbal response or a response through the 'meeting chat'.
- Use professional judgement in deciding on a suitable location to conduct the lesson e.g. avoiding use of bedrooms / have neutral backgrounds.
- Carefully check browser tabs and applications that are open which may contain inappropriate material including personal data (e.g. personal email address) or data restricted by the Data Protection Act and GDPR.
- Take a recording of the lesson for the purposes of safeguarding. This will be held centrally for 60 days. This cannot be accessed for a SAR as the digital transcript is turned off.

9.2 Students should:

- Attend all timetabled lessons.
- Wear appropriate clothing.
- Access homework and assignments on MS Teams 'Assignments' tab.
- Hand homework and assignments in on time through the 'Assignments' tab.
- Keep microphones muted when not making a verbal contribution to avoid background noises.
- Remain online for the entire duration of the lesson.

- Contact school or the teacher/tutor to say if they are ill and not attending.
- If student misses this session subject staff must email home
- If student has not engaged with the work by the end of the week subject teacher calls home and records on TALAXY
- If continues into second week then HOY to contact home (subject teacher to record on TALAXY)

10. Pastoral delivery for years 7 – 11 for school closures

- All tutors will provide a 'live' session with their tutor group once a week. The group will be divided into 6/7 students per day in the tutor time slot of the timetable.
- Regularly check students are still connected and actively participating in the lesson by:
 - having student cameras turned on; or
 - asking questions periodically to all students and receiving verbal response or a response through the 'meeting chat'.
- If students do not attend first session, tutor to record on TALAXY
- If students do not attend second session – tutor to record on TALAXY , HOY to contact home

11. Remote Learning protocols for children absent from school

Parents should refer to the Academy attendance policy regarding absence. Only in exceptional circumstances will the academy authorise remote learning as an alternative. This decision will be made by leaders in conjunction with external agencies including health care professionals and will be reviewed regularly.

- If your child is absent from school but able to keep up to date with their learning and remote learning has been agreed by School leaders, students will need to click one of the following links which will take them to SharePoint.
- They can 'follow' the group (press the little star), which will connect the SharePoint to their Microsoft Office (email) account.
- Students should use the hyperlinks for the relevant week/s for each subject. The content has been carefully matched to what will be happening in school.
- **How long can I expect work set by the school to take my child each day?** We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Key Stage 3 and 4

5 hours

- Students should follow their timetable as if they are in school. All completed work should be emailed to their teacher at the end of each day.

12. Expectations

12.1 Students should:

- Complete work to the deadlines set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete the work

12.2 Parents should:

- Ensure they are able to access their child's timetable on TALAXY
- Make the academy aware if their child is sick or otherwise cannot complete work
- Seek help from the academy if they need it – the website is used to provide lots of information • Be respectful when making concerns or issues known to staff

12.3 Heads of Faculty should:

- Work with teachers who are teaching their subjects remotely to ensure that all work set is appropriate and consistent
- Monitor remote work set by teachers in their subjects with regular meetings
- Follow up any behaviour concerns in live lessons

12.4 Heads of Year should:

- Work with tutors who are holding tutorials with tutees to ensure sessions are appropriate and consistent
- Monitor student attendance at both these and lesson sessions and follow up where appropriate
- Work with Heads of Faculty if students are not meeting deadlines across a range of subject

12.5 The Designated Safeguarding Lead should:

- Cover Remote Learning within the Child Protection policy

12.6 The IT team should:

- Fix issues with systems used to set and collect work
- help staff and parents with any technical issues they are experiencing
- Review the security of remote learning systems and flag any data protection breaches to the Data Protection Officer.

13. Who to contact

If staff have any queries or concerns about remote learning they should contact the following individuals:

- Issues with setting work 📞 contact Head of Faculty
- Issues with behaviour 📞 contact Head of faculty
- Issues with attendance or engagement – contact the Head of Year
- Issues with ICT 📞 contact ICT helpdesk

- Issues with workload or wellbeing 📞 contact Line Manager
- Concerns about data protection 📞 contact Mr A Cockerill, Data Protection Officer for NCEA •
Concerns about safeguarding 📞 log on My Concern or speak to a DSL

14. Summary

The primary purpose of this policy is the continuity of education for students at the National Church of England Academy. This policy will be reviewed regularly when in use.

Using existing school systems (Microsoft Office 365 and, specifically, Microsoft Teams) means this provision can be put into place quickly and students only need their existing login details of school email and password.