St. Edward's Church of England Academy

Remote Learning Policy

Approved by Trustees:
Last reviewed in: November 2023
Next review due by: November 2024
Statutory Policy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."
John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here…

…we are 10:10 people.

As a Christian Academy, we live and breathe our core values:
- Respect
- Courage
- Hope
- Friendship

***"For I know the plans I have for you, declares the Lord, plans to prosper you
and not to harm you, plans to give you hope and a future."***

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6

***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

"Show proper respect to everyone"
1 Peter 2:17

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Remote Learning Policy

Background

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

Remote Learning Lead

The Principal is responsible for formulating and overseeing the Academy's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Vice Principal, Mr. N Ball, in the first instance.

Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within the Academy. We would expect that there will be future benefits to putting these plans into place.

St Edward's Church of England Academy will be proactive in ensuring that:

- Staff have access to Microsoft Teams for classes, and that these are set up
- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive Teams refresher sessions (and specific Teams Meetings instruction) in Computing lessons for all year groups
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home (longer-term closure)
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

St Edward's Church of England Academy should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at devices home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to a suitable device for home use and if this is not the case, then staff should alert their line manager to the situation

Continuity of Education in Event of a Closure

St Edward's Church of England Academy will make provision for remote contact with pupils on a daily basis in two forms:

- Pupils will have access to work that allows them to continue progress while at home. This will be available on Microsoft teams.
- Pupils will have the opportunity for chat interaction (shorter-term closure) or virtual meetings (longer-term closure) with their class teachers and house tutor throughout the duration of remote learning.
- Pupils will be provided with paper copies if internet access is not available at home

As far as is possible, St Edward's Church of England Academy should attempt to replicate the timetable that pupils follow through the course of a normal school week. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Principal or SLT link line manager if this is not possible.

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 remote learning

Remote Learning Practice and Recommendations

Short-Term Closure
- Microsoft Teams will be the single hub for all Remote Learning interactions.
- Work will be provided using links to Oak National Academy.
- Work will be set in Faculties and Faculty staff will be available to support pupils via the chat function on Microsoft Teams throughout each day of closure.

Longer-Term Closure
- Microsoft Teams will be the single hub for all Remote Learning interactions.
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Teachers should (where possible) record the Meeting for easy cloud access at a future date and time
- We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class
- Classwork and prep that can be handed in online will be set through Teams and marked online

Information for parents

Parents will find the following useful information published on the Academy website.

- A copy of their child's timetable (via Go4Schools)
- Academy Contact Form for all correspondence.
- Email contact details for the Academy
- Work set for each subject on Teams
- Safeguarding and well-being advice

Closure

(a)   Short-Term Closure

For a short-term closure (up to 10 working days), Faculties will set tasks via Microsoft Teams. One or more tasks will be set for each year group in each subject, and will be designed to last an equivalent amount of time as that subject's lessons and homework times during one calendar week.

The pages containing these tasks will become live in the event that a school closure is announced, and pupils and parents/carers will be notified of this by email.

(b)   Longer-Term Closure

In the event that the school is closed for longer than 10 working days, we will move to a model by which Faculties will set work on a regular timetabled basis, supported by 'live' contact with teachers via Microsoft Teams.

The Academy reserves the right to vary the methods described below in the light of developing situations surrounding the reasons behind any closure:

(i)   Live Sessions

Pupils are expected to work on these tasks during the week in which they are set. During this time, teachers are expected to have an online presence via Microsoft Teams at a set time to be available for students to ask questions in real time. There is no expectation for staff or students to broadcast audio or video using Teams, though the software has this functionality should some colleagues wish to use it.

Pupils are expected to take part in the live sessions that are available for their class or set. A register will be taken by the House Tutor each morning during a full or partial school closure. Pupils who have not participated or accessed remote learning will be monitored and where necessary contacted to ensure that they are able to access lessons and in line with the Academy's safeguarding procedures.

(ii)   Assessment and Feedback

- The work that is set will include assessment elements and pieces that teachers will feedback on

- It is expected that pupils will submit work via Teams for their teachers to assess and/or feedback on in a timely fashion.

  Work should be submitted to teachers via Microsoft Teams. Teachers will assess the work and return it to pupils with feedback attached.

Expectations of Pupils

Assuming they are well enough to work, pupils are expected to:
- Complete all work set for them and submitting work which is requested for feedback
- Check emails regularly and read and respond to communication from the school
- Proactively request any assistance via Teams.
- Pupils are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:
    i. Ensuring appropriate language is used in Teams comments, chats or emails, and that any comment is on-topic and relevant to the task in hand
    ii. Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set
    iii. Ensuring that clothing is appropriate, following the same guidance as a normal "non-uniform" day in school
    iv. Ensuring that they are working in a well-lit communal space in clear sight of an adult
    v. Pupils must behave online as you would in a classroom setting. Interact with your teacher and other pupils respectfully and sensibly. Always use appropriate language. Pupils must not record or take photos of teachers or pupils during video conferencing sessions, and you must not share lessons publicly.

Expectations of Parents/Carers:
The Academy seeks to work with and support parents/carers during periods when remote learning is being accessed.

We expect that parents/carers support the Academy in supporting their children to access the materials and curriculum that are on offer each day.

'Insights' will be used to monitor those pupils who are not engaging with remote learning. The Academy will contact home for these pupils and check that they are safe and well and offer additional support to allow them to engage and succeed.

Expectations of Staff

Assuming they are well enough to work, staff are expected to:

- Ensure that work is set and made available each day/week to cover the calendar week ahead.
- Ensure that sufficient resources are made available to pupils via electronic means to allow them to carry out this work at home.
- Ensure that tasks can be completed both electronically/online or on paper and photographed and uploaded to teams when the work is set for assessment and feedback purposes.
- Ensure they fulfil all elements of the Academy Code of Conduct including dress, punctuality and professional conduct.

Safety in Online Learning

We aim to ensure that all tasks and activities that the pupils undertake during periods of remote learning are safe. Pupils are expected to follow carefully the instructions of their teacher during lessons.

During remote lessons, Microsoft Teams will be used by teachers as a communication tool to deliver lessons and also for pastoral communication with pupils. When using MS Teams, pupils are expected to behave as they would in the classroom. This includes:

- Using Teams in an environment that is quiet, safe and free from distractions
- Ensuring that they are ready to commence the Team lessons on time
- Dressing appropriately for the lesson
- Ensuring that mobile phones are switched off (unless being used for the meeting) for the duration of the remote learning period to avoid distractions and interruptions
- Ensuring that all other applications are turned off so that complete focus can be given to the lesson

- Displaying intellectual courage during lessons and interacting with teachers and peers in a respectful manner

In addition to the use of Teams, other interactive learning platforms may be used by teachers to deliver lessons.

Summary

The primary purpose of this policy is the continuity of education for pupils at St Edward's Church of England Academy.

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