

## **Remote Learning Policy**

### **1. Background**

This policy is to ensure the ongoing education of Rise Carr College students during unusual circumstances. This policy will future-proof against closures that could happen at any time for example extreme weather, power-loss or heating failure, global pandemic or other unforeseen circumstances. It also covers the on-going education of students who cannot be in school but are able to continue with their education when the school remains fully open for example those who are self-isolating due to government guidance on CV-19.

### **2. Remote Learning Lead**

The Assistant Head Teacher for Teaching, Learning and Assessment is responsible for formulating and overseeing Rise Carr College'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 them in the first instance.

### **3. Preparing for Remote Learning**

We would expect that many of the steps below are already be in place with most staff within Rise Carr College. We would also expect that there will be future benefits to putting these plans into place with rigour and clarity for any future unforeseen events.

Rise Carr College will be proactive in ensuring that:

- Staff have access to Microsoft Teams for classes, and that these are set up
- Students within classes have access to the relevant Microsoft Teams App
- Students will receive initial Teams sessions (and specific Teams Meetings instruction) during their face to face teaching sessions.
- 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
- Parents and students are made aware in advance of the arrangements in place for the continuity of education
- Students with limited or no ICT or internet access to be identified and paper based work packs to be delivered.

Rise Carr College 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 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 of school (on Microsoft Teams, OneDrive or OneNote)

- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the Assistant Head teacher for Teaching, Learning and Assessment to the situation
- That they have a work station set up at home that meets the HSE criteria for home working
- Ensure that when remote learning from home, backgrounds are blurred, and safeguarding procedures are followed. ( see Safeguarding policy)

#### 4. Continuity of Education in Event of a Closure

Rise Carr College will make provision for remote contact with students on a daily basis in two forms:

- Students will have access to work that allows them to continue progress while at home
- Students will have the opportunity for face-to-face interaction with their class teacher on a daily basis via teams/ face time. Students must be seen if working from home.

Where possible Rise Carr College should attempt to replicate the timetable that students follow through 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 the Head teacher if that 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
- some students struggle with remote learning

#### 5. Remote Learning Practice and Recommendations

The school uses Office 365 Education to:

- **Maintain a sense of normality for staff:** they meet for a staff briefing twice daily as they normally would in school, via a Teams video call. Having face-to-face contact as a team helps them feel connected and boosts morale.
- **Keep staff collaboration going:** staff communicate Iva teams, Whatsapp where the senior leadership team (SLT) posts anything that all staff need to be aware of. They also share documents and resources via one drive to enable collaborative working.
- **Set students general activities with optional live teaching:** Microsoft Teams will be the single hub for all Remote Learning interactions.

- Teachers will use Teams to make daily contact for attendance, post activities, a task or general instructions for every class they'd normally teach, on the day they'd normally teach those students
- Due to the needs of the students a well-structured routine needs to be established should attempt to replicate the timetable that students follow through the course of a normal school day. A member of staff will be available during normal working hours as support and should communicate with the subject teachers of any issues arising. Teachers will then make contact via Teams/ Email/ Phone call during non-contact time/ directed time to offer support and guidance. Teachers have the option to go further, with live online lessons as appropriate (often at the beginning of the day/week or at the start of a new unit of work) or setting assignments through Teams, but this is up to them and based on student needs.
- **Give students audio feedback, so they can hear their teacher's voice:** students can use OneNote, Microsoft's digital notebook app, to record their work, and staff use this to embed audio feedback. This feedback is mainly encouragement and praise, rather than formal marking, and helps keep a connection between staff and students.
- **Blend with other apps and features:** teachers also have access to:
  - [Learning by Questions](#) (a curriculum questions app),
  - [Flipgrid](#) (an education app that allows students to create vlogs) and digital worksheets.
  - [Freeflowinfo](#) (a positive engagement platform to promote communication between school, student and parent/ carer.
  - [GCSEPod](#), (a curriculum teaching and learning platform)
  - [MYON](#) – (access to online books to support reading)
  - [Spellingshed](#) – (literacy app)
  - [WRM](#) – (Maths teaching and learning resource)
  - [Seneca](#)- (Distance learning/ homework virtual classroom)

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary

Classwork and prep that can be handed in online will be set through Teams and marked online (as well as being set on GCSE Pod, White Rose Maths and Freeflow info)

## 6. Current learning plan

As from the 8<sup>th</sup> of March:

**Attendance for all other pupils is mandatory**, with the exception of the **clinically extremely vulnerable pupils should stay at home until further notice** (Medical evidence will need to be provided) and those **self-isolating**. Rise Carr College will provide remote learning to pupils who are self-isolating or shielding. The remote learning requirements remain the same:

Our learning plan has been made with our students and their families in mind. We believe that this strategy will work best for the children at our school, it may vary from other plans you receive from other schools.

A summary of our learning plan is below. Specific plans may differ depending on the subject/child. Where this is the case, teachers will be in touch with more information.

As per the Department for Education guidance we remain open to our students. We expect students to be in school. A list of the categories of vulnerable children and those who qualify as critical workers is available on the gov.uk website

During the lockdown the school day will run from 9.30-1.30 for the majority of students with additional remote/blended learning available via Teams. Some students are currently on a different timetable and they will continue to follow their alternative timetable.

If students are unable to attend school for any reason, we expect them to be logged onto their laptop (or other device) via Teams from 9.30 to ensure registration for the day.

A member of staff will be available to support them in finding and organising their work for the day (07852 715345 or contact the subject teacher directly by email – these are all on the school website).

The work set for the day must be completed on the day and a daily check of this will be made.

In addition to Teams support, paper-based resources can be provided if there are no other alternatives available or if students are struggling with accessing IT based learning. However, the best option is to access all resources through Teams.

Parents/Carers will also be contacted if student(s) do not complete the work set for them.

Students will receive feedback via a range of methods, teachers will mark and feedback on most work. Work on GCSEPod and other tools are marked immediately by the system and feedback given.

For further information please refer to the [DfE's expectations for remote learning](#) This can be accessed on their website.

It's important that students engage with learning at home if they are not in school. If they aren't engaging with the learning, Staff will use the following strategies to provide additional support:

- Phone calls home to both parent/carer and student
- Increased feedback
- Home visits if required and safe to do so
- Welfare checks

- If after these steps, a student still fails to engage (5 days), a progress review meeting will be arranged with the student, Parent/carer to discuss concerns.

## **7. Information for parent**

Useful information will be shared via email and made available on the school's website [www.risecarrcollege.org.uk](http://www.risecarrcollege.org.uk)

## **8. Summary**

The primary purpose of this policy is the continuity of education for students at Rise Carr College.

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

## **Appendix 1**

### Remote Learning Agreement

1. I will only use ICT systems in school/home, including the internet, e-mail, digital video, mobile technologies, for school purposes.
2. I will only use my school e-mail address for school related things.
3. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.
4. I will not try to bypass the internet filtering system.
5. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
6. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
8. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
9. I will follow the school approach to online safety and not deliberately record/video upload or add any images, video, sounds or text that could upset or offend any member of the school community

10.I will respect the privacy and ownership of others' work on-line at all times.

11.I understand that all my use of the Internet and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.

12.I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.

Student Name	
Signed Pupil	
Signed Parent/ Carer	
Signed Staff member	