

Remote Learning Policy

New Forest School



Remote Learning policy – 2020-2021

Approved by:

Date:

Last reviewed on:

Next review due by:

Introduction

If the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19 the school has implemented to the most effective online learning we could in the short time available. The following will apply:

The aims of this policy:

To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic program.

To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program.

Student expectations:

- Pupils should retain structure to their working day starting with log-in to MS Teams/the VLE by 9.00am
- Check Teams/the VLE to access the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work to the subject teacher in the agreed manner eg upload, photograph, scan etc.
- Use email/chat function in Teams to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours. They may need to email the teacher as appropriate/if they are having difficulties with Teams or for a longer question.
- Pupils may need to photograph work of a visual nature and use the Teams app to submit this to teachers.
- Deadlines must be met where practically possible; class tutors will be informed if they are not.
All interactions on Teams to be of classroom level type discussions. Pupils to keep personal conversations to their own social media streams in order to keep channels free.
- It is not required to wear uniform for video learning however, appropriate dress is expected.
Consider what is in the background of your videoed content or chat – ask if you don't know how to blur background.

Teachers and support teachers are expected to:

- Upload teaching materials and lessons to Office 365 / MS Teams / VLE
- Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions pupils may have via Teams. It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Feedback should be given with the same regularity as during a normal school day using Teams.
- Make sure that all resources are available online including scanned pages of textbook
- As much as possible, use the usual rewards and sanctions and verbal praise/warnings. Email parents if there are ongoing concerns.
- Staff can answer Team chats during school hours and their working day but not beyond 5pm or at the weekend. However, emails can be answered at the weekend if staff deem it essential to reply.

- Staff must ensure a classroom level of interaction is maintained through use of email, Teams. This is a new experience for the students, and we must guide them in how to behave. Just as in their own physical classroom staff must set out their expectations.
- Staff to set expectations such as microphones off and blurred background.
- School staff having 1:1 video lessons with a student should record the session at all times.

Tutors are expected to:

Connect with parents and/or students to check how they are coping with the home learning and keep formal records of all interactions.

Parents are expected to:

- To ensure their child has sufficiently adequate computer equipment and internet access in order to fully participate in home learning. If unable to, communicate with the school to ensure hard copies of the learning is delivered to the home.
- Encourage and support their children's work including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the tutor if there are any concerns.
- Support students in choosing an appropriate location for Team video calls.

Safeguarding

This guidance document is supported by the Safeguarding policy and the Covid-19 addendum to the Safeguarding policy at New Forest School. Specific additions to note:

Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the invited members of the class..

Size of groups for home learning: We are aware of the increased level of risk around one-to-one video meetings with pupils, however, there are many reasons why they would be helpful and appropriate. One to-one sessions with students should always be recorded.

Staff registering for any software / platforms, must do so with their school email address.

This policy has been written in response to the COVID 19 self-isolating and school closure that took place on March 20th and will either be reviewed yearly or sooner if needed, based on these unprecedented time.

