



ST MICHAEL'S CATHOLIC HIGH SCHOOL

REMOTE LEARNING POLICY

Rationale

Remote learning may be appropriate to support the learning of students away from the classroom during a period of prolonged absence or as part of the normal school curriculum. If used effectively, remote learning can be used to challenge, extend and support the learning of students. It can be used to facilitate homework, independent study, revision and pastoral support.

In the event of a school closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness, assuming students are able to complete school work at home.

There is no obligation for the school to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take students on holiday during term time.

The process of remote learning

The primary platforms the school will use to deliver remote learning or a continuity of education during an extended closure are:

EduLink: Teachers must set all homework using this platform. Resources can also be attached. Staff, students and parents have access to all work/messages put on EduLink.

Google Classroom: Resources, homework, lessons can be posted through the school's Google platform. This can include Google classroom, Google Meet and Gmail and other applications in a teacher's Google account.

Licensed subject specific platforms: E.g. MyMaths

Loom Video: www.loom.com

In the event of extended absence/lockdown teachers may teach live lessons to students based on the following conditions:

- All lessons are taught using the school Google Platform
- All live lessons are recorded and posted on Google Platform (to ensure equal access to all students)

Teachers are encouraged, and have received training to use video lessons to supplement learning. St. Michael's encourages the use of video lessons for the following reasons:

- Virtual lessons (unrecorded) can disadvantage some of our students
- Video lessons can be used in conjunction with other resources put on Google Classroom.
- Video lessons are best used to challenge as well as assess students' progress

Effective uses of Video lessons:

- Virtual Learning – students can watch a recorded lesson/taught concept
- Ensure lessons have assessment opportunities
- Offer opportunities for self-assessment
- Demonstrate a skill/technique
- Use Loom to provide input to help students apply to a task set on Google Classroom.
- Flipped learning – save time in class by getting students to watch lessons/resource beforehand
- Record assessment feedback and send link to student/whole class
- Students to complete homework on Loom and send back to you
- See more ideas/lessons at the Oak National Academy
<https://classroom.thenational.academy/>

Remote learning for individual students.

Assuming an absence has been agreed with the school, and the student in question is healthy enough to work from home, the school will provide work for students who are unable to attend in person. If this occurs for an individual student, the collation of work and communication with the parent/carer will be coordinated by the student's teacher, PALC or member of the Senior Leadership Team.

Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be once per week. Work will only be provided to students in this way if there is an agreed absence lasting more than three working days.

If a significant number of students are absent from school, but the school remains open, the Head will decide whether the method of remote learning operated will take the form outlined here, or as outlined below.

Remote learning in the event of extended school closure

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- a) Regular direct instruction from teaching teachers, with the ability of students to ask questions online (via email/Google Classroom)
- b) The setting of work that students complete at home. These may be completed electronically and emailed to the teacher, if relevant.

Expectations of students

Assuming that a student is healthy and well enough to work, students will be expected to participate as fully as possible in the remote learning process, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Students will also be expected to read and respond to communication from the school (e.g. an email from a form tutor) on a regular basis.

Students should ensure that, in addition to completing the tasks promptly, they should complete any administrative tasks that allow the school to monitor their progress. If students or parents have any questions about the nature of specific tasks set, these should be directed towards the relevant subject area. If there are questions about a student's overall workload (e.g. a student feels they are overwhelmed or falling behind), these should be directed to the student's form tutor.

Teachers must work on the assumption that students will not necessarily have the full range of books and equipment that they would usually have in school. Teachers should ensure they are able to scan or upload photos of important resources in case students do not have access to them at home. Online textbooks are helpful in this regard and many subjects are now moving over to these.

The school expects that parents have internet access at home to access remote learning resources, but teachers will make no presumption of the student's ability to print at home. In the case of any issues with access to the internet/remote learning, parents/students should contact their form tutor or the IT technician

Expectations of teachers

Teachers should ensure they have effective internet and a phone connectivity at home. If this is not available for any reason, teachers can request a school device.

The setting and assessment of remote learning tasks will take place in accordance with school and subject area policies.

In order that we are providing a consistent approach, subject leaders are responsible for overseeing the nature and frequency of tasks set and assessed within their subject areas. All teachers should pay due care to the nature of tasks set, so that students have a range of activities to complete at home. Teachers are responsible for providing constructive feedback to their students in a timely manner.

In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the subject leader to ensure work is set.

Teachers should be available to contact parents if needed. If contact is deemed excessive the subject leader will be able to support and, if necessary, escalate to SLT.

If teachers require support with any aspects of remote learning, they are encouraged to consult their subject leaders, the Senior Leadership team or the IT technicians.

Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by colleagues, students and parents. Communication must always occur via official school channels, and not through personal accounts or other websites. Permitted methods are:

- Email using school email addresses only
- Programmes within your Google account

Support for pupils with SEN, EAL and other specific learning needs

Teachers should ensure that work is differentiated as required for all students when setting online tasks. Student profiles and EHCP's are available as a linked document on SIMS. Any concerns or feedback should be directed to the student's form tutor or the SENCO.

Pastoral care during a school closure

In event of a school closure, the primary responsibility for the pastoral care of a student rests with their parents/carers. However, tutors (under the guidance of their PALC) should check in regularly to monitor both academic progress and their general wellbeing. Tutors will be expected to pass on feedback to PALCS/Senior Leadership Team, particularly if there are concerns or a lack of communication.

Safeguarding during a school closure

In the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. Any safeguarding issues should be recorded on CPOMS.

Assessment

Teachers will endeavour to provide regular feedback to learners on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the school employ remote learning.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book/assessment.

Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Possible methods may include:

- Providing whole class feedback rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research
- Using the “Comments” function on online documents
- Sending a direct comment/email to students with specific feed



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