

Remote Learning

A Guide for Parents, Carers and Pupils



Ludus Admirandus

Introduction and Scope

'Remote Learning' refers to the provision of work, teacher support, assessment, and feedback from teachers to pupils in addition to and beyond that which occur 'face-to face'.

Situations where this policy may apply include:

- Individual pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- Individual pupils unable to attend school due to a period of advised shielding for those deemed to be extreme clinical risk, but who otherwise remain well (in these cases a current shielding letter will have been issued by the NHS).
- Whole year groups or 'bubbles' unable to attend school due to a period of advised self-isolation but otherwise remain well.
- An extended period of whole school closure.
- Pupil exclusion.

This policy does not apply in situations such as:

- A pupil who is absent from school without prior authorisation from the school, with or without parental permission, e.g., a family holiday taken in term time.
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government, or the World Health Organisation.

In the event of the situations outlined above where this policy applies, the school is committed to providing a continuity of 'quality first' education which enables the pupils to grow.

Our guiding principles for remote education are outlined below:

- Learning and teaching will continue to be 'quality first'.
- Learning and teaching will continue to develop pupils.
- Pupils will have meaningful and ambitious work each day in several different subjects.
- Pupils will continue to have access to a planned and well-sequenced curriculum.
- Teachers will provide frequent, clear explanations of new content using suitable platforms e.g., via a teacher in the school or through the direction to high-quality curriculum resources or videos.
- Teachers will continue to gauge how well pupils are progressing through the curriculum, using a range of Assessment for Learning strategies and other suitable tasks.
- Work will be checked, and feedback will be given where necessary.
- Teachers will adjust the pace or difficulty of what is being taught in response to questions or assessments.

Individual Pupil Absence

The following procedure will apply where there is an individual pupil absence for the reasons outlined below.

- Pupils are unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- Pupils unable to attend school due to a period of advised shielding for those deemed to be extreme clinical risk, but who otherwise remain well (in these cases a current shielding letter will have been issued by the NHS).
- Pupil exclusion

In these events the school will provide the following:

- All class learning (that pupils are required to complete at home) will be set via the Microsoft Teams platform under the files section of the class team.
- In addition, homework to accompany the class learning will be set via assignments in the Microsoft Team.
- The learning will be in line with the content being taught in their lessons.
- Every lesson will have the learning objective and outcomes, as well as accessible tasks and resources to enable the learner to take part in the series of lessons and continue to make progress.
- Although learning should be accessed via Microsoft Teams learners may be directed from there to alternative lesson resources and platforms such as Sparx Maths, Seneca Learning, GCSE POD, etc.
- Some 'pre-recorded' lessons on Microsoft Teams may be used where possible.
- Pupils should access their lessons during the day following their timetable at the same time it is being taught in school (synchronous learning).

Whole 'Bubble'/Year Group Absence

The following procedure will apply where there is pupil absence for the reasons outlined below.

- Whole year groups or 'bubbles' unable to attend school due to a period of advised self-isolation but otherwise remain well.

In the event where a whole year group or class 'bubble' is required to isolate the school will provide the following:

- All learning will be set via the Microsoft Teams platform and accessed via assignments section under the class team.

- All pupils will still have access to learning objective and outcomes, as well as accessible tasks and resources to enable the learner to take part in the series of lessons and continue to make progress.
- Some lessons will be 'pre-recorded' via Microsoft Teams where practically possible and accessed via the Microsoft Team and Microsoft Stream.
- Pupils will be able to join their live form tutorial daily via Microsoft Teams at 9.15am. When this is available the link for this will be found on the pupil email as well as on the calendar tab on the Microsoft teams app. A register will be taken at this point.
- The learning will be in line with the content being taught in their lessons.
- Pupils are to submit any written work set as directed by their class teacher for marking and feedback via Teams.

Whole School Closure

The following procedure will apply where there is a pupil absence for the reasons outlined below.

- Whole school closure (this also applies to 'one-off' events such as closure due to extreme weather).

In the event of a whole school closure the school will provide the following:

- All learning will be set via the Microsoft Teams platform and accessed via assignments section under the class team
- Pupils will be able to join their live form tutorial daily via Microsoft Teams at 9.15am. When this is available the link for this will be found on the pupil email as well as on the calendar tab on the Microsoft teams app. A register will be taken at this point.
- Some lessons will be 'pre-recorded' via Microsoft Teams where practically possible and accessed via the Microsoft Team and Microsoft Stream.
- The learning will be in line with the content being taught in their lessons.
- Pupils are to submit any written work set as directed by their class teacher for marking and feedback via Teams.
- Every lesson will have the learning objective and outcomes, as well as accessible tasks and resources to enable the learner to take part in the series of lessons and continue to make progress.
- Although learning should be accessed via the Microsoft Teams, learners may be directed from there to alternative lesson resources and platforms such as Sparx Maths, Seneca Learning, GCSE POD, etc.
- Pupils should access their lessons during the day following their timetable at the same time it is being taught in school (synchronous learning).

Free laptop loan scheme

If you are struggling to access the remote learning because of the lack of devices or internet access, you can request to loan one free of charge from the school. Devices are allocated based on individual need. Parents are required to sign a device usage document ensuring that their child will only use the device for their school work. The devices are locked down and are protected with appropriate anti-virus and website monitoring software

All parents are encouraged to loan a laptop (if needed).

Points to Note

- Any provision of remote learning to achieve our guiding principles assumes that pupils and staff have access to the internet at home.
- If any pupils do not have access to the ICT resources required to access their learning. e.g., laptop, phone etc., please do liaise with the relevant Progress Manager.
- Whilst we do not necessarily have the resources to provide this to the pupils, it will help us to better understand their situation and plan accordingly.
- We cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be distributed entirely electronically.

Microsoft Teams is a collaborative platform which allows for real-time communication and sharing of resources between teachers and their classes. Every member of Academy@Worden has been set up on Teams and pre-registered to each of their classes.

Pupils should take care when completing any practical activities ensuring they consider health and safety given there may be no adult supervision.

Learning Expectations of Pupils

Assuming pupils are well enough to learn, pupils are expected to:

- Log on to Microsoft Teams daily.
- Attend registration on Microsoft Teams every day at 9.15am (whole school/bubble closure)
- Complete all work set for them and submit work which is requested for feedback by the deadline given by the class teacher.
- Use the contact information below if they require help. Pupils should not email individual staff directly.

How to Contact Us

Via your School Synergy or via the school website contact page: <http://www.academyatworden.co.uk/contact> or please use the usual school procedures for other queries, telephone 01772 421021.

Online Safety, Safeguarding and Behaviour

It is important to have the full co-operation of pupils and parents to assist us with this aspect of remote learning.

To meet safeguarding requirements, we therefore ask for your support in relation to the following:

Pupils:

- Must be fully dressed and appropriately dressed before joining any remote learning lesson with the correct resources requested by the teacher ready to take part.
- Should not join the session from their bedroom. Instead, they should find an area where the background is plain/non- descript or use a suitable, appropriate virtual background.
- Should wear a headset/headphone if possible.
- Should ideally be in a room on their own. Pupils with SEND may require an appropriate adult in the room for additional support.
- Must use appropriate language at all times.
- Must not record or take images of any part of a session.
- No part of any lesson (video or images) must be shared outside of the live session.
- Must not use the streaming platform to contact teachers individually about anything other than the content of the lesson.
- When engaging in any remote learning lessons our behaviour for learning policy and mantra of 'a right to teach a right to learn ' still applies. Please remember to treat everyone with dignity and respect.
- Our school policies relating to safeguarding, digital usage and online safety still apply.

Therefore, when pupils log in to any school platforms or devices, the school rules and procedures still apply and any misuse may result in a referral to the police or other appropriate bodies.

Parents/carers:

- Should not 'attend' the lesson with their child. We understand that this is not always easy, but hope you appreciate the importance of trying to facilitate this for safeguarding reasons.
- Normal protocols for contacting staff remain. Queries should be addressed via School Synergy or school telephone or by using the school website.
- On no occasion must a parent/carer use the streaming platform to attempt to make contact with a member of staff.

Staff in School:

- The member of staff will start the lesson and share their screen with the pupils taking part remotely, so pupils at home can see the information displayed on the whiteboard/visualizer.
- The member of staff will share any notes they are using for the lesson so that pupils can see from home.
- All lessons will be pre-recorded by the member of staff for safeguarding reasons.
- Members of staff will remove a child from a lesson if they feel there are any breaches of this remote learning policy.

Form Time:

- Staff may mute and unmute pupils at different times throughout the session but the default for pupils will be to mute.
- All sessions will be pre-recorded by the member of staff for safeguarding reasons.
- Members of staff will remove a child from a session if they feel there are any breaches of this remote learning policy.

One to one sessions:

- The school will use live remote one-to-one sessions when appropriate in some circumstances, e.g., to provide support for pupils with SEND. This will be approved by the DSL, in collaboration with the SENCO and parents/carers.
- The school may use live remote sessions for meetings about a child whether it be safeguarding, wellbeing, behaviour or other similar situations. Other agencies working with a child/family will also be invited to join where appropriate.
- Without exception, all live sessions will be recorded.

School:

- Will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, and allows for audio and visual material to be recorded or downloaded, where required.

During the period of remote learning, the school will maintain regular contact with pupils, parents/carers to:

- Reinforce the importance of children staying safe online.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents/carers to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. antivirus software, on devices not owned by the school.

Monitoring, Assessment & feedback during remote learning

If a pupil is self-isolating then all work is accessed via the files section of MS Teams and the homework submitted via assignments. In an event of a bubble/school closure the work for these pupils will be accessed as below.

If a bubble or school is closed then all work is on the assignments section of MS Teams and this is submitted back electronically.

Pupils will be assessed in a variety of ways through all remote learning using the following resources:

- Online submission of extended pieces of work via MS Teams using the free MS Office 365 resources if required. Feedback is provided via MS Teams on a weekly basis.
- Online submission of photos or videos. Feedback is provided on line through Worden Wonders.
- Instant feedback is provided through low stakes quizzes on MS Teams, Seneca Learning, Sparx Maths and Quizlet.
- The use of online apps and platforms (outlined at the end of the document) provide an opportunity for pupils to practise questions and gain ongoing feedback
- All pupils have access to the real time help team on MS Teams where they can gain specific help and feedback from their teachers.

All submissions are monitored for completion, quality and understanding. Pupils receive feedback via MS Teams. If the work is completed to an unsatisfactory standard or not submitted or completed, the parents are informed via texts and phone calls with a progressively increasing nature (see flow diagrams for remote learning monitoring procedures). In addition, parents receive an overview email each Sunday from MS Teams informing them which topics/subjects are due and which have and haven't been submitted.

Safeguarding:

This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working. Further details of these policies can be found on the school's website.

GCSE Revision Apps and resources

The following Apps are recommended as an aid to class work and revision.

GCSE Pod is a revision resource with over 3500 audio-visual podcasts. The content is specifically produced for use on mobile phones, tablets and PCs, and has been designed to condense the right knowledge you need for exam success into short 3 to 5 minute chunks. Exam board specific. Every pupil in the school has access and can be used through a PC, phone or tablet (iOS or Android).



Follow these steps to activate your account:

- 1) Go to www.gcsepod.com and click "login"
- 2) Click NEW HERE? GET STARTED
- 3) Enter your name, date of birth and choose your school
- 4) Select a username and password (to be used when you next login) and select the subjects you study



Quizlet

Quizlet is a digital flashcard tool that allows you to create and share study sets with others. Once you have created a set the app offers five different study modes and three game modes to help you learn. You can search for study sets created by others. With many teachers and students using this platform there are a wealth of resources that you can download and use or edit for free!



Explain Everything

Explain everything allows you to create a screencast to explain an idea/concept. It is extremely versatile allowing you to work with pictures/videos, drawings, text and even web pages. You can also record voice-over to further explain an idea. Screencasts can be exported to any device as an MP4 Video file for sharing and viewing. While this is a paid app it offers many of the features of other apps mentioned in one complete package.



Show Me

Turn your iPad into your personal interactive whiteboard! ShowMe allows you to record voice-over whiteboard tutorials and share them with your friends. This is similar to the Explain Everything app but free. **iBooks**

iBooks enables pupils to download books and PDF's electronically and store them on their mobile devices. This may be useful for accessing past exam papers and mark schemes.



iMindmap

iMindMap has a large range of templates to help you get mind mapping as quickly and easily as possible. With a colourful image library, a sketch tool and the option to customise styles and branches -this app is ideal for both breaking down your revision notes, and helping you plan your essays.



OneNote

Use this app to make and edit notes that sync to the cloud and can be accessed on any device. OneNote allows you to collect useful web links, pictures and videos and insert them into your revision notes. You can even share your notebooks with friends and learn through collaboration.



Oak Academy

Oak National Academy is an online classroom made by teachers, and provides free video lessons and resources in a wide range of subjects. To access these, please log on to: <https://www.thenational.academy/>

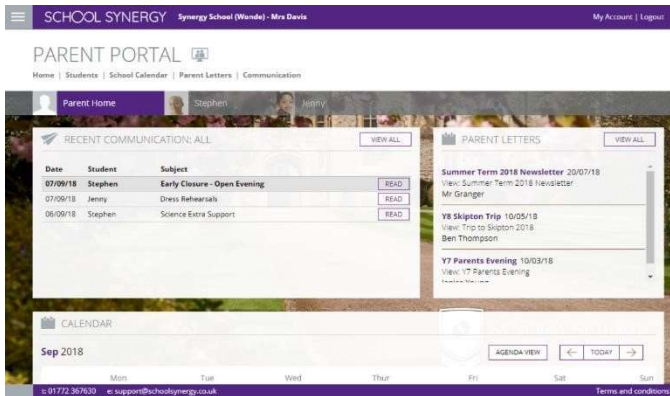


SCHOOL SYNERGY

<https://worden.schoolsynergy.co.uk>

- School Synergy is a solution to help manage communication between home and school.
- With School Synergy, school news and information specific to your child is shared in real time.
- Click on Register Parent Account





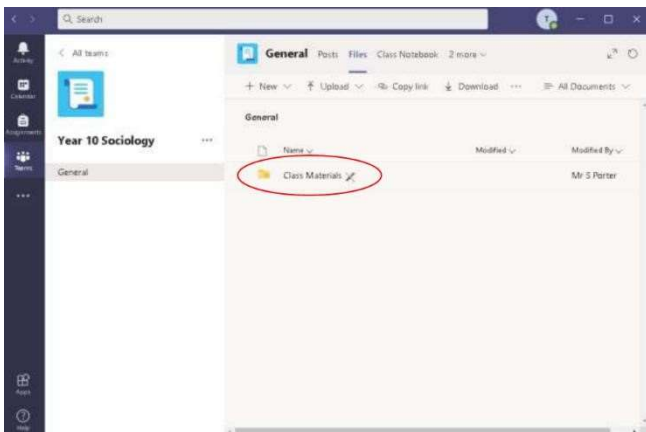
The Parent Portal is a single place where you can view school information for your children.

The homepage displays the school calendar, letters that have been shared with you and home parent communication.

Username: _____

Password: _____

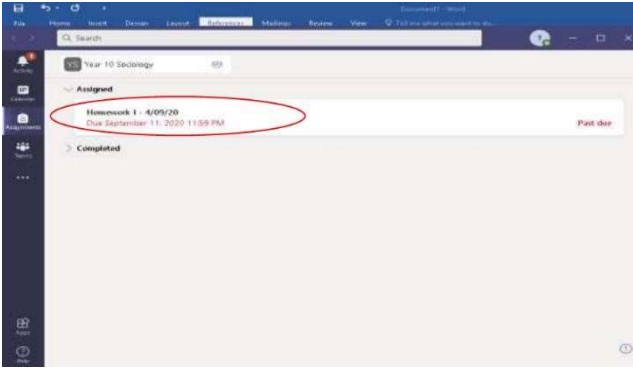
Classwork on Teams



If your son/daughter is not able to be in school due to self-isolation, then the work they would have been taught in their classroom lessons will be found in the files section of each team.

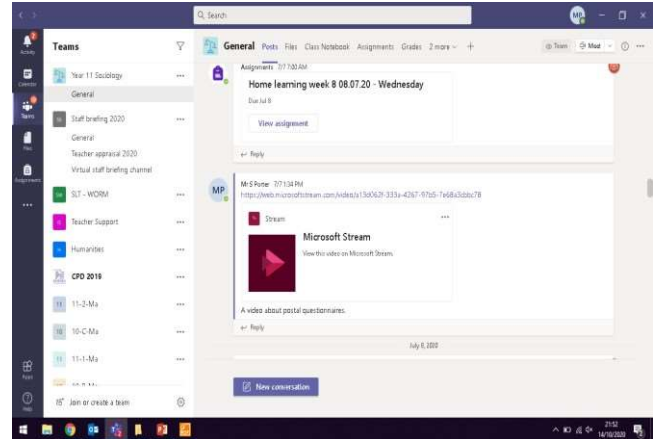
Closure of school or a year group bubble Should the school be closed to any year group bubble, or completely because of Covid-19

All home learning will be set as assignments.



Teachers will upload videos and resources to accompany them and will post them as part of the assignment.

Videos will also be visible in the general channel in the class team.



Username: _____

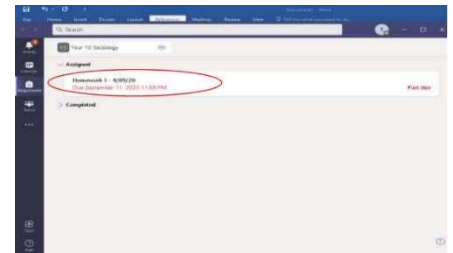
Password: _____



Homework on Teams

In all subjects (except for Computing) homework will be set as an assignment. Clicking on a class, will then take you to the previous and current assignments for that class.

For Computing, homework and classwork are both set as assignments, but will be clearly labelled as either homework or classwork – so that you can tell the difference



To log on to Office 365 you will need the following details: Email address: This is your network login followed by **@wordenacademy.co.uk** e.g. Annie Smith who joined school in September 2020 would use **20smitha@wordenacademy.co.uk**
Password: This is the same as your network login.



Office 365 gives you free access to Word, Excel and PowerPoint while you are a student at Academy@Worden and can be accessed from any device, in any location, with an internet connection.

From Office 365 you can also access:

- Your school emails
- OneNote
- Forms

Email address: _____

Password: _____