Ashton Community Science College

Remote Learning Policy

Review Schedule:

Named Owner:	W Clarke (Deputy HT – Pastoral)
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Ashton Community Science College

Remote Learning Policy

1. Aim

1.1   In the event of a prolonged school closure or restricted pupil access to school, we are committed to providing education to our pupils and will do so through a process of remote or blended learning.

Remote learning is synonymous with online learning, e-learning, or distance education, where pupils are physically separated from their teachers during instruction but online technology is used to facilitate communication and learning. Blended learning is a method of teaching that integrates remote learning practices with traditional teacher led classroom activities. It is likely that 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 pupils and teachers are healthy, and able to work as normal from home.

This policy will not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term pupil absence

Remote and blended learning may also be appropriate in situations when individual pupils, having followed government guidance, are required to stay at home for a period of time. This will require the parents of the pupil concerned to follow current government guidance to determine when their child can safely return. An example would be if, following an infectious disease outbreak, pupils are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to pupils 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.

2. Approach

2.1 The School uses Microsoft Teams, SMHW Synergy and Office 365 to allow classes to continue their learning and to allow staff to continue to communicate with their colleagues in a professional environment.

2.2 Microsoft Teams allows conference calls and document sharing all in one place which keeps all files together.

2.3 Both Microsoft Teams, SMHW and Synergy will be used to set work.

2.4 The platform and methodology being used to provide livestreaming has been risk assessed in the context of the school's policies on:

- safeguarding;

- data protection; and
- health and safety, which includes guidance relating to compliance with safety requirements of use of screen time, home working and disability access

3. The setting of tasks

3.1 Subject areas will provide work broadly in line with students' timetables through one of the above platforms. Tasks will be set in accordance with existing schemes of work, and tasks will be designed to allow students to progress through schemes of work at the same pace as if they were in school, where possible.

3.2 Naturally, remote learning will require students and teachers to take a different approach to working through content, but tasks should ensure the pace of content coverage is as close as possible to in-school teaching and ensure students do not fall behind. The nature of tasks set should allow students to learn independently, without the specific support of an adult at home.

3.3 Unless there is a good reason not to, tasks will be set for individual classes. The type of task set will vary between subjects, but examples of appropriate tasks might include:

- Reading and noting new material from a common subject area textbook or electronic resource.
- Working through subject-specific presentations or worksheets provided by the subject area.
- Watching a relevant video resource and making notes on it .
- Completing a listening exercise (e.g. in languages).
- Written responses to prompt questions, essay plans etc.
- Completion of practice questions or past papers, particularly for those in examination years.
- Working through relevant exercises offered by external providers (e.g. Sparx,).

4. Live sessions

4.1 Live sessions relate to any remote meeting where two or more members of the School Community meet online in real time. This could include but is not limited to, livestreaming lessons, staff meetings, governor meetings.   The school is confident that livestreaming represents the most effective means of delivering many subject specific learning objectives alongside other means of remote learning, such as the setting of independent work.

4.2 Teachers can deliver content to students in a 'live' manner by audio alongside visual means.   Visual means could include PowerPoints, word documents, YouTube clips, pages from online text books etc. Livestreaming will take place during what would be normal student session times when the school premises are fully open.

4.3 Microsoft Teams will be the designated platform that allows for resources to be shared, teachers to provide exposition and students to ask questions in 'real-time'.

Students will be provided with the details of sessions and will be expected to participate in them if they are asked and able to. Live sessions can be particularly helpful as they can facilitate contemporaneous communication, with students able to respond to teachers' questions (and ask them) via the conversation functionality in teams and via audio access.

4.4 Live streaming lessons will last for the maximum of an hour, which is the usual length of a lesson. This should include time for students to ask questions and teachers to respond. There is no expectation that a teacher will need to continue to respond to 'live chat' questions once the session has ended.

4.5 In a live teaching session, teachers and students should not broadcast video, as the text (conversation) function and audio feature is adequate. However, this can take place if prior permission is given by the Headteacher.

4.6 When taking part in a live streaming session where you are visible on the screen you must consider your surroundings. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Alternatively, Microsoft Teams has a facility to choose an anonymous background.

4.7 Normal school business wear for staff or school uniform for students is not needed however attire must be modest and appropriate, for example, something that would be appropriate to wear on a non-school uniform day.

5. Expectations of Staff

5.1 In order that we are providing a consistent approach, Heads of Department and 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 and are not exclusively working on a screen.

5.2 Teachers are responsible for providing constructive feedback to their students in a timely manner in line with the normal marking and feedback guidelines. Subject teachers are responsible for overseeing the form and regularity of feedback and will liaise with the Head of Department and Deputy Head (Curriculum) to ensure consistency. Livestreaming will not result in excessive marking, planning and assessment-related burdens.

5.3 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.

5.4 The use of live streaming to teach will involve a manageable number of students, which would be no more than the teacher's designated class.

5.5 Live lessons should only be scheduled at the times as directed by SLT and these should not be outside of the normal school day.

5.6 There is an expectation that students are provided with suitable learning opportunities from their class teacher. This can be a blended approach using both Synchronous and Asynchronous learning.

5.7 Live lessons can be recorded by the teacher for the purpose to benefit the school community. Recorded lessons will not be used to monitor teachers or make judgments on the quality of the lesson delivered.

5.8 When inviting a student to a live teaching session they should have 'attendees' rights on Microsoft Teams, as this will restrict their privileges of that compared to a 'participant'. For example, they will not be able to take control of the screen, mute other participants or record the lesson. This has been set up automatically by the IT team for all class lists.

5.9 At the start of any live teaching session the teacher should remind students and be clear about the behaviour expected of them during the session. E.g. to keep their microphone off and only turn on when asking a question, to use the chat facility appropriately in an educational manner.

5.10 Should the behaviour of a student fall below the expectations outlined in the behaviour code of conduct staff should respond appropriately and hand out warnings, which in the case of online learning will be verbal. Should a student disrupt the learning to the point that in class a C3 or higher would have been issued, then they should be removed from the live session and this information passed onto the specific Year Team or the Senior Leadership Team to respond to.

5.11 A record of who attended each live teaching session should be made.

5.12 All one to one live meetings with a student, whether via online means or via telephone, should be prearranged and in doing so let the parent/carer know when this will take place. For safeguarding purposes teachers should make these arrangements with parents, rather than the students themselves If using their own home-phone telephone, staff must ensure that the number is hidden using the prefix 141 before the telephone number. If an appointment is recurring, then the parent can be informed of this and it will only be necessary to make 1 call to inform them. If the meeting is being completed online a video recording of the meeting should be taken for safeguarding purposes.

5.13 To take part in all relevant CPD that relates to the delivery of remote learning.

5.14 Should any safeguarding concerns arise; these are reported as a matter of urgency to the Safeguarding Team.

5.15 If there are IT related issues while remote working, teachers can contact the IT Manager via the IT service desk email.

5.16 If a member of staff is due to deliver a live teaching session and they are unable to complete this, for example due to ill health, this must be reported to the Deputy Head Curriculum. The member of staff should cancel the live session and students complete alternative work set.

5.17 If staff do not have the facility to livestream from their home, facilities on site will be provided. Staff will be offered the opportunity to stream from within their own classroom where possible to avoid disturbance and minimise contact with others. If staff do not have access to IT equipment, please email ICT Support.

5.18 Live streaming will be undertaken through the use of an employer-approved rather than personal account.

6. Expectations of parents/carers

6.1 All parents/carers whose children are taking part in live streaming lessons have been informed and the importance that their child participates in livestreamed lessons. Where a parent does not wish for their child to take part, they must let the school know by telephoning the main switchboard and leaving a message for a member of the leadership team, who will then inform staff.

6.2 Parents/carers should not interact with teachers during live-streaming sessions, in so much as they would not be able to do this if the teaching was face to face. The live-streaming sessions are for the benefit of students and are intended to replace on-site teaching during a time of extended and enforced school closure.

6.3 It is acknowledged that parents may witness live streaming teaching. If parents wish to discuss any issues from a livestream lesson they should contact the school via either by telephone 01772 513002 or by email enquiries@ashtoncsc.com and the query will be directed to the relevant member of the senior leadership team.

6.4 Parents should provide a secure and safe place for the student to access remote learning from the home and be aware of additional changes to the behaviour policy to support remote learning. Just like in school, parents should support their child to be respectful to all members of the School Community when partaking in online learning.

6.5 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.

7. Guidance for Students

7.1 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, attending relevant live sessions, completing independent work, and submitting required 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. via Teams) on a regular basis.

7.2 In the event of an extended school closure, teachers will continue to deliver content in line with existing schemes of work once the school is reopened; if any student misses significant parts of the content, they will be able to view material posted online and the school will give consideration to the practicalities of helping students to catch up once the school reopens.

7.3 Students are expected to abide by the behaviour code outlined in the behaviour policy. Where students excel in this they should be rewarded and where they fall short, they will receive consequences by the class teacher. This especially applies to live sessions where students can be removed from the session. A severe sanction will be applied for any student who has to be removed from a live session due to negative behaviour.

7.4 Be aware that all communication on Teams is accessible to others and use classroom language, avoiding 'text speak' and ensuring you are polite and courteous at all times. Teams is only to be used for academic work and should not be used as a tool for social communication.

7.5 Students must not record or screenshot their learning on any device.

7.6 Students who are known to the school not to have access to technology to allow them to access live streamed lessons will be provided with school laptops so as not to educationally disadvantage those students who do not have access to relevant technology.

8. GDPR and data security:

8.1 This advice pertains to all users when remote learning:

- Ensure computers are stored securely, out of view and shut down every night.
- Keep anti-virus software up to date.
- Install latest software updates promptly.
- Close laptop lids when temporarily not in use as audio devices may stay on without a user realising.
- Protect any sensitive data that you might have on your screen.
- Ensure your passwords are strong and only known by you.
- Beware of scams – fraudsters have been quick to take advantage of the latest crisis.

8.2   All recordings created through the use of Microsoft teams remain the property of the school and should not be shared with anyone outside of the school community.

9. E-Safety:

9.1 This policy should be read in conjunction with the School's Online Safety Policy which is available via the school webpage.

This policy should be read in conjunction with:
The Behaviour Policy
The Safeguarding and Child Protection Policy
The Online Safety Policy