



Remote learning policy
Knutsford Academy/Cheshire Studio School
Years 7 - 13

Policy for setting work for students self-isolating

Purpose

- To express basic expectations of staff
- To ensure consistency of provision
- To provide clarity to staff, students and parents regarding the setting of work
- To ensure that students who are 'home working' have access to the same learning outcomes as students who are in school, to avoid 'gaps' in their acquisition of knowledge and skills
- To provide regular face-to-face contact with staff to support wellbeing and work completion.

Introduction

Students may self-isolating for one of the following reasons:

1. They have been sent home as part of a class or a year bubble in which a student has tested positive for Covid-19.
2. They have been sent home because they have been in close contact with a student who has tested positive for Covid-19 (eg on the school bus)
3. They have symptoms of Coronavirus
4. They are in a household with another person who has symptoms of Coronavirus.

Students who are part of a class or a year group bubble.

- Students in whole classes, or whole year groups, will be expected to attend **live registration and live lessons**, following their normal timetables, at the usual times of the school day.
- Teachers will arrange **whole class Teams meetings** and will teach the knowledge or skills for that lesson in the usual way by explanation, Power Point presentation or live demonstration. This must be recorded and posted to Teams.
- Work will be set on **class Teams** for the lesson. Students will be expected to submit work through Teams and the teacher will provide feedback through Teams.
- **The teacher will remain on the call for the full 60 minutes of the lesson.** It may be the case that teacher explanation lasts for half of the lesson – the teacher may then turn their camera off but must remain in the call. Students must be invited to 'come back in' to ask questions or get further explanation. The teacher should check in with all students at the end of the call to check on learning and work completed.
- Heads of Year will post assemblies on the Year group Team.
- Face-to-face contact with Form teachers will take place daily.
- **Students who have TA support will continue to have this support. The TA will join them virtually in the live lesson and then Teams call them to support them with the work set.**

Students who are not part of a class or a year group bubble.

- **Work will be provided by Faculties on Teams until half term.**
- Thereafter, Faculties will provide work on a week by week basis in the **Year group Teams**. It is paramount that the lesson objectives in the scheme of work are covered. It is expected that all children will broadly cover the same material as their peers in school. It may be the case that more suitable materials for distant learning are available. However, they must cover the same acquisition of knowledge and skills as those students who are in school.
- Lessons set may include links to Oaks Academy lessons, Power Point presentations, relevant websites and worksheets. Students will be given work on the same topics and themes as those being studied in school. However, the work set may achieve this by a different route. For example, the lesson may also include a Power Point presentation, teacher explanation and a worksheet. The work set for home learning may also reference an Oaks Academy lesson or a video giving explanation of the theory and an assignment which *may* differ from that in class but achieve the same learning outcomes.
- Work set for students in this way must be varied and enjoyable for students – a diet of only Power Point presentations should be avoided.
- We are currently looking into the possibility of students being able to ‘dial in’ to lessons from home via Teams. However, there is currently no expectation that teachers should teach a class in school and teach students self-isolating from the class, remotely, at the same time.
- **The exception to this, is for sixth form classes where – due to smaller class sizes – this may be possible. Where it is appropriate and where it is possible, teachers may use this method of delivery. This is more likely in practical subjects.**
- Face-to-face contact with form teachers should occur via Teams where possible, or via a telephone call, every 2 or 3 days.
- Students who have TA support will receive regular contact from the TAs who will offer support where needed, via individual Teams calls.

Monitoring and evaluation

This policy will be reviewed at least half termly by senior managers and termly by the full governing body.

Half term 1 2021 – temporary amendment to policy

During the current lock-down the following processes will take place

- All lessons will be live lessons taught according to the amended school day (see below).
8.45 – 9.00am morning registration with tutor
9.00 – 10.00am P1 10.00 – 11.00am P2
11 – 11.15am Break
11.15 – 12.15am P3
12.15 – 1.00pm Lunch
1.00 – 2.00pm P4 2.00 – 3.00pm P5
- Teachers will schedule lessons with the following code: LL P4 Art LMN (Live lesson –

Period – subject – teacher) so that students can clearly see their live lessons amongst other lessons in their Teams calendar.

- Lessons will be scheduled in normal working hours so that student phone ‘alerts’ are not ‘pinging’ on their phones at unsociable hours.
- Staff will use a variety of methods to lead the learning: power point presentation, video clips, break out rooms, Carousel Learning, Live marking etc. They should register all students on the call, introduce the learning for the lesson for 15 – 20 minutes max and then set students off on their task (located in the class team assignments folder).
- The member of staff must remain on the call for the whole lesson – students must be encouraged to unmute and ask questions throughout. Staff should then pull the learning together in a whole class plenary at the end of the lesson.
- Homework should be set as appropriate. Feedback should be given on work submitted

Behaviour

- If the behaviour of any student does not meet our expectations, they should be removed from the call or students can be ‘hard muted’ where necessary. This occasion should be rare and the HOY must be informed as soon as possible.

Attendance

- The Head of Year will monitor and follow up attendance with the tutor team

Work submission

- Tutors will follow up on students not turning in work. In the sixth form this will be the class teacher in the first instance, reverting to the tutor and SKM if this persists.

Feedback

- We constantly strive to improve our remote provision. We aim to survey teachers, students and staff at least twice per half term to get feedback on what is going well and what could be improved.

Policy lead and nominated person i/c remote learning for KA and CSS:	Karen Key
Last review date:	13 January 2021
Next review date:	12 February 2021
Approval needed by:	Headteacher

