



REMOTE LEARNING POLICY

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| REVIEW DATE | APRIL 2020 |
| REVIEW DATE | APRIL 2021 |

The purposes of this policy are threefold:

1. To outline procedures and practice for pupils in self isolation, and are otherwise fit and healthy, to continue with their academic program
2. 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
3. To outline procedures and practice for staff, pupils and their parents to continue with the academic program if the School has to close due to advice from the Government and/or Public Health England or similar body.

Remote learning for pupils who are in self isolation whilst the school is still open:

Pupils are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even if they are not displaying symptoms.

During any such period, Take 1 will make sure that education is provided remotely (online) so no-one need fall too far behind. This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

Pupil/Student expectations:

- Pupils should retain structure to their working day.
- Each day pupils should log into Show My Homework to see what tasks have been set for the day.
- Complete all set work and, if requested, to submit via Show My Homework
- Where asked pupils should submit work via their school email addresses
- Pupils should use Show My Homework and to communicate with their teachers and ask questions if they do not understand/require help.
- Alternatively, they may need to email the teacher as appropriate/if they are having difficulties.
- Pupils must sign off that they have completed set work as per teachers' instructions using Show My Homework.

Teacher expectations:

- It is recognised that teachers will have to cover their normal timetabled lessons and may be teaching classes for most of the day.
- They should endeavour to find time whenever possible during lessons to set work that covers the salient points covered.
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be shared with absent pupils. It is recognised that some lessons are discussion based and it is more difficult for pupils at home to benefit from this kind of activity. Alternative tasks should be set by the teacher if time allows.

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Contact the pupil's tutor if there are any concerns.

Remote teaching for staff who are in self isolation

Teaching staff are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even, if they are not displaying symptoms. During any such period, Take 1 will ensure that the lessons are covered in a similar way to any other planned absence, so no-one need fall behind.

This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

If a member of staff is required to self-isolate, they are expected to:

- Follow the normal guidelines for planned absence. They should plan resources and set cover work for another teacher, who may not be a subject specialist, to follow.
- Additionally, they should mark work and give feedback remotely as per below.

Remote teaching and learning in case of enforced school closure

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupils/Student expectations:

- Pupils should retain structure to their working day.
- Check Show My Homework to see the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work on Show My Homework (or via email where requested).
- Use Show My Homework 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 the system.
- Pupils must sign off that they have completed set work as per teachers' instructions using Show My Homework.
- Pupils may need to photograph work of a visual nature and use the Show My Homework app to submit this to teachers.
- Deadlines must be met; Parents will be informed if they are not.

Teachers and support teachers are expected to:

- Upload teaching materials/lessons to Show My Homework
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled slots to answer any questions pupils may have via Show My Homework or email. 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.
- Set tasks on Show My Homework that include lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback using Show My Homework with the same regularity they would have done if in school.
- Make sure that all resources are available online including scanned pages of textbooks.
- As much as possible, use the usual rewards and sanctions such as merits/demerits, and verbal praise/warnings. Email parents if there are ongoing concerns.

Senior Leaders are expected to:

- Fulfil expectations of a normal classroom teacher.
- Regularly check subjects and the work being set on Show My Homework.
- Regularly check in with their team to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues to ensure that work is provided as required.

The Learning Support Staff are expected to:

- Connect with parents and/or students who require additional SEN support or who are on Take 1's vulnerability database, to check how they are coping with the home learning.

Parents are expected to:

- 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.
- Contact the tutor if there are any concerns.

NOTES: All staff are trained to set tasks using Show My Homework.

Feedback - students can continue to receive the feedback they need through online annotation of documents, the feedback section of Show My Homework, whilst teachers can track their progress and see where support is required.

Some verbal feedback will be given when required by named staff with authorised mobile devices.

Named staff are:

Naomi Fearon: Head Teacher/DSL

Courtney Rose: Head Teacher/DSL

Steph Dalton: Education Support/DSL

Anna Hucknall: Administrator

Safeguarding This guidance document is supported by the Take 1 Studios Safeguarding Policy.

Specific additions to note: It is the Take 1 policy at this time NOT to provide video lessons.