

Remote Learning Plan

This plan will be implemented when:

- Close contacts of a positive case within a Year group are forced to isolate
- A Year group bubble is isolating
- If there were to be a full Local/Regional/National lockdown
- School is closed due to severe weather or disruption to services that prevent the school opening to students.

In all cases, Edulink will remain the platform for setting assignments and homework. Microsoft Teams will be used for live teaching episodes and/ or pre – recorded lesson delivery.

In the event of a Year group bubble isolating; a full Local/Regional/ National lockdown or school being closed due to severe weather/disruption to services that prevent the school from opening, the following plan would be implemented:

- All lessons would immediately be moved online using Microsoft Teams. Teachers would deliver the timetabled lesson remotely to each of their classes at the scheduled time. Lessons may be live or work will be set.
- All students would be expected to follow their normal school timetable, logging into Microsoft Teams at the start of each scheduled lesson
- Lessons may involve a mixture of live/pre-recorded material alongside tasks and activities for students to complete
- Students would be expected to attend their form time each day

In the event of close contacts of a positive case having to isolate or a student being unable to attend school due to having to isolate, the following plan would be implemented:

- Teachers will 'live stream' their lessons from within school by inviting isolating students to join the lesson by scheduling a meeting on Microsoft teams
- If 'live streaming' is not possible, work will be set on Edulink
- Isolating students will follow their normal timetable
- Students will be expected to join their Form time via Microsoft Teams with Form tutors inviting individuals to a scheduled meeting during form times

In the event of a member of the teaching staff having to isolate, the following plan would be implemented:

- Teachers will deliver their lessons from home via Microsoft Teams. To facilitate this, lessons in school will be supported by cover staff who will ensure the students and teacher are supported in the accessing and delivering the lesson.
- If 'live streaming' is not possible, cover work will be set via Edulink.
- Isolating staff will follow their normal timetable
- Staff who are Form Tutors will deliver Form time via Microsoft Teams with the support of the cover staff and the Head of Year.

Remote Learning Guidance

Students, Parents/Carers and Staff must:

- Always maintain a polite, courteous, formal and professional tone when communicating with each other and ensure that professional boundaries are maintained
- Only use official channels of communication via work/School email addresses or School platforms such as Edulink or Microsoft Teams
- Not exchange private text, phone numbers or personal email addresses
- Ensure that any live or pre-recorded teaching episodes or any virtual meetings are conducted and/ or attended from an appropriate room/household space.
- Ensure that the background is neutral and does not contain any identifying features
- If delivering or attending lessons remotely from home, staff and students must wear appropriate clothing e.g. no pyjamas, no revealing tops etc.
- Normal dress code applies if delivering remote lessons from within School
- **When joining lessons, student mics should be muted and cameras on where possible. This will allow Teachers to readily check student work and engagement and further support teaching and learning check evident work and engagement.** *Not having a camera or mic should not be seen as a barrier to accessing lessons, as the chat facility in Teams can also be used*
- Live streamed lessons must have the camera positioned so that it is on the board or teacher, with no personal or sensitive data visible in the classroom. Students joining remotely should not be visible to the students in school and vice versa.
- A record of attendance for each lesson will be kept and monitored by class teachers.
- form tutors and heads of year will also monitor attendance of their tutees and/or Year group making contact where necessary.
- Normal School behaviour guidelines apply for remote lessons and students are expected to conduct themselves in accordance to our Guiding Principles and Central Aim
- Ensure all video recordings of lessons and teaching episode are stored securely on the School network and not on personal devices.
- **Students must not record or take photos of any lessons, teachers or other students. If a member of staff suspects that a student or parent/carer is recording the interaction, the lesson should be paused and the student should be logged out immediately. This should be reported straight away to the DSL or Headteacher**
- It is the responsibility of staff to act as a moderator, raising any issues of suitability of dress, setting or behaviour with students and/or Parents/Carers immediately, ending the online interaction if necessary
- Any behaviour concern should be reported to the student's head of year/ Assistant head of year.
- Any safeguarding / Child protection concern that may arise from an online interaction should be reported to the DSL