

COOKSTOWN HIGH SCHOOL



Remote Learning Policy April 2021

Policy Title:	Remote Learning Policy
Target Audience:	Governors, Staff, Parents
Policy Lead:	Principal
Policy Developed by:	SLT
Those Consulted:	Education Authority and Department of Education
Ratified by Board of Governors on:	20 April 2021
Implementation Date:	21 April 2021
Review Date:	Ongoing (due to CV-19)
Principal:	Miss G Evans
Chair of Board of Governors:	Mrs L Dripps

RECORD OF POLICY REVIEWS & AMENDMENTS

DATE OF REVIEW	AMENDMENTS	APPROVED BY

Rationale

This policy outlines contingency measures, which must be implemented because of the Covid-19 pandemic. The use of Remote Learning will be to guarantee the continuity of educational provision for pupils, should they need to self-isolate or if there are school closures due to Covid-19. This Policy applies to all Key Stages and a continuance/recovery curriculum will be implemented where safeguarding and online netiquette will be paramount, creating a safe, inclusive and secure learning environment for all stakeholders.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for safeguarding.

As a school we will be using Microsoft Teams, as our main platform for setting work, sharing resources, uploading completed work, delivering pre-recorded and live lessons. Some of our departments, will also use Google Classroom as their main platform for Remote Learning. The table below outlines how school, parents/carers and pupils will work together in partnership to ensure minimal disruption to the education of our young people during this time.

Preparing for remote learning

Cookstown High School will be proactive in ensuring that:

- ✓ Staff have access to Microsoft Teams/ Google Classroom and C2K email for classes and that these are set up.
- ✓ Staff are familiar with the main functions of Microsoft Teams.
- ✓ Staff can host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home.
- ✓ Pupil and parents have access to their login details for My School.
- ✓ Pupils can access their school email address.
- ✓ Pupils within classes have access to the relevant Microsoft Teams/ Google Classroom.
- ✓ Parents and pupils are made aware in advance of the arrangements in place for the continuity of education via the Sims Parent App, school website and letters.

Cookstown High School should ensure that staff are supported in the development of the above framework by:

- ✓ Using staff meetings or setting aside professional development time.
- ✓ Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have access to a suitable device at home.
- ✓ Staff should ensure that they: have received appropriate training and that their computer-based teaching resources are available outside of school (e.g., on One Drive or a USB drive)
- ✓ Staff have access to key resources not available online at home, e.g., key textbooks.

Remote/ Blended Learning Summary

Rota System	Year Groups/School on full lockdown
<ul style="list-style-type: none"> ✓ When pupils are in school, staff will continue to teach them in the usual manner, whilst ensuring they follow the social distancing requirements outlined in the school risk assessment. ✓ Pupils will be required to access their Pastoral Team each morning, during registration to gain an attendance mark (if remote learning). ✓ During their two weeks at home pupils will be expected to follow their normal timetable to engage with guided home learning. ✓ Staff will be expected to teach pupils who are learning remotely, either via live lessons, instructional video's or PowerPoint lessons (with voice over). ✓ All resources should be available for pupils on Teams or Google Classroom ✓ Staff should be available throughout the lesson to support pupils with their learning, either audio, face to face or via the chat function on Teams. ✓ Vulnerable pupils and children of key workers will be provided with a safe learning environment during the period of 'remote learning' and will be expected to engage with guided home learning in the same manner as other pupils. ✓ Work should be handed in on return to school or via assignments on Teams, as appropriate. ✓ Feedback should be provided in line with school and department policy. 	<ul style="list-style-type: none"> ✓ Staff will continue to teach year groups who are in school in the usual manner, whilst ensuring they follow the social distancing requirements outlined in the school risk assessment. ✓ Pupils will be required to access their Pastoral Team on a daily basis to gain an attendance mark. ✓ Pupils in year groups who are not in school will engage in remote learning and will be expected to follow their normal timetable. ✓ Staff will be expected to teach pupils who are learning remotely, either via live lessons, instructional video's or PowerPoint lessons (with voice over). ✓ All resources should be available for pupils on Teams or Google Classroom. ✓ Staff should be available throughout the lesson to support pupils with their learning, either face to face or via the chat function on Teams. ✓ Vulnerable pupils and children of key workers will be provided with a safe learning environment for the duration of the 'remote learning' period and will be expected to engage with guided home learning in the same manner as other Pupils. ✓ Work should be handed in on return to school or via assignments on Teams or Google Classroom, as appropriate. ✓ Feedback should be provided in line with school and department policy. ✓ There should be no expectation that every lesson is a live lesson, we operate a blended approach to Remote Learning. ✓ Assessment will also be conducted remotely, if the school is closed for an extended amount of time. ✓ The school will monitor engagement on a fortnightly cycle and staff will contact home if pupils are not engaging. ✓ Pupils who habitually non engage with remote learning will be classed as vulnerable and may be required to attend school (In line with EA guidance). ✓ Parental Consultation and Careers Events will be delivered remotely via School Cloud.

Remote Learning Practice and Recommendations

The setting of tasks on Teams In the event of self-isolation, year group isolation or school closure, departments will provide work in line with pupils' timetables through Microsoft Teams.

In most cases, this will involve live lessons which will be delivered in accordance with existing schemes of learning. Where possible, tasks will be designed to allow students to progress through schemes of learning at the same pace as if they were in school.

Guidance for staff delivering lessons on Microsoft Teams and Google Classroom

- ✓ Schedule the lesson using the Teams calendar for the same day and time that the class would be taught in school.
- ✓ When scheduling the lesson, the title of the meeting must read [Class] [period] e.g. 8CA English, Period 2.
- ✓ Staff must remind pupils to switch their webcams off and mute themselves at the start of each live lesson.
- ✓ Upload resources to class materials for the relevant Teams/class.
- ✓ Ensure you explain to pupils what work you expect them to submit and how it should be submitted (e.g. upload via assignments on Teams).
- ✓ Wear appropriate dress when visible on-screen, although staff have the option to turn their camera off.

Communication

Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by colleagues, pupils and parents. All communication should take place during usual office hours, with no expectation for teaching staff to read or respond to emails after 3.55pm, although responses should be made to electronic messages within one working day in normal practice. For those who are on part-time contracts, communication is expected only on the days on which they would usually work.

Student Behaviour during Distance Learning

According to DENI Circular 2020/05, one key learning point that has emerged worldwide during the March 2020 school closures is that schools should not expect to make similar progress to taught lessons in any given period of remote learning.

Schools may wish to take a pragmatic approach to delivering the curriculum, prioritising key knowledge, understanding and skills in each area of learning. However, school guidance June 2019 highlights that Distance Learning courses in schools should emphasise that the same standard of behaviour and honesty apply on and offline.

The rules of good etiquette must be adhered to, respect for others and how to recognise unacceptable behaviour in others is key.

Assessment

Providing timely and helpful feedback is a cornerstone of good teaching and learning and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to pupils on pieces of work that they are required to submit.

Under normal circumstances, not all pieces of work are formally assessed, and this would continue to be the case should the school employ remote learning. Assessed work will be set by teachers and submitted by pupils using assignments on Teams/ Google Classroom.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided. Possible methods may include:

- ✓ Providing whole class feedback rather than feedback on individual pieces of work.
- ✓ Using the 'insert comment' function on Microsoft Word documents and attaching the work.
- ✓ Use of Microsoft Forms to create quizzes in order to assess pupils' knowledge and understanding.

- ✓ Tracking grades can be provided for KS4 and KS5 as an average of essays/ coursework that has been submitted during any period of extended remote learning.
- ✓ Staff may also set live assessments; these are scheduled during a normal timetabled lesson and pupils are required to submit the work immediately at the end of the lesson (advanced notice will be provided for these lessons).

Staff absence and flexible working

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

- ✓ Follow the normal guidelines for planned absences. They should plan resources and set work using Teams/ Google Classroom for their lessons.

If a member of staff is unwell (Covid-19 related or otherwise) or cannot work for any other reason they are expected to:

- ✓ Report their absence using the normal procedure.
- ✓ Where possible liaise with their line manager so the setting of work for pupils can be organised so pupils do not fall behind. If a member of staff cannot work in the usual way during the school day, they should discuss this with their line manager.

Monitoring and Quality Assurance

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- ✓ Co-ordinating the remote learning approach across the school.
- ✓ Monitoring the effectiveness of remote learning – through regular communication with teachers and Curriculum Leaders, reviewing work set and feedback from pupils and parents.
- ✓ Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Curriculum Leaders (CL's)

Alongside their teaching responsibilities, Curriculum Leaders are responsible for:

- ✓ Working with their department to make sure all remote learning work set is appropriate and consistent.
- ✓ Maintain oversight of the appropriateness and quality of the work set across their Department.
- ✓ Liaise with their SLT link about pupil progress and engagement with remote learning and the quality of teaching provision through work sampling and discussions with teachers.
- ✓ Share good practice across the department through regular review of resources and professional discussion via departmental meetings as noted in the school calendar.

Curriculum Leaders are required to liaise with their departmental staff through regular contact to ensure that:

- ✓ Sufficient work is being set to cover ongoing periods of closure.
- ✓ Pupils causing concern through a lack of engagement with live lessons or assignments requiring submission are flagged with CL's on a weekly basis.

Heads of Year (HOY)

Alongside their teaching responsibilities, Heads of Year are responsible for:

- ✓ Weekly video assemblies (shared on Teams to the year group).
- ✓ Co-ordinating Keeping in Touch – regular form drop ins to check on wellbeing and check ability to access remote learning.
- ✓ Monitor the non-engagement grid and contact those pupils who are not engaging with remote learning on a fortnightly basis.

Form Tutors

Alongside their teaching responsibilities, Form Tutors are responsible for:

- ✓ Conduct form periods on Teams – during the normal timetabled slot.
- ✓ Deliver form time as allocated by HOY (remotely via Microsoft Teams in the case of full year group or full school isolation).
- ✓ Those linked to a year group but not a Form Tutor will be assigned pupils for Keeping in Touch and raising any concerns with HOY.
- ✓ Assisting with Year Group Assembly on the request of HOY.

Learning Support

Teaching Assistants (TA's) are responsible for:

- ✓ Keeping in regular contact with their allocated students on a weekly basis.
- ✓ Coordinating their team of Learning Support Assistants to ensure wellbeing, ability to access lessons and SEN queries.
- ✓ Ensure all TA's can access Microsoft Teams and their allocated lessons Learning.
- ✓ Attending lessons (where possible) via Microsoft Teams.
- ✓ Keeping accurate notes to supplement a SEN pupil's annotation.
- ✓ Immediately contact SEN pupils if they are not accessing the lesson without prior arrangement.

Pastoral Care

Cookstown High School is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning. During such periods, the normal channels of communication regarding pastoral care, attendance and wellbeing remain a priority. Pupils can contact their Form Tutor, Head of Year, SLT, or indeed any member of staff should they prefer, by email or through Teams.

Safeguarding

During any period of school closure, the "Safeguarding and Child Protection" Policy still applies, as does the Staff Code of Conduct (Annex C) and the IT Acceptable Use agreement.

- ✓ Any live contact between pupils and staff must only take place through official school channels. This includes emails from pupils to teachers, which should only be sent from pupil email addresses.
- ✓ Any online contact between pupils and staff must only take place through official school channels, which are: C2K email address only: no personal email addresses must be used by either staff or pupils.
- ✓ Microsoft Teams or Google Classroom.

- ✓ Contact between pupils and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp), is strictly prohibited.

Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules for communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and the pupil alone.

Parental involvement in MS Teams or Google Classroom: As with video lessons, communication in Microsoft Teams is between the pupil and Teacher. Parents are not permitted to communicate with staff through Teams, even on the part of the pupil. If a parent wishes to contact the school, then they should email the school as normal and the email will be passed to the relevant member of staff - info@chs.cookstown.ni.sch.uk

Protecting members of the online group

- ✓ We are aware of the increased level of risk around child protection in the online environment. Pupils, parents and staff are not permitted to screen shot, screen record or copy any of the conversations, comments, materials shared in Microsoft Teams or any other online platform.
- ✓ In the event of only one pupil turning up to a lesson the teacher should leave the lesson.
- ✓ There is no compulsion on pupils or staff to turn on camera during a live class.
- ✓ Pupils must keep their microphone off during lesson unless the teacher specifically requests them to contribute.

Private Channels

Staff may establish a private channel with a pupil who is unable to attend school due to self-isolation or if the Teacher wants to hold a private conversation with the pupil. A private channel can only be seen and read by the pupil(s) and member of staff added to it. However, if a private channel is created with just one pupil then an additional member of staff will be added to the channel to moderate the conversation, this is to offer protection to both pupil and staff members.

Pupil login details are for pupil use only

There are serious Safeguarding concerns if details are used by anyone other than the pupil. Any potential breach of this would be considered under our Child Protection & Safeguarding Policy. No one other than the pupil should use these details for accessing Teams.

Student Placement Teachers

Student teachers may be on placement in Cookstown High School. They will be involved in preparing and delivering online lessons and compiling resources for specific classes. Parents should be reassured that all student placement teachers are Access NI checked and will be under supervision of the Curriculum Leader in their subject area.

Cookstown High School Remote Learning Policy: Teaching and Learning Strategy

School Actions	Pupil Actions	Parent Actions
Ensure pupils know what books and resources they need to be able to successfully complete any remote learning.	Where possible ensure that you have books and resources you need to complete remote learning successfully	Where possible ensure your child has all their books and resources needed to complete their remote learning
Provide high quality remote learning resources and guidance through Teams and Google Classroom.	Make sure you have a suitable study space to complete your remote learning i.e., a desk or table and chair.	Ensure your child has access to a device to use to access remote learning. Please contact the school if you child does not have access to a device.
Pastoral staff to contact parent/carer and or pupil if extended absence or non-engagement to check student wellbeing and learning.	Retain structure to your day login to your lessons at the timetabled times.	Support your child in establishing a structured day start, finish and break times in line with their in-school timetable.
Monitor the completion of remote learning and submission to class teachers.	Make sure you can access Teams to complete your remote learning tasks. If you are struggling, let your teacher know, they are here to help.	Support your child with accessing and completing the remote learning curriculum through Teams.
Set work using Teams for timetabled lesson times. Provide feedback for pupils on work submitted in line with school and departmental policy.	Email your class teacher if you require additional support with your remote learning. Submit your completed remote learning work as instructed by your teacher. Act on any feedback given to improve your work.	Support your child to submit their work as directed by their class teachers. Encourage your child to act on any feedback given to improve their work.
The school behaviour policy still applies during remote learning.	Uphold the same standards of conduct and behaviour during live lessons as would be expected in school.	Speak with your child on how to conduct themselves in live lessons. Showing respect for themselves and others.