

Remote Learning Plan

Updated January 2021

Introduction

This plan is designed to set out the detail of how remote learning will work through the use of Microsoft Teams in the event of a student/class/teacher having to self-isolate and work from home. This is a national requirement of schools.

Safeguarding

Staff, students and parent/carers' individual rights to privacy and safety must be protected and no information should be shared with third parties. There is no expectation that Teams lessons will be recorded, with the exception of one-to-one sessions to safeguard both the staff member and the student. However, if a teacher does want to record a lesson for CPD/observation purposes then this is allowed but the camera does not need to be focussed on the teacher or students; it can be directed towards the board or a screen share could be showing a resource. Due to the sensitive nature of certain topics, PSHE sessions will not be delivered live on teams, but the booklets will be uploaded into the class Team for students to complete independently. Safeguarding procedures remain the same.

Behaviour for Learning

The behaviour and safeguarding policies still apply for remote learning lessons, and any inappropriate behaviour or use of technology or bullying should be reported to the Pastoral Leader. It is expected that you still use the Wave system. If there is continuous low-level disruption/severe breaches of the behaviour policy/serious misuse of technology, then the teacher can remove the student from the lesson and will report this to the Pastoral Leader, and Safeguarding if required.

Staff Expectations

- Ensure students can access Teams lessons in the scenarios listed below, following the usual school timetable, with the exception of PSHE (upload booklet to Teams)
- All remote learning resources will be shared through Teams). Homework will be set via the Shuttleworth College App.
- Deliver Teams lessons to closely match the experience students would be getting in the classroom
- Ensure appropriate feedback is given on students' work in a timely way
- Ensure classes have been activated on Teams and filters applied as identified in the logistics section below
- Manage safeguarding throughout the session, including muting microphones and turning cameras off when appropriate. Ask students to use the 'raise hand' or chat functions to communicate with you. Do not communicate with parents/carers/siblings in the background
- Follow the behaviour policy, including the points written above. If a teacher is teaching from home, it is the Cover Supervisor who will be responsible for managing behaviour of the class
- If self-isolating or teaching from home, ensure appropriate dress is worn and that your background is as private as possible

Student Expectations

- Join Teams lessons punctually when self-isolating or working from home, following your usual timetable
- Complete work to the best of your ability
- Upload work to be marked as directed by your teacher
- Follow behaviour and safeguarding expectations (including NO mobile phones) at all times and follow all teacher instructions regarding the use of Teams functions during their lessons
- **Support the rights of all students and teachers by NOT recording/sharing or taking screenshots of any part of the lesson – doing any of these would be a serious breach of safeguarding**
- Only use Teams chat to contact teachers and use formal language when doing so
- Dress appropriately (school uniform is NOT required) and ensure your background is as private as possible

Parent/Carer Expectations

- Reinforce the student expectations with your child
- **Support the rights of all students and teachers by NOT recording/sharing, taking screenshots of any part of the lesson, discussing lessons with third parties or discussing other children – doing any of these would be a serious breach of safeguarding**
- Enable us to support your rights by you and other family members not appearing in the background and by not participating in lessons in any way
- Help us support your child by providing a quiet learning space with a desk and chair – please contact us if you need any help with this

Remote Learning Scenarios

Scenario	Type of remote learning	Points to note
Teacher is in school and has at least one student self-isolating	Teacher teaches the class but also starts an online meeting (except for PSHE) on Teams with the class so that the self-isolating student(s) can observe the lesson and complete work as best they can	<ul style="list-style-type: none"> • This may not be the most ideal remote learning experience for the child self-isolating but will keep them involved in the learning as much as possible • During independent learning the teacher can communicate with any pupils at home via the 'chat' function. • The camera could be pointed at the teacher, the board or the screen can be set to share so that students are viewing the PowerPoint or similar • Any resources will be shared via Teams so all the information is in one place • Student should start lessons with cameras off and microphones muted, however there may be times during the lessons where pupils are encouraged to turn cameras on and unmute themselves to speak or answer questions.
Teacher is in school and has the whole class self-isolating	Teacher teaches the lesson (except for PSHE) on Teams by starting an online meeting with the class as per the timetable	<ul style="list-style-type: none"> • Teams lessons should start punctually • You should reinforce work and behaviour expectations at the start of each lesson (in particular the 'raise hand' function) • Teams lessons should follow as closely as possible the curriculum • The camera could be pointed at you, the board or you could set your screen to share so that they are viewing the PowerPoint or similar • The students should have their cameras on but be muted (unless you decide to unmute for a question/answer) • It is completely expected that there will be chunks of time where students are working independently and that the only interaction is through the chat function if a child needs help from you • If you do want the student to have copies of any resources, share these on Teams so all the info is in one place – this could be done in advance of the lesson • Be clear what work you want handing in and how • It is ok to finish the lesson early by around 10 minutes to allow time for you to share any further resources and/or get set up for another lesson

<p>Teacher is self-isolating and has a cover supervisor with their class</p>	<p>Teacher starts an online meeting (except for PSHE) with the class through Teams, and invites the cover supervisor to the meeting. The cover supervisor takes the register and is responsible for behaviour management.</p>	<ul style="list-style-type: none"> • Teacher should also have SIMs register open at home to check any absentees to help with questioning • Teacher and cover supervisor can use the chat function to communicate throughout the lesson whilst students working to pick up on any lack of engagement etc. • Bear in mind that there might be a student/students at home also self-isolating who have joined the lesson and refer to points above in the first scenario and use accordingly • The cover supervisor's camera/visualiser could be pointed at the class so that the isolating teacher can see the group • Background noise could cause an issue; reinforce the need for pens/equipment down, no rustling paper etc.
<p>There is a national/local lockdown situation so that pupils and teachers are at home. (key worker and vulnerable pupils are in school)</p>	<p>Teachers deliver their normal TT as it would be in school. The only exception is Y10 PSHE where resources will be posted in the class team for students to complete independently.</p>	<ul style="list-style-type: none"> • Teams lessons can be scheduled, and settings saved prior to the lesson so that 'who can present' is set to 'only me', and 'who can bypass the lobby' is set to 'only me'. • Students can have cameras on or off. If students have the camera on they may wish to change the background. Students can communicate with the teacher either through the 'chat' function or by 'unmuting' themselves and speaking. • Lessons will be delivered 'live' by teachers following the normal school timetable. Lesson may have a mixture of teacher explanations, video demonstrations and independent work. • Work can be submitted via class notebook/assignments on teams. • Feedback will be given to students either verbally, through chat, class notebook or through other web-based applications that have been approved. Teams lessons can be scheduled, and settings saved prior to the lesson so that 'who can present' is set to 'only me', and 'who can bypass the lobby' is set to 'only me'. • Students can have cameras on or off. If students have the camera on they may wish to change the background. Students can communicate with the teacher either through the 'chat' function or by 'unmuting' themselves and speaking.