

OVERTON GRANGE SCHOOL POLICY

REMOTE LEARNING POLICY

Reasons for the Policy

Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, we are expected to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September 2020. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of students are required to remain at home.

What is the policy going to do?

The intention of this policy is to outline procedures and practice for students in self-isolation, and are otherwise fit and healthy, to continue with their academic studies. To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, setting, marking and feeding back on student work as part of normal academic studies.

How is the policy going to be put into practice?

Individual student (self-isolating) expectations:

- Students should retain structure to their working day.
- Check Show My Homework (SMHW) to access the resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work to the subject teacher in the agreed manner eg upload, photograph, scan etc.
- Use SMHW to communicate with their teachers and ask questions if they require help within normal school time hours. They may need to email the teacher if they are having difficulties with the system or for a longer question.
- Students may need to photograph work of a visual nature and use SMHW to submit this to teachers.
- Deadlines must be met where practically possible. Form Tutors will be informed by subject teachers if they are not.
- All interactions on SMHW to be appropriate and in line with school expectations. In particular, students must keep personal conversations to their own social media streams in order to keep channels free.

- Student work is to be uploaded as soon as possible.

Student (long term closure for a whole cohort) expectations:

- Students should retain the structure to their working day and log-in to MS Teams to follow their normal timetable.
- Students are expected to follow the lesson layout of the teacher and to do the work set when given independent learning time.
- Students to follow the expectations above for self-isolating individuals.

Staff expectations:

- Upload teaching materials and lessons onto SMHW for individual students who are self-isolating.
- In the event of having to run lessons using MS Teams for a long term closure for a whole cohort:
 - Staff are to schedule these for their classes through MS Teams following the school's normal timetable.
 - Staff are expected to keep a paper register of those students who attend.
 - For a 2 hour lesson, the lesson needs to have 45-60 minutes teacher contact and the rest of the time students can be working on set work independently. The teacher contact time needs to be spread across the 2 hour session. For example:
 - 10-20 minutes at start – teacher led
 - 20-30 minutes students independent work
 - 10-20 minutes in middle – teacher led
 - 20-30 minutes student independent working
 - 10-20 minutes at end to review – teacher led
 - For a 1 hour lesson, the lesson needs to have 20-30 minutes teacher contact and the rest of the time students can be working on set work independently. The teacher contact time needs to be spread across the 1 hour session. For example:
 - 10 minutes at start – teacher led
 - 20 minutes students independent work
 - 5 minutes in middle – teacher led
 - 20 minutes student independent working
 - 5 minutes at end to review – teacher led
 - It is recognised that it is not easy to estimate the time it takes for students to complete work and some students will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks must be set if appropriate.
 - Make sure that all resources are available online including scanned pages of textbooks.

- Homework is to be set through SMHW as usual.
- As much as possible, use the usual rewards and sanctions and verbal praise/warnings. Email the tutor/HoY if there are ongoing concerns.
- This is a new experience for the students, and we must guide them in how to behave. Just as in their own physical classroom staff must set out their expectations.
- Staff to set expectations such as microphones muted and video off.

Students who do not have access to computers

The school made an initial bid for laptops in line with government guidance and received 26 which were then distributed. The school will continue to follow government guidance and procedures for further bids.

Criteria for success

1. Students attend online sessions.
2. Teachers deliver subject content.
3. Students complete the work set and are provided with appropriate feedback to improve.
4. Students who are self-isolating will complete the work from the lessons missed.

Links to other policies

- Child Protection and Procedures Appendix 1
- Behaviour Policy
- Data Protection Policy
- Attendance Policy
- E – safety Policy
- SEN Policy