

The Ken Stimpson Community School Remote Learning Policy

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APPENDIX 2

CONTENTS

Remote Learning Policy	3
1. Background	3
2. Remote Learning Leads.....	3
3. Preparing for Remote Learning.....	3
4. Continuity of Education in Event of a Closure	4
5. Remote Learning Practice and Recommendations.....	4
6. Student absent due to shielding/isolating	5
7. Information for parents	5
8. Summary	5

REMOTE LEARNING POLICY

1. BACKGROUND

This policy is to ensure the continuation of learning of Ken Stimpson pupils under extraordinary circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc.

2. REMOTE LEARNING LEADS

The Leadership Team is responsible for formulating and overseeing The Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Vice Principal in the first instance.

3. PREPARING FOR REMOTE LEARNING

We would expect that many of the steps below are already in place for staff within the school. We would expect that there will be future benefits to putting these plans into place.

Ken Stimpson will be proactive in ensuring that:

- Staff have access to Microsoft Teams for all classes.
- Pupils within classes have access to their relevant Microsoft Teams
- Staff are familiar with the core functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from most cases at home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Ken Stimpson will 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 suitable provision at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer-based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the IT Team to the situation

- If self-isolating, continue to provide quality continuation of learning for their classes, and where possible, support lessons virtually from home.

4. CONTINUITY OF EDUCATION IN EVENT OF A CLOSURE

KSCS will make provision for remote contact with pupils on a weekly via emails, phone calls or Teams:

- All pupils will have access to work that allows them to continue to progress while at home
- Pupils will have the opportunity for interaction with their class teachers, on a daily basis (where Teams is utilised)
- In as far as is possible KSCS should attempt to replicate the provision of the normal timetable that pupils follow through the course of a normal school day/week.
- Teachers will need to make themselves available for teaching during their normal working hours and should communicate with through normal absence protocols if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

5. REMOTE LEARNING PRACTICE AND RECOMMENDATIONS

- Microsoft Teams will be the platform for Remote Learning interactions
- Teams 'Meetings' allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Where applicable teachers should record the Teams meetings for easy cloud access at a future date and time.
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams meetings down to just audio might be necessary
- Some provision will be in the format of pre-recorded lessons, with teaching to enable completion of lessons.
- There will also be some stand alone 'assignment' type lessons that contain the instructions for work completion. Staff will be available to offer support as and when required via the chat/discussion feature (this may not be live)
- Classwork and prep that is handed in online, will be acknowledged/feedback online via email or Teams.
- Students that are without IT access will be identified and support will be put in place to ensure they are able to continue with their learning.

- Frequency of Marking - All work will be acknowledged and feedback will be given where appropriate. The frequency and type of feedback will be in line with normal in school policy. The timescale of remote learning will also determine the type of feedback and where appropriate the timings of any summative assessments will be adjusted.
- SEND - Teachers should ensure that work is differentiated as required for all learners when remote learning. Teachers have the guidelines for all SEND students, further advice can be sought from the SENCO or the Learning Support Department, if students require further support whilst working remotely. In addition, the Learning Support Department will maintain regular contact with pupils that are in receipt of an EHCP. Other SEND students will be contacted by the Learning Support Team or their Pastoral tutor to offer further support.

6. STUDENT ABSENT DUE TO SHIELDING/ISOLATING

- This will be coordinated by their relevant Pastoral leadership. Individual students that are unable to access on-site learning will receive provision from each subject. This will be in line with the current in-school curriculum.
- This work will be distributed, ideally electronically (via email). Once tasks are completed the work needs returning to each individual teacher (email) who will acknowledge the work and offer, where appropriate, relevant feedback.

7. INFORMATION FOR PARENTS

Parents will find the following useful information already on Connect

- A copy of their child's timetable
- An email address for their child's form tutor.

The school Website contains all other information connected to school closure.

8. SUMMARY

The primary purpose of this policy is the continuity of education for pupils at KSCS in line with the current Government guidance.

Using existing school systems (Microsoft Office 365 and, specifically, Teams) means this provision can be put into place quickly and pupils only need their existing login details of school email and password.