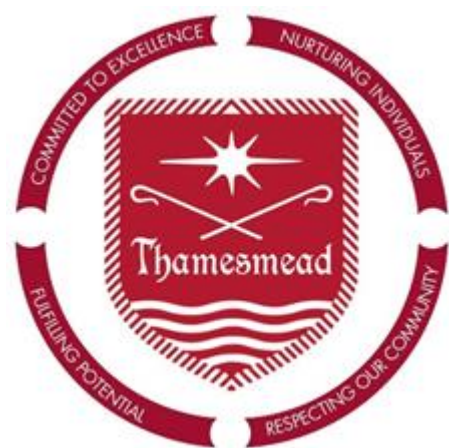# THAMESMEAD SCHOOL

Remote Learning

Guidance

Person Responsible	T&L Assistant Head
Governors Sub-committee responsible	Standards & Performance
Review period	As required
Review	November 2020

Statement of Intent

At Thamesmead School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

Through the implementation of this guidance, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This guidance aims to:

- Minimise the disruption to students' education and the delivery of the curriculum
- Ensure provision is in place so that all students have access to high quality learning resources
- Protect students from the risks associated with using devices connected to the internet
- Ensure staff, parent, and student data remains secure and is not lost or misused
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Legal framework

This guidance has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

This guidance has due regard to national guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

Information for Staff

All teachers will ensure they set 'immediate and equivalent' work as outlined here:

- Teachers will check the 'list of students who are self-isolating' at the end of each day and prepare equivalent work for any students they teach the following day. (This list will be published as soon as possible after 2.30pm and can be found on the 'Daily Thread' in the 'Daily Bulletin Channel' of Teams. If we receive information of a student isolating after this time, while they will be added to the list, it is understood that they may not necessarily have work set for the next day)

    'Equivalent' Work=
    - Same topic/learning objectives
    - Same amount of time covered (1 or 2 hours)
    - As close to the quality of the in-school lesson as can reasonably be achieve remotely
    - **Important:** Students should be able to return to school and join their lessons with the knowledge of what their classmates have covered in their absence even if, due to practical considerations, they have not been able to complete the exact same work.

- If teachers choose to set independent work for the students to complete they will ensure:
    - An assignment is set through MS Teams Assignments that clearly outlines the details of the lesson tasks and the hand-in requirements
    - All lesson resources are attached to this assignment
    - The remote learning is assigned directly to the individual students who are self-isolating by 8.30am on the day of that student's lesson
    - That timely feedback is given on the work set, in line with when feedback would be given in school.

- If teachers choose to teach the lesson live they will ensure:
    - A lesson meeting is scheduled for the appropriate teaching period at least 5 minutes before the start of that lesson
    - Explanations are given during the live lesson regarding what work they wish to be submitted and how
    - That students at home are able to access the learning by 'checking in' with them via the chat function, or over the microphone, at appropriate points during the live lesson
    - That timely feedback is given on the work set, in line with when feedback would be given in school
    - The school's behaviour for learning guidance is used to give praise, and if needed, sanctions just as it would be in school.

N.B. If a teacher needs to self-isolate, and are well enough to teach, lessons will be taught live from home. Students in school will be supported by a cover teacher who will project the live lesson through the interactive whiteboard. Students who are self-isolating can join the remote lesson in the usual way (see over the page).

Staff supporting live lessons in school when the teacher is at home will ensure they:

- Make their best endeavours to arrive to the lesson at least 5 minutes before its start and immediately join the scheduled meeting so that the teacher at home can set the arrival/settle task
- Monitor the learning and progress of the students in the lesson, feeding back to the teacher at home so that necessary adaptions can be made immediately and misconceptions can be addressed
- Support the teacher at home to implement the school's behaviour for learning policy
- Regularly 'check-in' with the teacher at home, either via the chat function or over the microphone.

Information for Students and Parents

- At the start of each school day students should log-in to Microsoft Teams via their school's office 365 account, using the log-in details they were given by their computer science teacher.

- At the start of each lesson (including tutor) students should go to their class team by clicking on the team icon, for example:

2020-7HCO-En
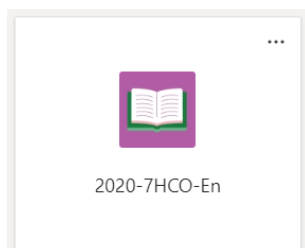
- Once in the team, students should click on the 'Assignments' tab <u>at the top of the page</u> to find out what work they should be completing:

General Posts Files Class Notebook **Assignments** Grades +
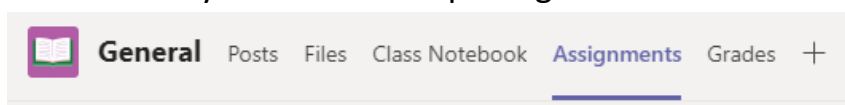
- If no assignment has been set for that lesson, students must check the general page for a scheduled live lesson. This will be a post from the teacher with a blue bar running through it and a calendar icon to the left side:
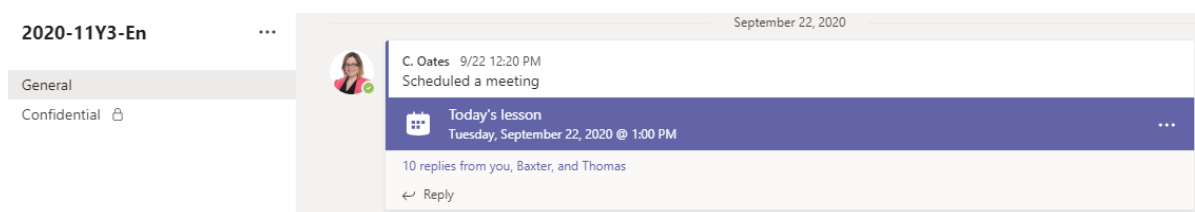
- Students should join the lesson by clicking on the blue bar and then clicking on 'join meeting' at the top, right of the newly opened page.

- If no assignment has been set or lesson scheduled, students should:
  - Email their teacher directly asking for the work (initial.lastname@Thamesmead.surrey.sch.uk)
  - Inform their parent that the work is missing

- If the work does not arrive by the end of the school day, parents should contact the school to inform them of the issue.

N.B. If students have any difficulties logging into office 365/Teams, parents should contact the school reception who will be able to offer guidance or refer to IT support if it is a technical issue.

Expectations and Guidelines for Headteacher:

1. The headteacher will ensure that staff, parents and students adhere to the measures outlined in this guidance and all related policies, such as safeguarding.
2. The headteacher will ensure that there are arrangements in place for identifying, evaluating and managing the risks associated with remote learning and online lessons.
3. The headteacher will ensure that there are arrangements in place for monitoring and reporting incidents associated with remote learning.
4. The headteacher will oversee that the school has the resources necessary to action the procedures in this guidance.

Expectations and Guidelines for Senior Leadership Team:

1. The SLT will ensure staff, parents and students adhere to the measures outlined in this guidance and all related policies, such as safeguarding.
2. The SLT will monitor and evaluate the quality and effectiveness of the school's remote learning provision and make any necessary adaptions.
3. The SLT will ensure that students with additional needs are appropriately supported to access their remote learning.

Expectations and Guidelines for Staff:

1. Staff will adhere to the remote learning guidance and all related policies at all times.
2. Staff will report any safeguarding issues to the DSL/safeguarding team.
3. Staff will report any defects or difficulties with technology that have an impact on the quality of remote learning via 'Every'.
4. Staff will adhere to the staff Code of Conduct at all times.
5. Staff will ensure the individual learning needs of all students are met.
6. Staff will report to Heads of year any concerns with attendance.
7. Staff will contact parents if schoolwork is not being completed.

Expectations and Guidelines for Parents:

1. Parents will ensure that their child is available to learn remotely following their usual timetable.
2. Parents will ensure that the school work set is completed and submitted each day.
3. Parents will support their child to access the remote learning and report any issues with it.
4. Parents will make sure their child has the equipment and remote learning materials needed for each lesson.
5. Parents will ensure their child takes regular screen breaks and is using the technology safely.
6. Parents will report any absence in line with the school's attendance / absence guidance.

Expectations and Guidelines for Students:

1. Students will ensure that they are available to learn remotely following their usual timetable.
2. Students will hand-in all remote work on time and as instructed by their teacher.
3. Students will report any technical issues to the teacher as soon as possible.
4. Students will make sure they have the equipment and remote learning materials needed for each lesson.
5. Students will notify an adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
6. Students will adhere to the school's behaviour policy at all times.