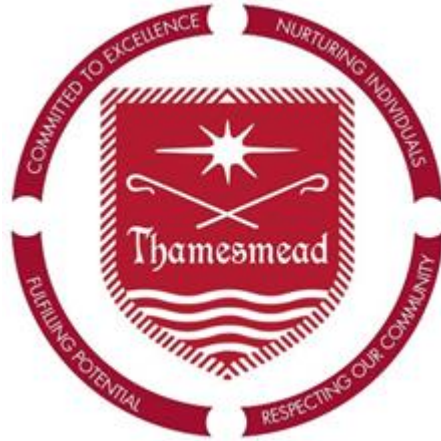


THAMESMEAD SCHOOL



Full Remote Learning Guidance

Person Responsible	T&L Assistant Head
Governors Sub-committee responsible	Standards & Performance
Review period	As required
Review	January 2021

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

Timetable

Time	Length (Minutes)	Activity
8:45 – 9:00	15	Tutor
9:00 – 10:30	90	Lesson 1-Periods 1 and 2 Subject
10:30 – 10:50	20	Break
10:50 – 11:15	25	Preparation and consolidation
11:15 – 12:00	45	Lesson 2-Period 3 Subject
12:00 – 12:30	30	Preparation and consolidation
12:30 – 1:00	30	Lunch
1:00 – 2:30	90	Lesson 3-Periods 4 and 5 Subject
2:30 – 2:50	20	Preparation and consolidation

N.B. The blue 'preparation and consolidation' time, is set aside for students to manage independently, using it to ensure they are prepared for all upcoming live lessons (for example, they have downloaded the relevant documents from a set assignment), have submitted all work required by its deadline and/or are acting on any feedback given by teachers. Teachers will only direct students to use this time in accordance with promoting the skill/value of independence.

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

'Equivalent' Work=

- Same topic/learning objectives
 - Same amount of time covered (45-90 minutes)
 - As close to the quality of an in-school lesson as can reasonably be achieved remotely
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- Teachers must aim to teach lessons 'live'.
 - All tasks for the lesson must be set as an assignment so, if there are any technical issues, students will be able to work independently.
 - At least one of the lesson's tasks must be nominated as the 'hand-in assignment' that, at the very least, should be acknowledged as handed in. Please set this to be handed in during or at the end of the lesson to ensure students do not spend additional time on tasks.
 - All double lessons must be structured to ensure screen breaks are built in.
 - No additional home learning is to be set for completion for KS3 students and should only be set for KS4 classes (including year 9 RPE) if required to ensure that curriculum content is covered.
 - When teaching the lesson 'live' teachers will ensure:
 - A lesson meeting is scheduled for the appropriate teaching period at least 10 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 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.
 - On the rare occasions when lessons cannot be taught 'live' and teachers need 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

- If possible, narrated PPTs are used
- All lesson resources are attached to the assignment
- That timely feedback is given on the work set, in line with when feedback would be given in school.

Guidelines for staff when using their camera during remote learning

Some staff may feel that turning their camera on while teaching will improve the social connection students feel to their learning by being able to see their teacher. It can be of benefit to students who are isolated at home for them to see the familiar face of their teacher.

It is not mandatory that you use your camera when live teaching however if you wish to you should follow the steps below:

Please note this does not cover students using their cameras. Thamesmead School has taken the decision not to ask students to turn on cameras at this stage for a number of reasons.

1. Please ensure you have either a) blurred your background using the feature in Teams or b) you are positioned in front of a neutral wall/ background. It should not be apparent that you are in a bedroom. You should not use novelty background scenes.
2. Position yourself in a place where no one will walk into shot while you are teaching, or you will not be interrupted by background noise or other conversations.
3. Dress professionally. There is no expectation for formal business dress when working from home, but any visible clothing should be professional, appropriate and conform with the guidance on inappropriate clothing as set out in the staff dress code.
4. Video calls should not be made outside of the lesson unless there is at least one other adult present and the student's parents have given permission for the call to occur.
5. Use of cameras must only be done through MS Teams via the School Office 365 Platform.
6. Record the lesson so that in the event that any issues arise from your use of the camera the video of the lesson could be reviewed.
7. Lesson recordings should be stored for no more than the current academic year, and then one more academic year before being removed from Teams to comply with GDPR regulations.

IMPORTANT:

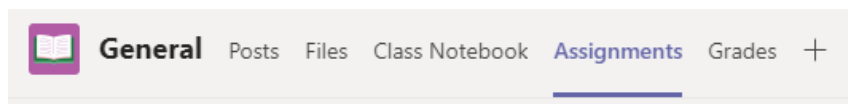
1. To encourage students to maintain a daily routine and personal responsibility for their education, ALL remote students must be directed to upload their work for every lesson at the end of the lesson (within 30 minutes of the end).
2. If teachers are required in school to support our 'TLC' students, they will not be required to set remote learning, but must post a message to their students explaining why no assignment has been set.
3. As critical workers, all teachers have the option to work on-site should they need (or wish) to in order to fulfil their teaching responsibilities. Any teacher expecting to work on-site must inform their SLT line-manager of this so appropriate accommodations can be allocated.

Information for Students and Parents

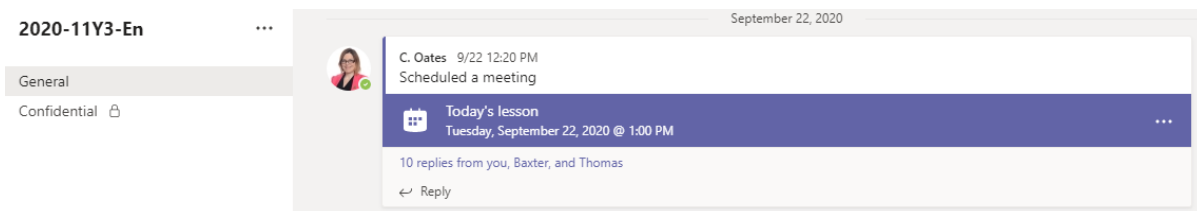
- At the start of each school day students should log-in to Microsoft Teams via their school's office 365 account, using the log-in details they were given by their computer science teacher.
- At the start of each lesson (including tutor) students should go to their class team by clicking on the team icon, for example:



- Once in the team, students should click on the 'Assignments' tab at the top of the page to find out what work they should be completing:



- Once students are familiar with their lesson assignment they 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 adaptations.
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.