Remote Learning policy

Published: 2020 This review: July 2020	Next review: July 2021 or as required	Statutory/non: Non-statutory	Lead: K Boothroyd, Vice Principal
Associated documents:			
NCEA – Covid-19 behaviour policy NCEA – Safeguarding policy NCEA – Child Protection policy			
Links to:			
Oak National Academy INSIGHT			

Contents

1. Context

This policy is to ensure the ongoing education of The National Church of England Academy students under unusual 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. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote learning leads

The team responsible for formulating this policy are:

Mrs K Boothroyd – Vice Principal with responsibility for curriculum, teaching and learning

Mrs H Theaker – Associate Principal for teaching and learning. **Remote learning strategy for years 7 - 10**

Mr A Cockerill – Associate Principal for curriculum. **Digital response strategy**

Mr D Lee – Lead Practitioner for Computer Science. **Live lessons strategy for years 11-13**

Any concerns about the viability of any part of this policy should be addressed to Mrs K Boothroyd – Vice Principal with responsibility for curriculum, teaching and learning in the first instance.

3. Preparing for remote learning

The National Church of England Academy will be proactive in ensuring that *staff:*

- Have access to Microsoft Teams for classes, and that these are set up
- Are familiar with the main functions of Microsoft Teams
- Have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classroom or from home
- Have mapped years 7 to 10 curriculum against Oak National Academy curriculum (Heads of Faculty)

The National Church of England Academy will be proactive in ensuring that *students:*

- Have access to the relevant Microsoft Team for their classes
- Receive Teams refresher sessions (and specific Teams Meeting instruction) in tutor time in the Advent 1 term.
- Are made aware in advance of the arrangements in place for continuity of education

The National Church of England Academy will be proactive in ensuring that *parents:*

- Are made aware in advance of the arrangements in place for continuity of education

4. Developing the remote learning framework

Heads of Faculty will ensure that staff are supported in the development of the remote learning framework by:

- using a an INSET session for staff training
- using faculty meetings or setting aside professional development time for refreshers
- ensuring that staff have access to a suitable device in their classroom, or, in the event of closure, that staff have suitable equipment at home and if not, supply them with a device during the closure period.

Staff should ensure that:

- They have received appropriate training
- Their computer-based teaching resources are available outside of school on Microsoft Teams
- They have access to key resources not available online at home e.g. the key textbooks
- They have access to a suitable device for home use and if that is not the case they should alert Mr A Cockerill – Associate Principal for curriculum to the situation
- They understand and are aware of the subject curriculum plans for Oak National Academy

5. Continuity of education in event of a closure

The National Church of England Academy will make provision for remote contact with students on a daily basis in two forms:

- In years 7 to 10, students will have access to work that enables them to continue progress while at home
- In years 7 to 11, students will have face to face interaction with their personal tutor on a weekly basis

- In years 11 to 13, students will have the opportunity for face-to-face lessons with their teachers on a daily basis

In as far as is possible The National Church of England Academy should attempt to replicate the timetable that students follow during the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with Mr A Hawkins, Acting Vice Principal for student progress if this is not possible, as per the staff absence policy.

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 online learning
- Virtual meetings, including dress code / locations should be considered

6. Remote learning practice recommendations

Microsoft Teams will be the single hub for all remote learning. This allows for:

- Teachers to host video and audio calls
- Students in classes to be automatically invited to their classes (students join by clicking the relevant meeting invite in the correct Class Team)
- Recording the lesson/meeting for easy Cloud access at a future date and time
- Teachers to broadcast their screens and open documents during the lesson/meeting to allow for discussion and sharing with the class
- Teachers to wear microphone headsets to improve the quality of audio on the calls where possible
- Classwork and homework that can be handed in online and marked online

7. Digital response protocols

The National Church of England Academy will ensure that:

- MS Teams will be pre-populated with your classes and students, except Holgate students who will need adding manually.
- MS teams permissions will be configured to ensure staff and student safety.

The National Church of England Academy will ensure that *staff*:

- Will be provided with all the appropriate equioment required for remote learning.
- Will be fully trained in using MS teams to allow remote learning to take place.

The National Church of England Academy will ensure that *students*:

- Will be issued with an academy email address to use for all communication with staff at the beginning of the academic year.
- Will be trained in using MS teams and emails during tutor time.

8. Remote learning protocols (years 7 – 10)

The provision of work:

- All teachers must be available between the hours of 8.40am and 3.15pm. All staff must follow their normal timetables.
- All work set must seamlessly link to the academy curriculum using Oak National Academy resources building blocks where possible. These should match our curriculum offer for years 7-10.
- SEND needs must be addressed through appropriate differentiation
- All work must be uploaded by the teacher and be available to students on MS Teams by 3pm the day before.
- We have supplied through the government scheme laptops and dongles to most children who do not have access at home. In the event of further school closure hard copies will be available for students who do not have access. This information will be shared with you if appropriate.
- All teachers must set a deadline for each piece of work. This must be in a 24 hour period to allow students who may be sharing technology with their family to access and submit any work to you for feedback.
- If work is not completed and submitted you must contact home. If the matter is not resolved please pass on to the students form tutor. Persistent refusal to engage with work needs to be passed onto the Head of Year.

Providing feedback on work:

- When the work has been completed the student will leave their work for you in their designated folder, which you can access through MS Teams.
- To provide as much flexibility for teachers and students as possible you must provide students with feedback on their work within a 24 hour period of the deadline. Provide written feedback on work as appropriate using the 'Feedback' tool in MS Teams.

9. Live lessons protocols (years 11 – 13)

The National Church of England Academy will ensure that staff:

- Plan, prepare and teach all timetabled lessons and be available to support students throughout the duration of the timetabled period(s).
- In years 12 and 13, the lesson should include the whole class.
- In year 11, where the class size exceeds 20, consider doing separate lessons for smaller groups but still using the timetabled periods.
- Use MS Teams for all remote learning using students' academy email address and not personal email addresses.
- Set assignments using the 'Assignments' tab in MS Teams so that work set is easy for both teachers and students to access and manage.
- Provide written feedback on work as appropriate using the 'Feedback' tool in MS Teams.
- Schedule the lesson using the 'Calendar' tab so that it appears in the students' calendar.
- Regularly check students are still connected and actively participating in the lesson by:
    - having student cameras turned on; or

- asking questions periodically to all students and receiving verbal response or a response through the 'meeting chat'.
- Use professional judgement in deciding on a suitable location to conduct the lesson e.g. avoiding use of bedrooms / have neutral backgrounds.
- Carefully check browser tabs and applications that are open which may contain inappropriate material including personal data (e.g. personal email address) or data restricted by the Data Protection Act and GDPR.
- Take a recording of the lesson for the purposes of safeguarding.

Students should:

- Attend all timetabled lessons.
- Wear appropriate clothing.
- Access homework and assignments on MS Teams 'Assignments' tab.
- Hand homework and assignments in on time through the 'Assignments' tab.
- Keep microphones muted when not making a verbal contribution to avoid background noises.
- Remain online for the entire duration of the lesson.

10.   Pastoral delivery for years 7 – 11

- All tutors will provide a 'live' session with their tutor group once a week. The group will be divided into 6/7 students per day in the tutor time slot of the timetable.
- Regularly check students are still connected and actively participating in the lesson by:
  - having student cameras turned on; or
  - asking questions periodically to all students and receiving verbal response or a response through the 'meeting chat'.

11.   Expectations

Students should:
- Complete work to the deadlines set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete the work

Parents should:
- Ensure they are able to access their child's timetable on INSIGHT
- Make the academy aware if their child is sick or otherwise cannot complete work
- Seek help from the academy if they need it – the website is used to provide lots of information
- Be respectful when making concerns or issues known to staff

Heads of Faculty should:
- Work with teachers who are teaching their subjects remotely to ensure that all work set is appropriate and consistent
- Monitor remote work set by teachers in their subjects with regular meetings

Heads of Year should:
- Work with tutors who are holding tutorials with tutees to ensure sessions are appropriate and consistent

- Monitor student attendance at both these and lesson sessions and follow up where appropriate
- Work with Heads of Faculty if students are not meeting deadlines across a range of subjects.
- Follow up any behavior concerns

The Designated Safeguarding Lead should:
- Cover Remote Learning within the Child Protection policy

The IT team should:
- Fix issues with systems used to set and collect work
- help staff and parents with any technical issues they are experiencing
- Review the security of remote learning systems and flag any data protection breaches to the Data Protection Officer.

12.   Who to contact

If staff have any queries or concerns about remote learning they should contact the following individuals:

- Issues with setting work → contact Head of Faculty
- Issues with behaviour → contact Head of Year
- Issues with ICT → contact ICT helpdesk
- Issues with workload or wellbeing → contact Line Manager
- Concerns about data protection → contact Mr A Cockerill, Data Protection Officer for NCEA
- Concerns about safeguarding → log on My Concern or speak to a DSL

13.   Summary

The primary purpose of this policy is the continuity of education for students at the National Church of England Academy.

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

# Appendix 1: Staff guidance on using MS Teams

Staff guidance on using MS teams

As a member of staff I would recommend downloading MS Teams app onto your laptop. To do this log into office 365 via www.office.com

You will see a list of apps available, if you click MS teams it will give you an option to use desktop app. It will take a few minutes to download.
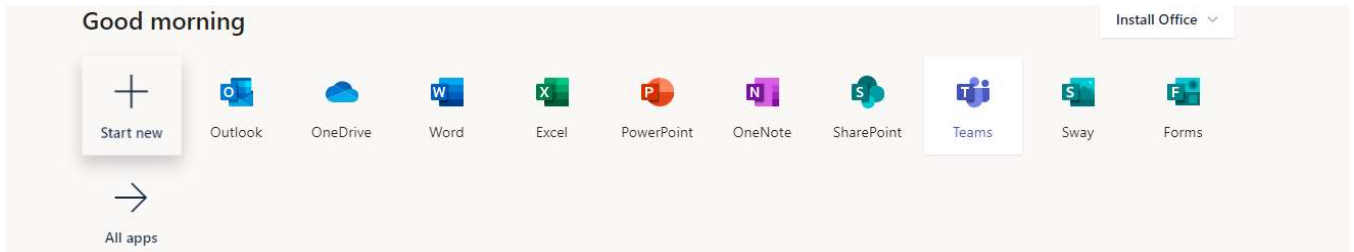

Once in the desktop app you need to select teams on the left. Here I have 3 teams set up for demonstration purposes. Select the team you need and it will be prepopulated with the students.
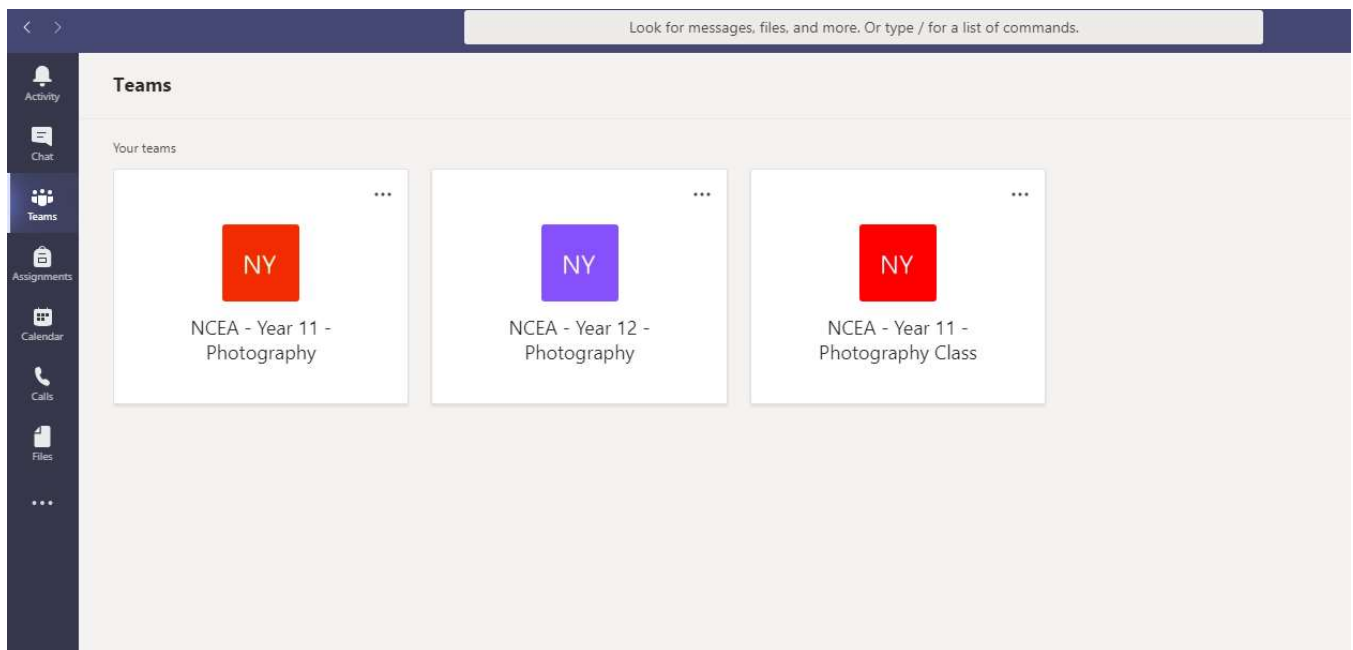

When you select the team for the first time you will need to activate the membership
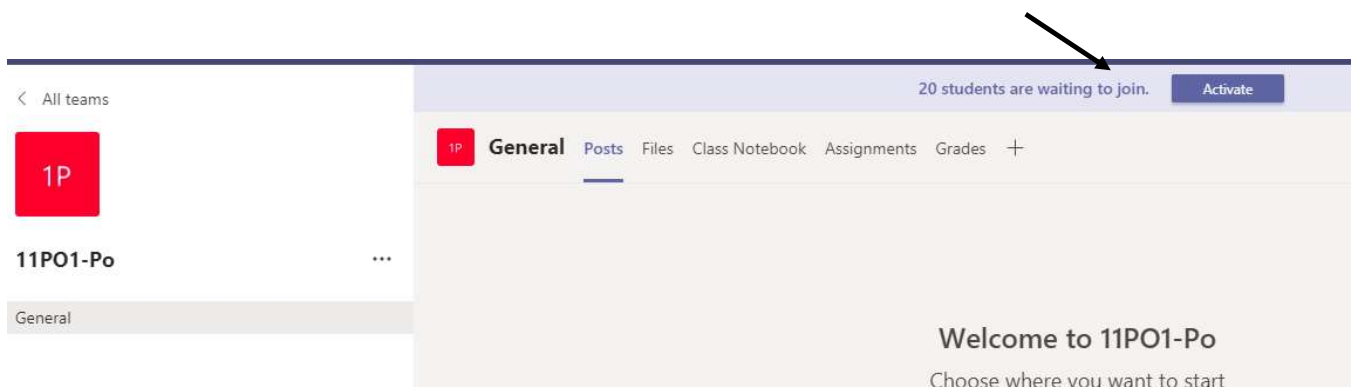
In the general section you will see an overview of the activity that has taken place, so in my example you can see I have set an assignment. You can also start chats with your students here.
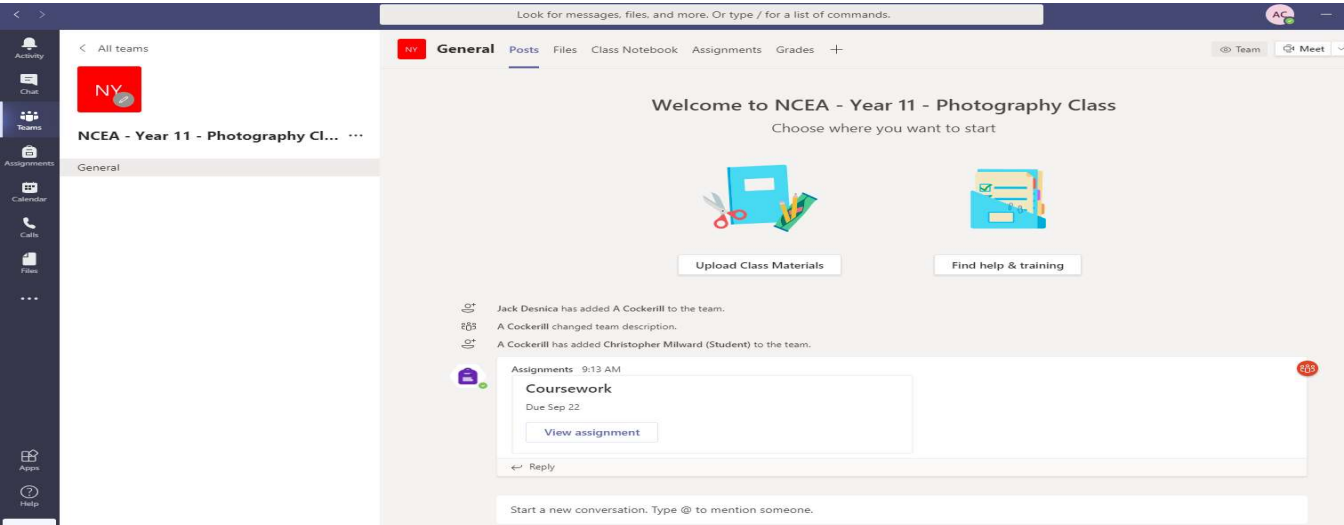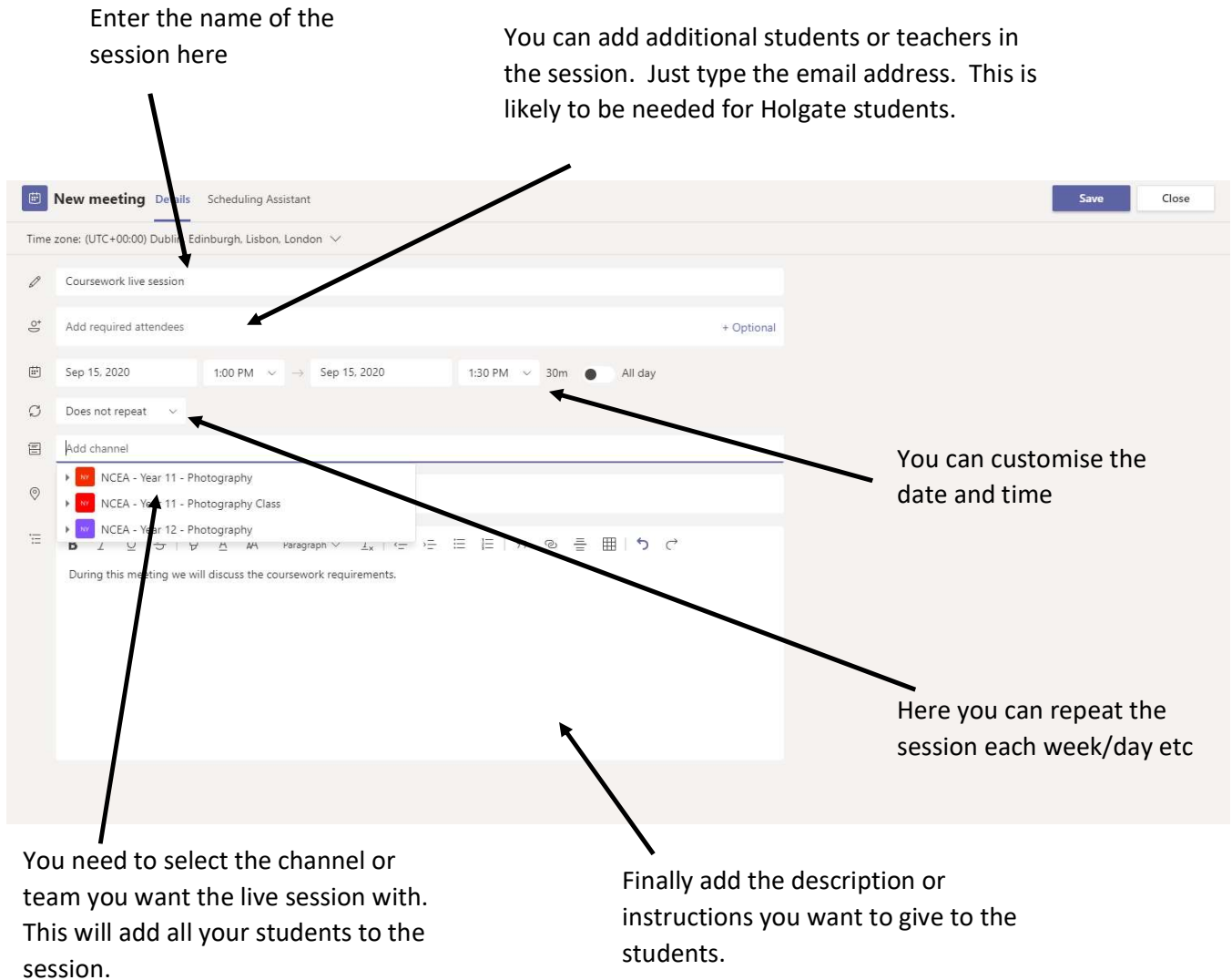

The files section is where you can upload files to the students. You can drag and drop or select upload. You can add folders or files. These are read only to the students so they will need to download and save them if they want to edit them. In the example below I simply dropped the folder into the space.
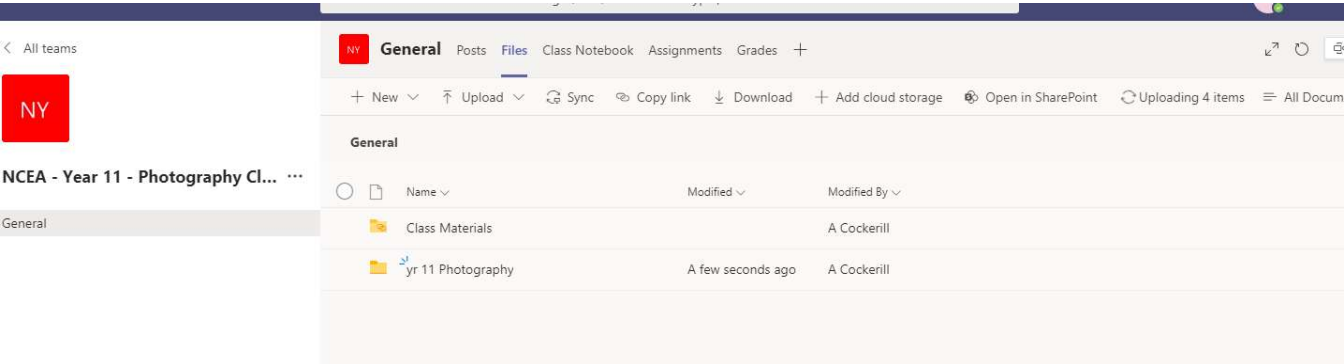
Live sessions (Year 11-13 only)

To schedule a live session you will need to go to the calendar tab on the left hand side and click the time and date you want the session. The screen below shows what will appear.

Enter the name of the session here

You can add additional students or teachers in the session. Just type the email address. This is likely to be needed for Holgate students.

New meeting Details Scheduling Assistant

Save   Close

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Coursework live session

Add required attendees   + Optional

Sep 15, 2020   1:00 PM   →   Sep 15, 2020   1:30 PM   30m   All day

Does not repeat

Add channel

NCEA - Year 11 - Photography
NCEA - Year 11 - Photography Class
NCEA - Year 12 - Photography

B I U S ∀ A AA   Paragraph   ⌄   𝐼ₓ   ⇐ ⇒ ☰ ☰ ⫶ ✐ ⊘ ☰ ▦ ⏐ ↺ ↻

During this meeting we will discuss the coursework requirements.

You can customise the date and time

Here you can repeat the session each week/day etc

You need to select the channel or team you want the live session with. This will add all your students to the session.

Finally add the description or instructions you want to give to the students.

## Click save once done at the top right hand corner.

Assignments are a fantastic way to manage work from students. You can easily set assignments or quizzes to students. In the example below you can see I have allocated a quiz and a coursework task.

In the assignments tab select 'create'. You will then be asked whether you want to create and assignment, quiz or from existing. From existing means you can reuse an old task.
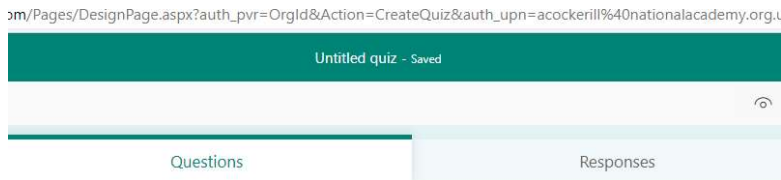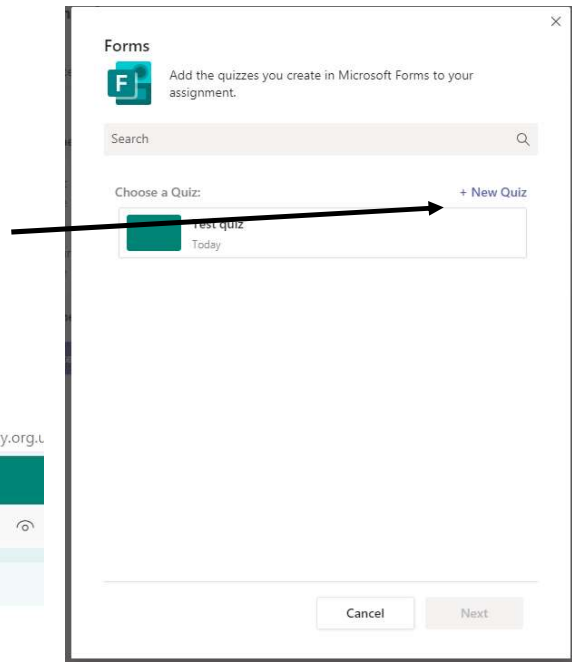
We will look at quizzes later so for now select assignment.
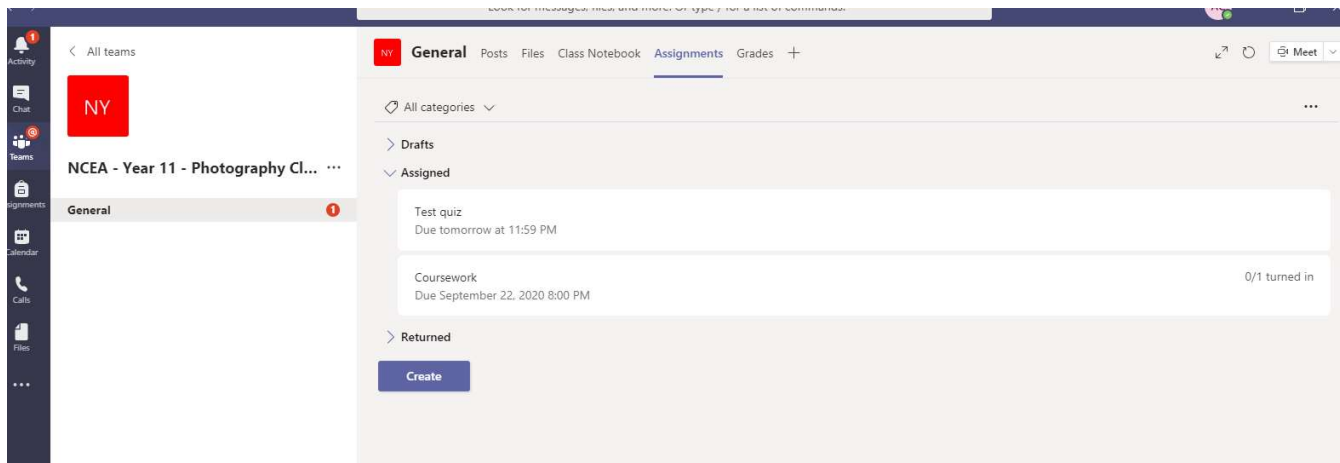
This is what the assignment looks like. You can add resources by clicking here. The rest should be straight forward. Remember to amend the due date.
Click save once done.
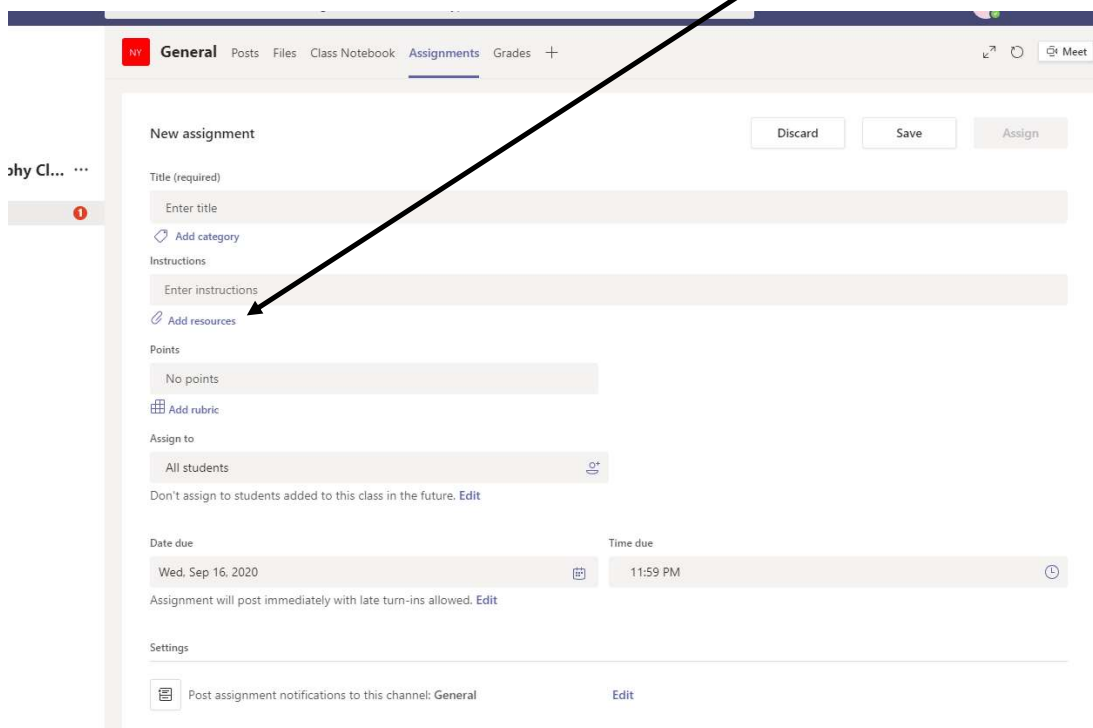
Quizzes are created in forms and then linked to teams. Again you can reuse an old quiz very easily. To create a quiz select create then quiz from the assignments tab. The menu will then look like this. I previously created a 'test' quiz so I could just add it or create a new quiz.

Forms

Add the quizzes you create in Microsoft Forms to your assignment.

Search

Choose a Quiz: + New Quiz

Test quiz
Today

om/Pages/DesignPage.aspx?auth_pvr=OrgId&Action=CreateQuiz&auth_upn=acockerill%40nationalacademy.org.u

Untitled quiz - Saved

Questions   Responses

Cancel   Next

Untitled quiz

+   ● Choice   Abc Text   👍 Rating   📅 Date   ∨

This will take you into MS Forms.

1. Name the quiz
2. Add your questions, you can have multiple choice, text, or rating .
3. Add all the questions you need

The quiz saves automatically so once finished you can close the MS Form.

Go back into your team and select assignment and new– quiz and your new quiz will appear.

Questions

Test quiz

1. What program would you use to create a letter?

○ MS Word ✓

○ MS Excel

+ Add new