



Saint GREGORY'S
Bath

REMOTE LEARNING POLICY

Title	Remote Learning Policy	
Prepared By	Ann Cusack, Headteacher	April 2020
Checked By		
Approved By		
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	Date	Amendments
V01.0	April 2020	ACU/STU/LBU/JTI/KMD/JCL
V05	20 April 2020	Reviewed and approved by PIR Chair of Curriculum and Achievement

In Christ we flourish

Introduction

As a Catholic community committed to the Gospel Values, we hold these values as central to everything we do and every decision we take. In the unprecedented period of school closure this policy seeks to set out how we should operate and support home learning through remote learning. Please note that this a dynamic document that will be regularly reviewed during a period of school closure as we roll out our new digital learning platforms.

ACU 17 April 2020

1. Support

If during any period when the Remote Learning Policy is in situ and you have any queries/problems or concerns, please follow the below guidance with regards who you should contact:

- Students should contact tutors/teachers
- Tutors should contact their HoY
- Teachers should contact their HoF
- HoY/HoF should contact SLT

Parents/carers can contact the following support networks:

General concerns, academic concerns, pastoral concerns, help with support please contact:

Coombesk@st-gregorys.org.uk

This will allow for the email to be directed to the correct person, who will then advise.

For IT related issues please in the first instance (to enable IT to focus on the most urgent issues) your son/daughter should ask their teacher (who will then pass this onto IT).

2. Policy Objective

This policy is designed to give students, parents/carers and staff all the information that they need if the school is required to temporarily shut down. If Government and the Department for Education require us to stop teaching in our normal fashion, then the school will move to a remote teaching model by which work will be set by teachers online and completed by students at home.

The decision to move to a remote teaching model is one that would typically be forced upon us by an outside agency. This would be most likely to be Her Majesty's Government, through the Department for Education. We will only close the school upon direct advice from an outside agency empowered to make such a decision. We will communicate such a decision to parents/carers, students and staff as soon as we are able to do so. The extent of any closure is one that the school will be advised upon. To make this determination, the school will work on the most current advice from HMG Public Health England and B&NES.

This policy will lay out the expectations that the school has of staff, students and parents/carers in relation to any such school closure and move to a remote learning model. It is hoped that it will cover all

eventualities but it is probable that it will not. Any situation which causes the school to move to a remote teaching model will be a local, national or international crisis. Such crises often lead to unforeseen challenges. The school will try to communicate with all interested parties as soon as such challenges arise.

The policy makes reference to digital teaching. For the purposes of this policy, digital teaching means the process of conducting a lesson in real time over Microsoft Teams and using Google Classroom.

Expectations of St Gregory's Teachers

- In a period of remote teaching, the school will continue to operate its normal timetable of academic lessons. Whilst the normal routine of school life will be disrupted, it is not the case that the school is 'closed for business'. Instead, our core business will move, for the most part, from face to face delivery into an online sphere.
- Teachers should be digitally teaching their students for some of their lessons, for all classes. This could be done in advance or delivered live.
- Teachers should be dressed appropriately for all lessons being live streamed to students via Microsoft Teams, in general all pupil cameras and mics should be turned off unless the teacher requests otherwise. The teacher can choose if they wish to use the camera to deliver their live lesson or not. A photograph or image can be added to Teams as a profile.
- Teachers can choose which of their lessons they teach digitally. However, it is essential that teachers communicate these plans well in advance and by the day before at the latest so students can plan effectively. Teachers should let Heads of Faculty (HoFs) know which lessons they will be digitally teaching and HoFs must keep a record of this.
- Microsoft Teams, Google Classroom, Show My Homework or school email is the only forum by which teaching conversations should happen. Teachers must not, as per the school's Child Protection Policy, ever call or text students on their mobile phones.
- For the lessons that are not being digitally taught in KS3, KS4 and KS5, work may be set that students can complete independently. This will be communicated via Google Classroom or Show My Homework.
- Homework will not be set for students in Years 7-9. Where necessary homework or independent learning may be set for students in Key Stage 4 and 5 but only where essential to support progress towards GCSE and A levels.
- Feedback and Assessment will inevitably take longer however Google Classroom will support this.
- Teachers should remember that students at home will still require the same level of differentiation and support. Tasks should be set that are accessible and that fall within expectations that are appropriate. The time allotted for given tasks must be clear. The instructions for tasks must be equally clear.
- Work must be sent from students to teachers via email or through Google Classroom/Show My Homework. It is up to the individual teacher to make clear how they expect to receive work.

- Do not rely on students being able to print out work at home.
- Staff should continue to use their planners to record any issues of attendance, behaviour or other concerns. It is important to, wherever possible, continue to use our day to day systems.
- Teachers should continue to maintain a dated lesson by lesson register in their planners and report any unexplained absence to HoF.
- Teachers should ensure that, by the end of the day, all student queries, questions and concerns have been dealt with in an appropriate manner, even if that is a holding response.
- Over the course of the week, Tutors will be asked to digitally 'meet' their Tutor Groups through Microsoft Teams. It is essential that the welfare and wellbeing of the students is monitored and that tutors are available to help offer support and guidance where necessary. Tutors should use the normal school systems to keep HoY up to date to any issues that might develop with their students.
- Please be assured that the school understands that a move to a different way of working comes with challenges. We know that it is likely that if all schools close then teachers will also have issues of childcare to contend with. In any such instance of remote teaching, please understand that we operate on the principle that 'perfect is the enemy of good.' We understand that things may be disrupted and that the exigencies of family life may mean changes have to be made. The important thing is that teachers try to plan as effectively as possible, working with spouses and partners to allow themselves to be able to deliver lessons that they need to. Early communication of plans to students and HoF are vital and will be essential in ensuring that expectations are managed, and students can and will work effectively.
- Please note that it is very likely that the school will require teachers to come into the school during any school closures. Staff should follow appropriate social distancing advice at all times as issued by PHE & HM Government and B&NES.
- Any period of remote teaching will only run for the school term dates as previously advertised. Teachers and students will still require the benefits of the holidays.
- If the need for a 1 to 1 academic/tutor meeting between a teacher and student arises then the teacher needs to ensure that their Hof F and the student's Hof Y are notified and know the date, time of virtual meeting, platform being used ie Microsoft Teams and the reason for the meeting. The student's parent/carer must also be notified and if possible present. The teacher needs to keep a record of the meeting, date, time, duration of meeting, points discussed, and actions agreed.
- The school expects all staff to do the very best that they can under the circumstances and appreciates the fact that staff will be working hard for the duration of any period of remote teaching.

Expectations of Learning Support Assistants

- LSAs are expected to support students with SEND, especially those with EHCPs
- LSAs will be allocated students to support by the SEND Manager.

- LSAs will check 'Show My Homework' daily to ensure that the students they are allocated to are logging on.
- LSAs will contact parents and students with EHCPs to ensure that they understand the work set and have the resources to complete it. Contact will necessarily be remote and in the first instance through email. Should the need for a 1 to 1 academic/tutor meeting between a teacher and student arises then the LSA needs to ensure that their SEND Manager and SENCO are notified and know the date, time of virtual meeting, platform being used ie Microsoft Teams and the reason for the meeting
- In some circumstances it will be necessary to contact students on the telephone. In these situations the LSA must ensure that the telephone contact is at an appointed time, that where possible the parent/carer is present and can hear through the 'speaker option' on the telephone. Telephone calls made from home must not be made in the presence of others in the building. The LSA must notify the SEND manager and SENCO of the call and record the time of the call, have notes of the conversation held and record this in SIMS.
- LSAs will be assigned to Faculties with whom they will work to differentiate resources. This does not change the responsibility for learning which rests with the teacher.
- LSAs must notify the DSL immediately of any CP or safeguarding concerns that they have. This should be done by telephone if it is urgent or via My Concern.

Expectations of Heads of Faculty

- HoFs should oversee the consistency and quality of work being set. They should check in with their departments remotely on a daily basis and in person on a weekly basis to guarantee consistency of approach and to be alert to any concerns.
- HoFs should do all they can to model excellent digital teaching to their Departments. They should share resources and techniques for good teaching in a digital format.
- HoF should contact parents/carers and students who are exceeding or trying really hard in their remote learning to praise and encourage them.
- HoFs should communicate with their line manager and CLG to share thoughts, concerns and ideas.
- HoF should report any concerns raised by their team to the appropriate HoY or DSL.

Expectations of HoYs and Tutors

- Tutors should arrange at least one tutor session per week with their Tutor Group, letting tutees and HoY know the timings of those sessions in advance.
- Tutors should be prepared to pick up on any student who is not regularly attending digital lessons or completing their work. They should make contact with the student and, where necessary, the parent/carer.

- HoY should oversee the work of tutors and deal with any pastoral concerns which may escalate to their level.
- HoY should contact parents/carers and students who are exceeding or trying really hard in their remote learning to praise and encourage them.

Expectation of Students

- The school will not close unless it is asked to by the Government. If the School does close then we will move to a period of 'remote teaching.' This will mean that your lessons are taught by your teachers using Google Classroom and where appropriate Microsoft Teams.
- Your use of devices when being remotely taught is covered by the school's E-Safety Acceptable Use Policy and the school's Behaviour Policy. You are still in school, but you are being taught remotely.
- Some of your lessons will be taught digitally – this will be dependent on a number of variables. Your teachers will let you know which of the lessons in each week are going to be taught digitally.
- You are expected to digitally attend each of the scheduled lessons. Registers will be taken through Google Classroom. If you do not register, then any such absence will be followed up as we normally would.
- You should be appropriately dressed for all digital lessons.
- When entering a digital lesson through Microsoft Teams and/or Google Classroom the camera and microphone should be turned off. Your teacher will ask you to switch on your microphones and cameras as and when they require it.
- You must check your school emails three times a day for vital messages. Once before 8.30am, once around lunchtime and once again between 4.30pm and 5.00pm.
- For the planned lessons that you are not being taught digitally, you should aim to complete the work that will be set for you in that subject. The work should take the time allocated to you for that lesson. If you are struggling with the work set or it is taking a long time, then please inform your subject teacher.
- You should make sure that your devices are charged and updated to ensure you are able to access the lessons available to you.
- Your teachers will be available to you during normal school/working hours if you have any questions. Email, Show My Homework and Google Classroom will be the best way of communicating with them. They will respond in a timely way but please be patient.
- If your teacher requires you to attend a 1 to 1 academic/tutor meeting your teacher will contact you and your parents/carers via email with the date and time of the meeting.

- If you are in Key Stage 4 or Key Stage 5 you may be set homework and you are expected to complete it and submit it for feedback either via SMH, Google Classroom or email. Remember that if staff are setting you homework then it is necessary to support your GCSE or A level studies. If you are in any other year then you will not receive separate homework tasks whilst the school is closed.

Expectations of Parents/Carers

- If the school is asked to close by the Government, then we will move to a remote teaching phase of delivering lessons.
- During that period some lessons will take place in real time using Google Classroom and or Microsoft Teams. The remaining lessons will consist of independent work to be completed by the students. The number of these live/real time lessons will vary depending on your child's key stage and subject.
- All students have an Office365 account and they will use this to access Microsoft Teams. Students are expected to attend all digitally streamed lessons and to complete all independent work at a good standard to the deadlines set by teachers.
- Ideally, students should be working in a public area of their home. Somewhere like a kitchen, dining room, or a study that can be supervised by an adult. Students must not take part in streamed lessons in their bedroom and they must be appropriately dressed for streamed lessons. They need not wear school uniform, but nor should they be in their pyjamas.

Students should be working in a productive environment. There should be, wherever possible, quiet and calm. TVs should not be on and phones should have airplane mode enforced/switched off unless they are using the phone to access the lesson.

- Students should follow the 'normal' school day and they should work during timetabled lessons. This will help students to plan their time over the course of the day. They should break between lessons for a walk, a stretch and refreshment.
- Please do encourage students to get outside, even if in the garden, where possible. Fresh air and exercise will help with their learning and their mental health and wellbeing.
- If you have any concerns about your child's work or their wellbeing, then do please follow the normal procedure of contacting their tutor. Tutors will be meeting regularly with their students over Microsoft Teams to talk about how best to handle isolation and working remotely.
- Students should follow the normal school rules in terms of online behaviour. The school is continuing to operate, and we expect them to behave in an appropriate manner online, just as we would in person.
- Parents/carers should understand that we are trying to replicate the normal conditions of school life for our students as much as is possible. To that end, parents/carers should not involve themselves in the digital lessons, they should not do their child's work for them and they should continue to encourage them to be independent learners, supported by Parents/carers at home.

APPENDIX A

REMOTE LEARNING BEHAVIOUR POLICY

During a school closure we will operate a modified version of our Behaviour Policy in that we expect all students to behave sensibly and with respect. We will still follow the principles of Ready to Learn.

Rewards

- Teachers should continue to recognise excellent work with a House Point /Merit. This should be recorded on SIMS.
- Any outstanding work should be nominated for a Faculty or Headteacher's Commendation. Teachers to contact their HoF or the Heads PA to request a Commendation.

Safeguarding Issues and Serious Sanction

- If a teacher identifies any possible safeguarding concern or behaviour worthy of serious sanction they should contact STU immediately by email.

APPENDIX B

REMOTE LEARNING REGISTRATION POLICY

- All students will be marked centrally as # in line with government guidance.
- If a student is too unwell to attend a remote lesson then please email Mrs O'Bray OBrayC@st-gregorys.org.uk with your son/daughters name and form and she will notify staff that they are ill and they will be marked I (ill) on the teachers individual register.
- Teachers are responsible for completing lesson registers for every taught remote lesson in their mark books. If no reason is given for an absence then the teacher will contact the student and parents/carers via email in the first instance and pass on details if necessary for HoF to follow up.

APPENDIX C

ROLE OF HEAD OF YEAR AND TUTORS

Role of Heads of Year

1. Hold weekly remote tutor meetings. This should be used to check on student welfare, remote learning issues and staff welfare. HoY to arrange team meetings with their teams.
2. Contact parents/carers if welfare concerns have been raised.
3. Contact parents/carers of students on the Pastoral Concerns/Vulnerable Student list. This call should focus on the student's and family's welfare. Record contact and alert DSL to any issues/concerns.
4. Monitor Year Group Questionnaire. A questionnaire will be sent to students fortnightly by HoY. Any concerning responses will be passed to tutors and DSLs and action taken.

Role of Tutor

1. Be available for or hold a tutorial at a time between 8.45am and 9.05am. This should be an established part of the day during a closure and arranged in advance with tutees. Tutors can make contact via Microsoft Teams. The purpose is to ensure students know their timetable for the day, provide students with an opportunity to ask questions and for tutors to pick up on any welfare issues.
2. Arrange a time for a weekly tutor meeting with their tutor group using Microsoft Teams.
3. Communication. It is essential we maintain excellent communication during a school closure. Tutors should flag concerns to HoY and, if appropriate, KMD and STU (DSL).

Pastoral Care

During the school closure we will endeavour to maintain our high levels of pastoral care.

- Any concerns in the first instance contact the students tutor.

Heads of Year

- Head of Year 7 Mrs Richards – richardc@st-gregorys.org.uk
- Head of Year 8 Mr Duffy – duffys@st-gregorys.org.uk
- Head of Year 9 Ms Musgrove/ Ms Bowman – musgroves@st-gregorys.org.uk/bowmana@st-gregorys.org.uk
- Head of Year 10 Mr Purcell – purcellr@st-gregorys.org.uk
- Head of Year 11 Mr Brodie – brodies@st-gregorys.org.uk
- DSL Mr McDermott mcdermottk@st-gregorys.org.uk and Mrs Tuke tukes@st-gregorys.org.uk

- Counselling appointments are available. Contact millere@st-gregorys.org.uk
- HoY and tutors will continue to be available to offer daily support
- Chaplaincy will continue. The Chaplain's Reflection will be published on the website and Mr Robinson is available via email robinsonm@st-gregorys.org.uk
- PSHE lessons will continue. hawkinss@st-gregorys.org.uk
- Sixth Form Support is available from butlerl@st-gregorys.org.uk and acklandb@st-gregorys.org.uk