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## Remote Learning Policy

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<b>Policy Owners</b>	Headmaster Head of The Junior School & Willow Lodge Deputy Head Academic Deputy Head Pastoral
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## Introduction

This policy covers remote learning (i.e. students learning at home in place of their lessons at school) in the case of both students having long-term authorised absence and school closure. The purpose of this policy is to ensure that there is continuity regarding student learning and progress in both scenarios. This policy summarises the provision of remote learning for students in this position so that there are consistent and well-understood expectations of the level of support that will be provided for the students concerned.

The school has plans to avoid closure if at all possible, for instance through the use of alternative premises if the site is unusable or the combination of classes if a disproportionate number of teaching staff are absent, though in certain circumstances closure may need to take place, particularly where it is advised by local civil authorities.

Given the dissimilar nature of learning and resources in different sections of the school, the policy is divided accordingly.

## Senior School

### Remote lessons for students with authorised absence

This will apply to students with authorised absence who are well and available for remote lessons e.g. self-isolating due to COVID. Remote lessons should be started as soon as practical once the school has been notified; in most cases this should be at the start of the next working day. Students who are absent through illness should not receive remote lessons (although work may be set to allow them to catch up in due course). Students engaging with remote lessons will continue to be recorded as absent but arrangements for remote learning will be as follows:

- The school will provide remote lessons to students via Teams with the help of OneNote and Firefly as appropriate. If any students, parents or teachers experience any issues with these platforms they should contact [itsupport@kingschester.co.uk](mailto:itsupport@kingschester.co.uk).
- Subject teachers will set all lesson tasks and homework (where relevant) through Firefly, OneNote or Teams on a regular basis and according to existing timetables to ensure that the student's work is structured and can be completed in a timely manner. This will include scheduling a Teams meeting with the absent student(s) who will therefore be able to join the lesson remotely. If a student is not able to attend in real time, the Deputy Head Academic will advise teachers that lessons should be recorded. This will be reviewed on a case by case basis. Heads of department will help to ensure that teachers in their department are setting appropriate tasks in line with schemes of work with appropriate resources.
- Completed lesson tasks and homework exercises can be submitted via Firefly, OneNote or Teams for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly or completed in OneNote and hard copy work can be emailed to teachers, attached to the Firefly task submission, or inserted into OneNote once scanned or photographed. Work will be returned to students in a timely manner via Firefly, OneNote or Teams or can be alternatively scanned or photographed and emailed to students.
- If the student is absent during a period of mocks, school exams, assessments or class tests, papers will be sent to them via Firefly or OneNote for completion at home under exam conditions (instructions will be provided).

- If extended written notes are taken in lessons by students, a copy of these notes will be forwarded to the student via Firefly, OneNote or Teams. In some circumstances, such notes will be supported by reference to key pages in textbooks if available.
- Absent students can and are encouraged to email their subject teachers to ask questions about any work set, preferably during school hours. Once the student returns after a period of absence, their form tutor and subject teachers should speak to them individually to ensure that they are up to date with and understand the work that has been covered during their absence.

### Remote learning in the case of school closure

This will apply to all year groups in the event of a full school closure, or to individual year groups in certain situations: for example, if a relatively high proportion of students in a particular year group are required to self-isolate.

- Arrangements for morning and afternoon registration will follow the guidelines set out by the Department for Education in the case of a school closure. A tutor call will take place every day via Teams to ensure regular contact between tutors and tutees.
- The school will provide remote learning to students via Firefly, OneNote or Teams. If any students, parents or teachers experience any issues with these platforms they should contact [itsupport@kingschester.co.uk](mailto:itsupport@kingschester.co.uk).
- In addition to ensuring they have access to Firefly, OneNote and Teams, students must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks. If we anticipate a potential school closure then students will be advised to take all exercise and text books home at certain times, for example at the end of school on a Friday.
- Subject teachers will set all lesson tasks and homework (where relevant) via Firefly and/or live Teams lessons **by 6pm the day before each timetabled lesson**.
- Completed classwork should be returned by students to their teachers via Firefly, OneNote or Teams by 4:00 pm each day.
- In the event that the school has to close at relatively short notice due to extreme weather such as heavy snow, remote learning will be provided on the first day of closure in the form of work set on Firefly, OneNote or Teams. Live lessons on Teams will take place as appropriate from the second day of such a closure.
- **Teachers will be remotely available during the day to interact with students** via Teams, either within a specific lesson or more generally through the Teams chat function. In addition, students may email teachers outside of school hours to seek clarity over homework tasks.
- Completed lesson tasks and homework exercises can be submitted via Firefly, OneNote or Teams for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly or completed in OneNote and hard copy work can be emailed to teachers, attached to the Firefly task submission, or inserted into OneNote once scanned or photographed. Work will be returned to students in a timely manner via Firefly, OneNote or Teams or can be alternatively scanned or photographed and emailed to students.
- If students are absent during a period of mocks, school exams, assessments or class tests, papers will be sent to them via Firefly for completion at home under exam conditions (instructions will be provided).

- Where necessary, departments may set common assignments across year groups rather than on a class-by-class basis. In such cases, whilst the submission of work will still be possible, the marking and return of work may have to be delayed further than normal.
- During a period of school closure, the management of set work and marking amongst teachers remains the responsibility of the Head of Department.
- If the school closure is for an extended period, work will be set to ensure effective progression through schemes of work to ensure curriculum coverage. This will be particularly important for GCSE and A level classes.
- If any subject teacher is ill and unavailable during a school closure, they must inform the Director of Studies and their line manager, who will ensure that appropriate work is set for students.
- Please note that personal email accounts and/or social media must not be used to communicate with students at any time.
- All other activities beyond those specifically associated with academic lessons will be suspended for the duration of the school closure.

## Junior School

### Remote learning for students with long-term authorised absence

This will generally only apply to students with more than a week (5 working days) of authorised absence.

Arrangements will be as follows:

- The school will provide remote learning to students mainly via Firefly and Teams. A Parent Guide to using Firefly will be available via Parent Portal. If any pupils or parents experience any issues with this platform they should contact [itsupport@kingschester.co.uk](mailto:itsupport@kingschester.co.uk).
- Form teachers will set all class and homework (where relevant) tasks through Firefly and Teams live lessons on a regular basis and according to existing timetables to ensure that the student's work is structured and can be completed in a timely manner. Subject co-coordinators will help to ensure that form teachers are setting appropriate tasks in line with schemes of work and with appropriate resources.
- Completed homework exercises can be submitted via Firefly for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly and hard copy work can be emailed to teachers once scanned or photographed. Work must be submitted by 5pm.

### Remote learning in the case of school closure

- The school will provide remote learning to students mainly via Firefly and Teams. A Parent Guide to using Firefly will be available via the Parent Portal. If any pupils or parents experience any issues with this platform they should contact [itsupport@kingschester.co.uk](mailto:itsupport@kingschester.co.uk).
- In addition to ensuring they have access to Firefly, students must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks.

- Subject teachers will set all class and homework (where relevant) via Firefly and/or Live Teams lessons **on a daily basis**. This is to ensure that students' work is structured and can be completed in a timely manner. Humanities, Art, DT etc will have enquiry-based learning projects set with clear content and guidance.
- In the event that the school is closed at relatively short notice due to extreme weather such as heavy snow, remote learning will be provided on the first day in the form of work set on Firefly.
- Remote learning in the form of live content and work set will take place as appropriate from the second day of such a closure.
- Teachers will be available for support via a Firefly group discussion page/email. In addition, pupils may email teachers to seek clarity over homework tasks. Live discussion is available during Teams lessons via chat or microphone.
- Completed homework exercises can be submitted via Firefly for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly and hard copy work can be emailed to teachers once scanned or photographed. Work must be submitted by 5pm. Work will be returned to students in a timely manner via Firefly or can be alternatively scanned or photographed and emailed to students.

## Willow Lodge

### Remote learning for students with long-term authorised absence / in the case of school closure

Arrangements will be as follows:

- The use of the Dojo app will be used to send daily video messages to the class, checking in, explaining the work set, showing 'what a good one looks like' and posting explanation videos of a particular teaching point. Teachers read a class story via video also. This will be available via the 'Stories' section in the app.
- The 'Portfolio' tool will be used to give each child Individual Portfolios to receive differentiated tasks, submit their work, and for the teacher to give feedback.
- Teachers will send the weekly overview of tasks by email, with the recommended sites. In maths, for example, worksheets can be accessed via the Portfolios and the writing tools within the app can be used to submit answers. For written tasks, eg in English, topic etc, children can submit a photo of their written work via the app.
- The weekly overview will give suggested activities for each day but no fixed timetable.
- Teams will be used for staff meetings etc but not for lessons.
- Tasks will be set via Dojo, but will be differentiated. Parents will be informed which group their child has been assigned so that a pupil completes the correctly differentiated task.

- Pupils will upload work to their Portfolio and teacher feedback will be given within the Portfolio. Teachers will continue to send video instructions/class celebrations (e.g. awarding of Bronze/Silver/Gold leaves) and 'what a good one looks like' via the Stories. The Explain Everything app will be used to send instructional videos and teaching points.
- Parents will be able to access online activities and suggested websites which support the pupils' learning via subscriptions already in use by parents e.g. Purple Mash, Active Learn etc. This will be available via the Parent Portal.
- In the event that the school is closed at relatively short notice due to extreme weather such as heavy snow, remote learning will be provided on the first day in the form of work set on Class Dojo.
- Remote learning in the form of live content and work set will take place as appropriate from the second day of such a closure.