REMOTE/ BLENDED LEARNING POLICY JANUARY 22

PARENTS AND CARERS

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Remote Learning at St Paul's Catholic High School

Introduction

This policy is for parents/ carers and pupils and outlines how we will work as a school during the national lockdown announced by the government on January 4th 2021.

The policy outlines the expectations of stakeholders as well as stating what provision is on offer, how it can be accessed and how the school will be managed and led.

It reflects our mission statement and promotes our values and has been structured around the school's strategic priorities for this academic year.

Changes will be made to this policy, wherever necessary, to reflect updated advice or statutory guidance from the Department for Education. Any changes will be clearly indicated and shared with all stakeholders.

Attendance/ Engagement

All timetabled lessons are compulsory and pupils must attend all lessons on time. Not all timetabled lessons will require the pupil to be 'live' for the full 50 minutes. For some lessons, teachers will find it appropriate to teach a live lesson. For others, the teacher will set work utilising the Remote Portal (SharePoint), encouraging pupils to work independently.

Regardless of the content of the lesson, there will be a live start to every timetabled lesson where a register will be taken using Microsoft Teams.

In the event that a student's engagement with lessons are a cause for concern, contact will be made to the parents/ carer. This will allow clear and open lines of communication with our parents and carers to best support your child's engagement with online learning.

Attendance and reporting absence

We are monitoring students' attendance and engagement online daily. Where we have concerns that they are not engaging we will be in contact quickly. You should continue to inform the main office via a phone call if your child is ill and cannot participate in learning remotely. The office will inform our attendance team and registers will be updated accordingly.

Staff Absence

In the event that a staff member is absent, pupils will be informed via an announcement in Class Charts. We advise that pupils open Class Charts at the start of each day in order to access the notification promptly.

Work will still be set and available for the allocated lesson and this will be available within Share Point. There will be no register at the start of the lesson on Microsoft Teams, but pupils should still send completed work to their teacher at the end of the lesson.

Academic Provision

Rationale and DfE Guidance

The DFE guidance states that 'The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently. The amount of remote education provided should be, as a minimum: Key Stages 3 and Key Stage 4: 5 hours a day.'

The guidance continues with the following:

When teaching pupils remotely schools are expected to:

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum
- select a digital platform for remote education provision that will be used consistently across the school to allow interaction, assessment and feedback and make sure staff are trained and confident in its use.
- overcome barriers to digital access for pupils by:
- distributing school-owned laptops accompanied by a user agreement or contract
- providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work.
- It may also be that some pupils who have difficulty engaging in remote education may be considered to be vulnerable children, and therefore eligible to attend provision in person.
- have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern
- identify a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education

Note that the expectations set out in this guidance are for schools rather than for individual teachers.

The primary digital platform being used across the school is Microsoft Teams. Students will receive an invitation to a Microsoft Teams meeting from their class teacher in line with their timetable. Students will login to Microsoft Teams, within Microsoft Office 365, using their email address and password and will join the lesson. Using the chat function in Microsoft Teams, the teacher will ask the class to indicate

their presence. Students will then need to indicate this on the message using the 'thumbs up' emoticon to show they are ready to access the lesson.

However, we understand that this may not be possible for all families as some students may be sharing devices. Therefore, if your child is not able to access a live lesson, the same lesson will also available either in their Class Teams area or within the Remote Learning Portal so they can still complete the lesson themselves at a different time. In fact, this also means that any student can go back to the lessons and recap on their learning – which is great practice for all students.

Staff members are able to amend their registers to reflect that a student has engaged in the lesson after the lesson has taken place. We ask that students make contact with their teacher at their earliest convenience to inform them that the lesson has been completed.

All lessons will be 50 minutes in duration and will include a 10 minute introduction to the lesson including registration; a 30 minute lesson and 10 minutes at the end of the lesson for assessment and feedback. Teaching staff will be present throughout the duration of the lesson.

Narrated Power Point

Class teachers will upload a 30-minute lesson with a minimum of 5 minutes narration in advance of or during the allocated lesson time. The Power Point will be saved on the Remote Learning Portal within the Departmental and Teacher folders and clearly labelled with the topic and date. This should be opened at the start of the lesson.

After a register has been taken via Microsoft Teams, students will be informed of the work being set for the lesson. Pupils will have time with their teacher to ask any direct questions relating to the work set before working independently through the narrated Power Point for 30 minutes.

For the duration of the lesson teachers will be available either 'live' on Microsoft Teams or via email to answer any direct questions and support any misconceptions pupils may have. Teachers will indicate to the students' which option to use as part of their lesson.

'Live Lessons'

After the register has been taken and an introduction provided, there will be 30 minutes of 'live' delivery of the lesson from the classroom teacher, discussing and explaining points of the lesson that they feel are beneficial to enhance working remotely.

For the final 10 minutes of the lesson, teachers will be available either live on Microsoft Teams or via email to answer any direct questions and support any misconceptions pupils may have. Teachers will indicate to the students' which option to use as part of their lesson

A copy of the lesson will be uploaded into the chat/ Remote Learning Portal as part of the live lesson, for access by students unable to attend the lesson.

Some lessons will feature staff cameras being turned on to further support the quality of lesson delivery. As well as this, some lessons will be delivered using audio/ visual from both students and staff members.

Students will be expected to adhere to the online behaviour policy. The expectations for online learning have been shared with all pupils to their school email. The Class Charts system will remain in place to communicate rewards and sanctions.

A timetable of our 'live' lesson offer will be shared on the school website weekly from 11th January 2020.

All subjects remain on the curriculum and have a set time on the student's timetable. The structure of the timetable whilst working remotely has been created to ensure that students and teachers are given screen time breaks and comfort breaks during the day.

<u>**Lesson Times:**</u>

8:50 -9.50– Lesson 1
9.50 -10.50 – Lesson 2
11:05-12.05 – Lesson 3
12:05 -1:05 – Lesson 4
2:05- 3:05 – Lesson 5

The timetable is supplemented by the expectation that students complete additional independent learning of 50 minutes per day centred on Literacy across the curriculum. Year 7-9 pupils must read and access Accelerated Reader to complete quizzes based on the book they have read. From 20th January we will be providing access to books online with all relevant details being available on the school website to support reading remotely. Year 10 and 11 students are expected to read daily and are able to access our online library through the school website.

Literacy based activities, tasks and competitions will be assigned to year groups by Mr Sharrock to promote both reading for pleasure and strengthening the use of literacy across the curriculum.

<u>**Practical Subjects**</u>

Within Core PE, GCSE Dance, Drama, Technology and Music teachers may provide videos for their classes that will be shared either within the Microsoft Teams Class or uploaded onto Share Point.

Teachers of practical subjects may also request videos to be sent to them as part of the curriculum topic/ journey. In cases where this is required, a permission letter will be sent directly to parents from the classroom teacher.

Work (recordings) being sent into subject teachers will be expected to be uploaded onto One Drive. Mrs Cropper our Safeguarding Officer will be an administrative account member as well as the classroom teacher of the folder.

Accessing Devices

If access to IT is a problem - please contact the school and let us know, you can call the school on 0161 499 0000 or email: c.cooper@st-paulshigh.net. If a pupil has forgotten their log in details, please use our online request form available on the school website.

If a pupil would like to request an electronic device then please use our online request form based on the school website. Where students do not have access to a computer or internet the school will do their best to provide them with a device. A user agreement will be signed by the school, parent and student to ensure that measures are in place to secure e-safety, that the equipment is only used for educational purposes and that it is returned in the same condition it was given in.

For support with accessing Microsoft Teams, you can access a student/parent help sheet found within the Remote Learning Portal. The document has also been sent to your child's school email address from their Progress Leader.

Online Behaviour

Students

You will be invited to participate in online lessons through Microsoft Teams. You will be held responsible for any negative behaviour as you would in a classroom environment. Disruptive or abusive behaviour will not be tolerated at any level during online lessons. On the extremely rare occasion, that disruptive behaviour becomes regular parents/carers will receive a call from school about you accessing lessons in the future. All lessons will start with the expectations of the lesson outlined by the teacher leading the lesson.

All students must behave in a respectful, considerate and kind manner when they are accessing online learning.

Students must not onward share any content from either the narrated or live elements of remote learning

Students may only use their school email address to contact any member of staff and may only contact staff using a staff members school email address

If you demonstrate behaviour that the teacher deems to be unacceptable or inappropriate the teacher will follow the steps:

1. Warn you that your behaviour is unacceptable and that you will be removed from the lesson. If any other inappropriate comments are made you will be removed from the lesson. Staff will adhere to the school behaviour policy by logging the behaviour incident/ removal on Class Charts.

2. Remove/Delete the comment.

3. Parents / Carers will be contacted and informed that you were removed from the online lesson and along with reasons why. It must be agreed with the teacher that you are allowed back into the online lessons and rules agreed with parents, yourself and teacher.

4. You are expected to participate actively in lessons and complete tasks to the best of your ability. Teachers will provide encouragement and we expect you to try your very best. Positive points will be awarded on Class Charts.

Parents and Carers

Parents and carers should not attend live lessons. Parents and carers should assist students by providing an appropriate learning environment for pupils learning at home. Parents and carers should encourage students to be on time for all timetabled lessons.

Submitting Work

Assessment: Students will be expected to send in work set by their teachers. Deadlines will be set with expectations made clear within the Microsoft Teams class or within the narration on the Power Point (Share Point). Students are expected to make sure that the work is handed in on time.

Feedback: Students will be provided with feedback from lessons and work completed in a variety of ways:

- Through self-marking quizzes/ tasks via online platforms
- Verbal feedback (live or recorded) to individuals or the whole class
- Written feedback to individuals or the whole class based on work completed

As with lessons in school, students will not receive substantial or individual feedback on every piece of work submitted. However, they will be provided with more detailed feedback on significant pieces of work in line with the learning journey. Students and parents should not expect that feedback will be given in every lesson.

Regular assessment will continue for students in all year groups in line with the learning journey. These assessments will follow a sequence of lessons and will be set by teachers adhering to the school's Marking and Feedback Policy (either every 3 or 6 lessons, depending on the subject).

Exams

In terms of public examinations the Department of Education has stated the following: 'We cannot guarantee all students will be in a position to fairly sit their exams this summer. Therefore, we can confirm that this year GCSEs, A and AS level exams will not go ahead this summer as planned, and we will look at options to enable candidates to receive a grade. The Secretary of State for Education will be asking Ofqual to consult rapidly on an approach for alternative arrangements that will allow students to progress fairly'.

The school will provide further updates when guidance is received.

Safeguarding Pastoral Care

All families will receive a fortnightly well-being call. Students may be contacted more frequently depending on their individual circumstances and vulnerability. We will review the well being of our vulnerable students weekly to ensure they are receiving the support they need.

Information will be provided on the school website to support student and parent wellbeing with contact details shared to aid the support of potential needs.

Special Educational Needs & Disabilities

Students with Special Educational Needs, such as those with an education, health and care plan (EHCP) may be considered vulnerable due to difficulties engaging in the remote provisions and therefore will be eligible to attend provision in the school building.

This decision will be based on the needs of each student. For students with SEND who are not attending school, their teachers are best placed to know how their needs can be most effectively met to ensure they continue to make progress.

The school and teachers will make the necessary adjustments to ensure that students with SEND can successfully access remote learning. Questions regarding our SEND provision whilst working remotely should be emailed to Mrs Melling (SENCO).

On site provision

Onsite provision is available for vulnerable students and the children of critical workers. Those students who are attending school will be expected to arrive on time and in full school uniform. They will be in bubbles on site and they will be expected to follow all behaviour expectations, including those relating to Covid-19 safety, such as wearing masks in communal areas and regular hand washing.

This will continue to start at 8:50am each day and run until 3:05pm. Students will have access to our ICT facilities and will participate in their normal timetabled lessons. Students in school will be supervised by members of staff who will support them to complete this work.

Assemblies

The school will consider the provision of pastoral and extra-curricular activities to all students, including those learning at home, designed to:

• Support social engagement and maintaining friendships

• Address and equip pupils to respond to issues linked to coronavirus (COVID-19)

• Support pupils with approaches to improving their physical and mental wellbeing

Each week an online assembly will be uploaded to the homepage of the school's website. The assemblies will be uploaded by each year group's Progress Leader and will be made available using a link to You Tube.

Students working remotely without ICT access

In cases where a student is not able to work remotely using ICT facilities, then all work will be provided as hard copies. This will be posted to the student's home address at the end of each day.

A teacher's expectation of work being submitted to be assessed still applies whilst working remotely, along with the school's marking policy. In the event that work is requested for marking and feedback and is not able to be sent electronically, this should be brought in to school on a student's return. This will allow relevant actions to be taken by staff members in school from both an academic and pastoral perspective. We will adhere to quarantine guidelines and public health advice relating to this method of submission of work.

Free School Meals

We are providing on-site free school meals to any students that are eligible and are attending school.

We have made all parents / carers aware via letters home and ParentApps that grab bags are available to collect daily from school reception (w/c 11th January) if they are entitled to a free school meal and have asked them to adhere to all social distancing and public health guidance when visiting site.

From 18/01/2021 we will be providing a food parcel to any parent / carer whose child is eligible for free school meals and have sent out an email 11/01/2021 asking for parents to email the school to request one as they need to be ordered in advance. If a parent does not order a food parcel and turns up unexpectedly for a free school meal we will provide a grab bag instead.

Student Voice

From 18th January, 100 student each week will participate in a survey across all year groups. Students will be asked to provide feedback to support our remote learning offer over the course of the half term.

An online questionnaire will be sent out by Progress Leaders with results being collated by Mrs Cooper. Mrs Cooper will meet with Progress Leaders and Pastoral Assistants each week to review the answers and feedback, acting accordingly to strengthen the quality of provision in place.

Useful Contact Details:

Pastoral Team

Year 7 Progress Leader: n.mallon@st-paulshigh.net

Year 8 Progress Leader: a.wilson@st-paulshigh.net

Year 9 Progress Leader: t.harris@st-paulshigh.net

Year 10 Progress Leader: c.birkett@st-paulshigh.net

Year 11 Progress Leader: d.mawn@st-paulshigh.net

Behaviour: Assistant Headteacher: p.harrington@st-paulshigh.net

Safeguarding and Attendance: Assistant Headteacher: a.cropper@st-paulshigh.net

Remote Learning Team:

Teaching and Learning: Assistant Headteacher: c.cooper@st-paulshigh.net

Curriculum: Deputy Headteacher: m.whiteside@st-paulshigh.net

Network Manager: d.jones@st-paulshigh.net

Special Educational Needs

c.fannon@st-paulshigh.net

Alternative Provision:

Assistant Headteacher: c.fannon@st-paulshigh.net

Literacy Coordinator

j.sharrock@st-paulshigh.net

Headteacher

a.hren@st-paulshigh.net