

# Remote Learning policy

In the case of school closure to prevent the spread of  
Coronavirus

# Remote learning in the case of enforced school closure to prevent the spread of Coronavirus

In the event that there is enforced closure of the school to prevent the spread of Coronavirus, the school will provide remote learning to students through the Portal, school email systems and the Zoom cloud meetings application.

## 1) Provision of Classwork

Departments will use the existing homework schedule as the frame for the provision of assignments and learning resources to students. The time allocated to each subject in the homework schedule will be doubled and the second 'assignment' effectively substitutes for class work that would have been undertaken. The 'classwork' task should be set at a time when you would normally teach that group. **Classwork tasks should be set using both the Portal task function and via an email to the relevant teaching group to ensure that the task is delivered promptly to the students' school email accounts.** The email is needed as well because the set task function does not deliver the task at the point that it is set up on the Portal.

Where possible and practical for departments (at the discretion of the head of department), a common set of assignments will be set across the entire year group rather than on a class-by-class basis so that the provision of resources and materials can be delegated out within the department. The responsibility for the marking of these common assignments should remain with the individual class teacher. If it is not possible to do this because different classes follow different paths (such as a studying a different text) then the provision of resources will be done on a class-by-class basis by teachers. Management of this and ensuring consistency between classes will be the responsibility of the head of department.

If the closure is for an extended period, then it is important that the nature of the work being set should allow progression through the scheme of work to ensure curriculum coverage. Work set might include reading and noting new material from a common department textbook, using pre-existing department Portal pages of notes and lessons, watching a video resource, or the provision of sets of electronic notes or presentations to students for them to read and digest. Homework should then assess this new material to ascertain that students have understood the topic area concerned.

Teachers should not upload any new video content onto the Portal or onto Planet E-stream during the remote learning period as this will place more strain on our server systems. Students can be referred to YouTube links to watch complementary video material.

**Parental responsibility:** Parental settings on home devices should be set in an appropriate way to filter out any inappropriate content that might otherwise appear on YouTube, as the school cannot take responsibility for the settings on home devices during the period of remote learning.

## 2) Setting, marking and returning of Homework

Homework tasks will continue to be set and collected back on the same schedule as now, replicating the timetable within the week as much as possible so that expectations of when work will be set are clear for students and teachers (part-time teachers continue to set/ collect/ mark work on the same days as they are currently in school). For clarity of communication and to track consistency, **all homework tasks for all year groups should be set through the Portal.** Should the school servers fail then homework should then be distributed through school email accounts. It is up to the subject teacher to decide whether they want to collect and send back work through the Portal or by the school email system. Work should be marked electronically, where possible, and returned promptly to students through the Portal or to their school email account.

### 3) Direct teacher-student interaction online

Teachers of classes in the MIV to the VI will designate one single period in which they normally teach that class as a time in which students have **direct contact online with the class teacher**. Class teachers of the VII and VIII will designate one of the double periods where they would have taught the group as the time that they will be available for direct contact online (or two doubles if they are the sole teacher of the group). Teachers will make it clear to their classes when they will be available and how they choose for this online contact to be made, preferably in advance of any closure.

The online contact can be

- Through downloading and using the **Zoom Cloud messaging app**. This is the school's preferred method of contacting students during online lesson times as it allows video or audio conferencing which will make answering questions much faster and more effective. It is also hosted on Zoom's servers and so relieves pressure on the school server system. Zoom allows the teacher to create a virtual background so that students only see you and the virtual background rather than your home should you wish to use it. If you choose not to use the virtual background, perhaps because you wish to write on something that replicates a class whiteboard as part of the lesson, then it is important that you fully consider the safeguarding implications and ensure that nothing inappropriate is seen in the background. Zoom can also be used as an audio conference facility without any video at the teacher's discretion, should they not wish to use video conferencing. The Zoom conference is set up at the start of the allocated lesson time by inviting the set to attend through their school email addresses (e.g. I type Set 13-EC-DD into the Outlook address and the email invitation link will be sent to the 12 students in that set).

**Students should download the free Zoom Cloud Messaging app (or free software from the Zoom website for a laptop) onto the device that they would like to use to participate in these class video/ audio lessons. Your account on the Zoom app MUST be linked to your school email address or the system will not work.** The teacher will send out a meeting invitation to your school email address at the agreed lesson time and you join by clicking on the link you receive in that school email. Once you have downloaded the app you can set a virtual background as well if you wish so that other students and the teacher do not see your home at all. Students can ask questions by clicking on an icon to virtually "Raise their hand" which allows the class to proceed in the normal, structured manner. Students must follow the normal school rules in these lessons and **are not allowed to record these sessions**.

**Parental responsibility:** Please ensure that there is a quiet space where your daughter can access video conferencing lessons and that there is nothing inappropriate or anything that you would not wish to be seen in the background of this location.

- Through the messaging function on the Portal. Teachers will need to keep refreshing the messaging page to see new messages. If you choose this option, you can select to reply to the whole group using this function, but it will not create individual threads to messages. If you tell students to click on the send a copy to email arrow when they send their message then it will give a notification to Outlook when a new message comes in if you also have Outlook open.
- Through creating a class forum page within the department section of the Portal and giving that class editing rights to that forum. This will allow you to create threads and for other members of the class to participate in that communication, but it still requires you to refresh the page to see when new messages have been posted.

- By school email systems, where you will be able to respond to students individually. If you choose to communicate with students through the school email systems please be very diligent it you using the Reply All function and check carefully that you are sending the information to the right person/ people.

**Personal email accounts or any alternative forms of social media/ messaging or non-school software services must not be used to communicate either by staff or students.**

Staff should tell their classes, their head of department and the Director of Studies the period(s) that they are designating that they will be available for contact by pupils. If staff are ill and unable to make these times they should inform the head of department so that cover can be provided within the department.

Outside of these pre-designated times it is not expected that staff are able to respond to student questions in the same manner. Class work at other times is replicated through the provision of material and resources in addition to the normal homework expectations.

If the period of enforced closure becomes more protracted then the school will of course review the measures in place in this remote learning policy on an ongoing basis and may make changes to our provision in light of that ongoing review process.

12 March 2020