

Remote Learning Policy

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Links	ICT Policy and GDPR Policy	
Staff responsible	VP – Quality of Education	

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1. Aims

This policy is to ensure the ongoing education of students at Cockshut Hill School 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 e.g. self-isolating students.

2. Remote Learning Lead

The Vice Principal for the Quality of Education is responsible for formulating and overseeing Cockshut Hill School’s Remote Learning Policy. The schools Assistant Principal’s for Assessment and Teaching and Learning also contribute to the day to day efficiency of our remote learning plans. Our EdTech lead in school supports with ICT related issues.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place for most staff within Cockshut Hill School. We would expect that there will be future benefits to putting these plans into place.

Cockshut Hill School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for classes, and that these are set up
- Students within classes have access to the relevant Microsoft Team
- Students will receive Teams refresher sessions (and specific Teams Meetings instruction) during tutor periods and IT lessons in Years 7, 8 and 9.

- Staff are familiar with the main functions of Microsoft Teams
 - Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
 - Parents and students are made aware in advance of the arrangements in place for the continuity of education
- Cockshut Hill School should ensure that staff are supported in the development of the above framework by:
- Using staff meetings or setting aside professional development time
 - Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams or OneDrive)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the school EdTech Lead to the situation

4. Continuity of Education in Event of a Closure

Cockshut Hill School will make provision for remote contact with pupils on a daily basis in two forms:

- Students will have access to work that allows them to make progress in their learning while at home
- Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Vice Principal Quality of Education if this is not possible.
- Students will have the opportunity for face-to-face interaction with their class teacher on a daily basis in as far as is possible. Cockshut Hill School should attempt to replicate the timetable that students follow through the course of a normal school day.

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 remote learning

5. Remote Learning Practice and Recommendations

Microsoft Teams will be the single hub for all Remote Learning interactions.

- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Class Team)
- Teachers should record the Meeting for easy cloud access at a future date and time.
- Staff may use microphone headsets to improve the quality of audio on the calls and mute once students have received instructions on work.
- We recommend that students wear headsets during calls to improve their listening experience and also engagement with remote learning sessions
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions

- across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary
- Classwork and homework that can be handed in online will be set through Teams and marked online

6. Information for parents/carers

Parents will find the following useful information already on My School Portal:

- Email contact details for their child's teachers

All students should have copies of their timetables in their school planners. If students have mislaid these then they will need to contact the school who will send copies home.

7. Summary

The primary purpose of this policy is the continuity of education for students at Cockshut Hill School.

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