REMOTE LEARNING POLICY

Mission Statement

Maricourt seeks to provide a living Catholic community which is rooted in Christian values and where growth and knowledge, respect love and fellowship are shared by all.

Statement of intent

At Maricourt Catholic High School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning in line with our Catholic ethos and School Mission Statement.

Remote learning refers to any occurrence of a pupil or teacher being unable to participate in/deliver timetabled lessons face-to-face but physically, mentally and practically able to continue with curriculum implementation. This includes occurrences of whole school lockdown, partial closures or individual isolations

1. Roles and responsibilities

1.1. The **governing board** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

1.2. The **Headteacher** is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an **annual** basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on an on-going basis of the remote learning arrangements to ensure pupils' education does not suffer.

1.3. The **Learning and Teaching SLT Lead** are responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the **Headteacher**.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

1.4. The **DPO** is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient

and can efficiently recover lost data.

1.5. The **<u>DSL</u>** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the **<u>ICT technicians</u>** to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.

- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the **Headteacher** and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

1.6. The **SENCO** is responsible for:

- Liaising with the **ICT technicians** to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the **Headteacher** and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

1.7. The **Strategic Finance Officer** is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

1.8. The **Network Manager** is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
  - Working with the **SENCO** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

1.9. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the **Learning and Teaching SLT Lead** and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the **DSL** and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.

- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **Headteacher**.
- Reporting any defects on school-owned equipment used for remote learning to the **Network Manager**.
- Adhering to the **Staff Code of Conduct** at all times.

1.10. Parents are responsible for:

- Ensuring their child is available to learn remotely during the school day (see Pupil Remote Learning guidelines)
- Ensuring that the schoolwork set is completed on time and to the best of their child's ability
- Reporting any technical issues to the school as soon as possible. This includes no access to a computer/device and/or the internet (ithelpline@maricourt.net or 0151 330 3366)
- Ensuring that their child always has access to remote learning material during the school day
- Ensuring their child uses the equipment and technology used for remote learning as intended
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents should inform the attendance office no later than 8:50am if their child is unwell. The school will monitor absence and lateness in line with the Attendance and Absence Policy. If a child is absent due to Covid-19 then it is imperative that this is reported to school.

1.11. Pupils are responsible for:

- Ensuring they are available to learn remotely during the normal school day and that they follow their school timetable.
- Following the remote learning timetable, the VLE (accessible via the school website) and MS Teams guidance to access the work/lessons that have been set
- Ensuring that their schoolwork is completed on time and to the best of their ability. If remote learning is not completed, pupils will be expected to attend after school catch up on their return to school until all work is up to date
- Reporting any technical issues as soon as possible (ithelpline@maricourt.net)
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended

- Adhering to the school Behavioural Policy at all times
- Reporting any safeguarding concerns immediately (0151 330 3366)

Resources
Learning materials

1.12. The school will accept a range of different teaching methods during remote learning to help explainconcepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Microsoft Teams to deliver live lessons
- Work booklets
- Show My Homework
- Past and mock exam papers
- Current online learning portals e.g. Century Tech
- Educational websites e.g. Oak Academy
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

1.13. Departments will ensure that lesson resources are available via the VLE for the current taught curriculum to ensure that individual students can access lesson materials in line with the taught sequence

1.14. Lesson resources will be organised by date/week to enable students to access the correct resources

1.15. Teachers will review the DfE's list of online education resources and utilise these tools asnecessary, in addition to existing resources.

1.16. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

1.17. Teachers will ensure the programmes chosen for online learning have a range of accessibility features to support pupils with SEND.

1.18. The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g. live classes with questioning, eliciting and reflective discussion, to the best of their ability.

1.19. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

1.20. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

1.21. Work packs will be made available for pupils who do not have access to the internet – these packs can be **collected from school**.

1.22. Teaching staff will liaise with the **SENCO** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

1.23. The **SENCO** will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

1.24. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

1.25. Pupils will be required to use their own or family-owned equipment to access remotelearning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

1.26. For pupils who cannot access digital devices at home, the school will, where possible,apply for technology support through their LA.

1.27. Pupils and parents will be required to maintain the upkeep of any equipment they use toaccess remote learning resources.

1.28. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with [section 7](#) of this policy.

1.29. The arrangements for any 'live' classes, e.g. webinars, will be communicated via **Show My Homework or MS Teams calendar** no later than **one day** before the allotted time and kept to a reasonable length of no more than **one hour** per session.

1.30. The **Network Manager** is not responsible for providing technical support for equipment that is not owned by the school.

1.31. As part of a vocational/applied general qualification, distance assessment of coursework components may be used if possible and appropriate. There will be some scenarios wheredistance assessment is not possible and/or not appropriate (see Pearson BTEC Distanceand Blended Learning approaches)

   a. Teaching staff should ensure they are available during lesson time to providesupport during timetabled lessons when learners are learning remotely

   b. Feedback should be provided in a timely and constructive manner when it is notpossible to do this in a classroom environment

   c. Wherever possible, the setting of assignments should be done face to face anddeadlines made clear

   d. There will be measures in place to prevent and detect any issues of malpractice,and students will sign to confirm work is authentic and completed by themselves

2. Food provision

2.1. The school will signpost parents via **the website** towards

additional support for ensuring theirchildren continue to receive the food they need, e.g. food banks.

2.2. Where applicable, the school will make contact with the families of children self-isolating who receive FSM and make the following offers;

- Making food hampers available for delivery or collection

- Providing vouchers to families

3. Costs and expenses

3.1. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

3.2. The school will not reimburse any costs for travel between pupils' homes and the school premises.

3.3. The school will not reimburse any costs for childcare.

3.4. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the **Technology Acceptable Use Agreement** prior to commencing remote learning.

4. Online safety

4.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.

4.2. Where possible, all interactions will be textual and public.

4.3. All staff and pupils using video communication must:

- Communicate in groups where possible
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

4.4. All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.

- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND or for pastoral support. This will be decided and approved by the **SLT**, in collaboration with the **SENCO or Progress Leaders**.

4.6. Pupils not using devices or software as intended will be disciplined in line with the **Behavioural Policy**.

4.7. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.8. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

4.9. The school will communicate to parents via **the school website and PS Connect** about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

4.10. During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

4.11. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school's **Child Protection and Safeguarding Policy**, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The **DSL** and **Headteacher** will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3. The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.

5.5. The **DSL** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the **Retention of records policy**.

5.7. The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

5.8. All home visits will:

- Have at least **one** suitably trained individual present.
- Be undertaken ideally by no fewer than **two** members of staff.
- Be suitably recorded on paper and the records stored so that the **DSL** has access to them.
- Actively involve the pupil.

5.9. Vulnerable pupils will be provided with a means of contacting the **DSL**, their deputy, or any other relevant member of staff – this arrangement will be set up by the **DSL** prior to the period of remote learning.

5.10. The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.11. All members of staff will report any safeguarding concerns to the **DSL** immediately.

5.12. Pupils and their parents will be encouraged to contact the **DSL** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

5.13. The attendance officer will alert the **DSL** when pupils with allocated social workers (ie. Vulnerable students) are working remotely, outside of whole school lockdown

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5.14. **DSL/attendance office** will notify social allocated social workers (ie. Vulnerable students) when pupils are working remotely outside of whole school lockdown

6. Data protection

6.1. This section of the policy will be enacted in conjunction with the school's **Data Protection Policy**.

6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

6.6. All contact details will be stored in line with the **Data Protection Policy** and retained in line with the **Records Management Policy**.

6.7. The school will not permit paper copies of contact details to be taken off the school premises.

6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

6.9. Any breach of confidentiality will be dealt with in accordance with the school's **Data and E-Security Breach Prevention Management Plan**.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behavioural Policy** or the **Disciplinary Policy and Procedure**.

7. Marking and feedback

7.1. All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the **Assessment and Marking Policy**
- Returned to the pupil, once marked, by an agreed date.

7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via **PS Connect** if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the **Headteacher** as soon as possible.

7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible.

7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote

learning where possible.

7.7. The school will log participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be reported to parents via formal regular reports or, if there is a concern, individually via **telephone**.

7.8. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils, or social media, which displays exemplary work and rewards engagement or outcomes.

8. Health and safety

8.1. This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.

8.2. Teaching staff and **Network Manager** will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If using electronic devices during remote learning, pupils will be encouraged to take regular screen breaks.

8.4. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the **health and safety officer** or other relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

9.1. Pupils will be present for remote learning by **8:**50am and cease their remote learning at **3:15pm** from **Monday** to **Friday**, with the exception of breaks and lunchtimes, as outlined in paragraph 8.2.

9.2. Breaks and lunchtimes will take place at the following times each day:

- Morning break will take place at **11:15am** until **11:30am**.
- Lunchtime will take place between **12:35pm** and **1:05pm**.

9.3. Pupils are not expected to do schoolwork during the times outlined in paragraph 8.2 'Live' lessons will be limited to 40 minutes to minimise screen time. Pupils will be directed to carry out independent work, away from the screen, for the remaining 20

minutes of lesson time.

9.4. Pupils with SEND or additional medical conditions who require more regular breaks,
e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.5. Pupils are not expected to work in front of a device/computer for a sustained period of time. Lessons will be planned for 40 minutes rather than a 60 minute on site lesson to allow for suitable breaks away from a screen.

9.6. Teacher input should last approximately 20-30 minutes and the remainder of lesson time will be made up of various independent tasks/guided practice/feedback

9.7. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

9.8. Parents will inform the **attendance office** no later than **8:50am** if their child is unwell.

9.9. The school will monitor absence and lateness in line with the **Attendance and Absence Policy**.

10. Communication

10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

10.2. The school will communicate with parents via **letter, PS Connect** and the **school website** about remote learning arrangements as soon as possible.

10.3. The **Headteacher** will communicate with staff as soon as possible via **email** about any remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

10.5. The school understands that pupils learning remotely have the right to privacy out-of- hours and should be able to separate their school and home lives – communication is only permitted during school hours.

10.6. Members of staff working remotely will have contact with their line manager at least **once** per **week**.

10.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in [section 9](#).

10.8. Pupils will have interaction with a member of staff during their isolation period

10.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.10. Issues with remote learning or data protection will be communicated to the **pupils' teacher** as soon as possible so they can investigate and resolve the issue.

10.11. The **pupils' teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.12. The **Headteacher** will review the effectiveness of communication on a **weekly** basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

11.1. This policy will be reviewed on an **annual** basis by the **Headteacher**.

11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

11.3. The next scheduled review date for this policy is **December 2022**.

Remote Learning during the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

1.1 This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'
- DfE (2020) 'Remote education good practice'
- DfE (2020) The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction

1.2 The **Headteacher**, in collaboration with the **governing board**, will ensure the school follows the legal obligations regarding remote education, as outlined in The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. This includes:

- Providing remote education to all pupils of compulsory school age.
- Providing remote education where it would be unlawful, or contrary to guidance issued from public authorities, for a pupil to travel to or attend the school.
- Having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Guidance for full

opening: schools'.

2. Contingency planning

2.1 The school will work closely with the LA to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.

2.2 The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within the **Coronavirus (COVID-19): Contingency Plan** to ensure we are following DfE guidance.

2.3 The school will communicate its contingency plans for local restrictions with parents, including which pupils it will remain open to and which pupils will receive remote education.

2.4 The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.

2.5 If local restrictions are not applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group as required.

3. Teaching and learning

3.1 The school will ensure staff and pupils follow the school's **Online Safety Policy** when working and learning remotely.

3.2 All pupils will have access to high-quality education when learning remotely.

3.3 The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:

- Ensuring pupils receive clear explanations.
- Supporting growth in confidence with new material through scaffolded practice.
- Application of new knowledge or skills.
- Enabling pupils to receive feedback on how to progress.

3.4 The school will use a range of teaching methods to cater for all different

learning styles, including:

- 'Live' lessons and /or demonstrations on MS Teams
- Recorded lessons or videos including Oak Academy, Youtube resources or a pre-recorded lesson from our own subject specialists
- Reading, making notes, summarising information
- PowerPoint presentations to work through
- Assignments or activities to complete
- Tasks to complete in a pre-made workbook
- Exam or past-paper questions to complete
- Quiz or interactive games on CenturyTech, Seneca Learning, MathsWatch or other online learning platforms

3.5 Teachers will ensure that a portion of their lessons are designed to promote interactivity amongst pupils and between pupils and staff, e.g. live lessons or use of the 'chat' function on meeting software, to lessen feelings of isolation and to promote pupil progress and motivation.

3.6 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

3.7 When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.

- Deliver a planned, coherent and well-sequenced curriculum which allows skills tobe built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on howregularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

3.8 All provisions for remote learning will be subject to the class group's age, ability and/orany SEND.

3.9 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the **Headteacher** will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

3.10 Teachers will continue to make use of formative assessments throughout the academicyear, e.g. quizzes and low stakes tests.

3.11 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.

3.12 Pupils will be encouraged to take regular physical exercise to maintain fitness, and timewill be allocated within the school week for pupils to focus on this.

3.13 The school will remain cognisant of families who do not have access to the resources required for remote education and will ensure that an up-to-date record of which pupilsdo not have appropriate devices or internet access is maintained.

3.14 The school will utilise the support available through the DfE's 'Get help with technologyduring coronavirus (COVID-19)' scheme.

3.15 Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not

have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable pupils across all year groups who are shieldingor self-isolating in line with government advice
- Pupils in all year groups who are unable to access remote education whilstattending school on a hospital site

3.16 Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils use thedevices safely.

3.17 Once devices are ready for collection, the school will either arrange for them to be collected by pupils or their parents from school, or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

3.18 The school will approach remote learning in a flexible manner where necessary, e.g. ensuring that lessons, live or otherwise, are recorded to accommodate contexts where pupils have to share a single device within the home.

3.19 Where live lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation.

3.20 The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

4. COVID-19 Blended learning approach

4.1 The school will follow a tiered approached to remote learning:

4.2 When a whole class is absent, staff will endeavour to deliver a Live lesson via MS Teams. Over a sustained period, at least one lesson per week will be live

4.3 Where a large portion of the class is absent, a blended approach will be taken, either delivering remote and face-to-face lessons simultaneously, or liaising within departments to ensure live lessons take place

4.4 Where small numbers of students are isolating, lesson resources will be available via the VLE with additional guidance, where required, via Show My Homework

5. Returning to school

5.1 The **Headteacher** will work with the LA to ensure pupils who have been learning remotely only return to school when it is safe for them to do so.

5.2 After a period of self-isolation, or the lessening of local restriction rules, the
Headteacher will inform parents when their child will return to school.

5.3   The **Headteacher** will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

6. Monitoring and review

6.1   This policy annex will be reviewed in line with any updates to government guidance.

6.2   All changes to the policy will be communicated to relevant members of the school community.