



Remote Learning Policy

January 2020

Policy Review

This policy will be reviewed in full by the Headteacher of Knightsfield School, Specialist Sensory Academy annually.

The policy was last reviewed and agreed on 09/10/20

It is due for review on 09/10/21 (up to 12 months from the above date).

Signature 

Date 26.1.2021

Head Teacher

Rationale:

In light of the Covid-19 pandemic, schools are expected to 'have the capacity to offer immediate remote education.' With this in mind, the following policy addresses all key issues as to how this can be delivered successfully whilst following the very latest government directives – and for that reason the policy may be updated on a regular basis. The remote learning lead in Knightsfield is Danny Bidwell (Deputy Headteacher)

Aims:

- To clarify when remote learning should be set and delivered
- To clarify how remote learning will be delivered
- To highlight expectations of staff regarding delivery of remote learning

When to set work:

Staff must set work for students under the following circumstances:

- In the event of a whole/part school lockdown
- If a bubble of students are required to self-isolate
- When individuals are self-isolating

To ensure that teachers are aware of student absences, staff will be sent details for the day. Individual students requiring work will be sent resources via email or Edulink within 48 hours. Where the headteacher deems it necessary, teachers will be asked to provide hard copies of work and resources to be collated and posted from the office.

Core subjects can use Century Tech to assign work for students, which meets the government's requirements to replicate the classroom remotely by:

- Ensuring students receive clear explanations
- Supporting growth of confidence through scaffolded practice
- Application of new knowledge and skills
- Enabling students to receive feedback on how to progress

Other work that is set must meet the first 3 guidelines. For feedback, students must use their school email address to message teachers with the work to mark and offer guidance for improvement. Staff should also make use of software and websites such as Microsoft Forms, Kahoot, Quizlet and Socrative which 'provide rapid feedback and allow live marking.'

'Live' Remote Lessons:

In the event of a whole school closure or an entire class being directed to self-isolate, the class teacher will deliver a 30 minute 'live' lesson during the timetabled slot via Microsoft Teams. Resources for the lesson will be uploaded onto Teams – this will ensure that students unable to access live lessons are not disadvantaged due to sharing devices at home. Staff must activate the 'live captioning' function that the platform provides to ensure that students are able to access all of the information with support via subtitles. Further guidance for delivering 'live' lessons can be found here:

<https://bit.ly/33C1bh1>

The school will offer training on the use of Microsoft Teams as a platform to deliver lessons to those who express the need. The use of Microsoft Teams may develop over time as students become users of the platform and it can be used to distribute and mark work and share resources. The school recognises that staff and students will need guidance as the functionality of the platform increases.

Student Access to Technology:

The school has collated information on student access to internet and devices at home to ascertain the need for further support and to adapt its setting of work for such students accordingly.

All students have an email address and login details for Edulink and Century Tech. Accessing emails and Century Tech has been addressed in ICT lessons at the start of term.

The school is in the process of adding students as users on Microsoft Teams to increase the functionality of the platform. Once this is in place, students will receive lessons on how to access and make full use of these additional features.

Lessons at Monk's Walk School

Key Stage 4 students who have taken subjects at Monk's Walk have been issued with a Monk's Walk email address which will allow them to access live lessons and the appropriate resources. TAs supporting students at Monk's Walk have also been given email addresses for Monk's Walk and in the event of lessons not going ahead in the classroom whilst Knightsfield students remain at school, the TA will support the 'live' lesson in a classroom on the school site.

Where work is provided in Drama and Art in Key Stage 3, the TA will be responsible for collating this work and issuing to students via Edulink in a similar way to how they already issue homework for students.

Maintaining Aspects of School Life

Assemblies continue to be delivered remotely via Microsoft Teams. In the event of a whole/part school closure, the assembly rota will continue to function with the assembly being delivered via Microsoft Teams on Monday afternoons at 1pm.

In the event of a whole school closure, a weekly podcast will be published which will include educational content as well as news updates.

Continuing the Planned Curriculum

The school will publish Curriculum Maps on its website and to parents. Continuing to teach the normal planned curriculum in the remote environment is important and should be maintained as much as possible. In cases where this is difficult i.e. in practical subjects, the use of YouTube and video demonstrations should be employed. Relevant links to Oak National Academy (<https://www.thenational.academy/>) and BBC Bite Size (<https://www.bbc.co.uk/bitesize>) can be used to supplement the delivery of the normal curriculum.

Physical Education

In the event of a whole/part school closure, the school will endeavour to deliver live physical education lessons or will send appropriate physical activities that can be completed at home by students.

Technology Training

Where the school recognises a training need, workshops will be provided for staff to improve their skills and increase their confidence in using technology to deliver remote learning.

Keeping Students Motivated and Engaged

Staff will provide feedback for work submitted to them. The school will also monitor attendance to live lessons and whether students are accessing and completing work set. Century Tech analysis allows the school to see how many hours/questions have been completed by students. All of this information will be used to provide an 'Engagement Report' to parents in the event of an extended lockdown.

Access to Electronic Devices

The school has canvassed parents to ascertain student access to computers, lap-tops and tablets at home. This survey also includes information about the number of people in each household sharing the devices. When deciding who to issue with ICT equipment, government funded lap-tops or current school iPads, priority will be given to students without an appropriate device at home and then students who would have to share devices with multiple users. Pupil Premium and Pupil Premium Plus students will also be prioritised where there is a need for a device.

UPDATE - Other Key Questions:

How long can I expect work set by the school to take my child each day?

Knightsfield staff will host live lessons simultaneously with face-to-face lessons taking place at the school. In Key Stage 3, lessons held at Monk's Walk School will not be available remotely (Art, Drama and PE). The school has sent numerous resources to be able to remain active at home.

In Key Stage 4, students who attend lessons at Monk's Walk have the login details to access the live lessons for their option subjects as well as access to all live lessons at Knightsfield.

Content of lessons will be broadly the same as the curriculum if students were in school – because many of the students continue to attend school. Curriculum content can be found on the Curriculum Maps on the school website:

<http://knightsfield.herts.sch.uk/curriculum/subject-information/>

Engagement and Feedback

Students who are working remotely instead of attending school are expected to attend all remote lessons. Teachers will take a register of students, with form tutors contacting the homes of students who regularly fail to attend. The same applies to students who are self-isolating.

Teachers will monitor progress and assess work in the usual way. The resources they use will give immediate informal feedback (such as online quizzes). Students will also be expected to submit work to the teacher via Teams or email which will be marked in the usual way.

DfE Guidance on Remote Education Good Practice - <https://bit.ly/2HZZTUK>