
REMOTE LEARNING POLICY



SACRED HEART COLLEGE, OMAGH

NOVEMBER 2020

RATIONALE

This policy outlines contingency measures which must be implemented because of the Covid-19 pandemic. The use of Remote Learning will be to ensure the continuity of educational provision for our students should they need to self-isolate or if there are school closures due to Covid-19. This Policy applies to all Key Stages and a continuance/recovery curriculum will be implemented where safeguarding and online netiquette will be paramount, creating a safe, inclusive and secure learning environment for all stakeholders.

REMOTE LEARNING POLICY AIMS

The purpose of this policy is threefold:

- To outline procedures and practice for pupils who are in self-isolation, and are otherwise fit and healthy, to continue with their academic programme. Indeed, the College recognises that the use of remote learning, distance learning and/or blended learning will be necessary to ensure continuity of educational provision for all Key Stages, if there is a further school lockdown/closure as a result of Covid-19.
- To outline procedures and practices for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic programme.
- To outline procedures and practices for staff, pupils and their parents to continue with the academic programme if the school is required to close due to advice from the Government and/or Public Health Agency (PHA) or similar body.

Remote Learning 'Live-lesson' Rules

- Teachers should **pre-schedule their live lesson** with pupils, so that they know that the class is going to take place.
- Meetings should be set up so that **only staff can start the meeting**.
- Students must have **video off** during lesson, this will also reduce the 'pull' on their broadband.
- Students must have **microphone muted** during lesson (unless teacher specifically requests them to contribute).
- Staff will add background to the video (if possible), unless the live lesson is broadcast from the classroom.
- Students will not record or take photographs of any live lessons (this is considered a SERIOUS breach of the College Behaviour Policy and in contravention of policies related to use/misuse of IT).
- Staff *may* request (*where possible*) that students join the live lesson from a common area of their home e.g. kitchen or living room.

1. REMOTE LEARNING FOR PUPILS WHO ARE IN SELF-ISOLATION WHILST THE SCHOOL IS STILL OPEN

Pupils are required to self-isolate if they have been in an affected area and are displaying symptoms of COVID-19, or if they have been to one of the designated affected areas according to the PHA or if they have been notified to isolate by the Contact Tracing App, even if they are not displaying symptoms.

During any such period, the School will aim to provide education either remotely (online) or with paper-based material, if the student lives in an area with a poor internet connection. This will help to ensure that students do not fall behind with their studies.

PUPIL EXPECTATIONS:

- ✓ Download the Microsoft Teams and Outlook app.
- ✓ Pupils should retain structure to their working day starting with log-in to MS Teams at 9 am.
- ✓ Check Teams to see the posts/resources for each subject.
- ✓ Complete all work set and, if requested, to hand-in work on Teams on time.
- ✓ Pupils should understand that tasks/assignments should only be completed after the pupil has tried to fulfil the learning intention of the lesson. Tasks should be completed as a result of learning. It is important that pupils spend time learning and developing skills before a task is attempted. In a physical classroom, tasks would only be completed when the teacher is assured pupils have engaged in the learning.
- ✓ Communicate with their Teachers only via Microsoft Teams, to ask questions if they do not understand something or require help.
- ✓ Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.

TEACHING STAFF WILL AIM TO:

- ✓ Share teaching and activities with their class as appropriate, through Microsoft Teams.
- ✓ Continue teaching in line with current, extensive planning that is already in place throughout the school.
- ✓ Staff will deliver a blend of teaching approaches including written work, pre-recorded classes and/or 'live classes'. Staff will prioritise Key Stage 4 and 5 students for delivery of live or pre-recorded classes.
- ✓ Share any electronic resources used in the lesson, including work sheets, PowerPoints or videos, with students via MS Teams.
- ✓ Give credence to the fact that learning remotely will be more difficult, so tasks will be shortened and supported in smaller steps to allow for this.
- ✓ Keep in contact with pupils through Microsoft Teams.
- ✓ Reply to messages, set work and give feedback on activities during normal teaching hours only: 8.50am until 3.30pm.

- ✓ Make allowances for asynchronous learning and will set flexible deadlines for completion of activities, understanding that the circumstances leading to our closure will affect families in several ways.
- ✓ Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- ✓ If unwell themselves, they will be unavailable for online teaching, marking and follow up of messages on an online platform or email.
- ✓ Staff may establish a private channel with a pupil who is unable to attend school due to self-isolation or if the Teacher wants to hold a private conversation with the pupil. A private channel can only be seen and read by the pupil(s) and member of staff added to it. However, if a private channel is created with just one pupil then an additional member of staff will be added to the channel to moderate the conversation, this is to offer protection to both pupil and staff members.

PARENTS WILL:

- ✓ Support their child's learning to the best of their ability.
- ✓ Encourage their child to access and engage with Microsoft Teams communications from their teacher.
- ✓ Check child's completed work regularly and encourage the progress that is being made.
- ✓ Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.
- ✓ Not screenshot or copy any information, messages, emails or posts to share on social media or any other platform outside of Microsoft Teams.
- ✓ Contact the school via email if they have any concerns - info@shc.omagh.ni.sch.uk and not through their child's Team.

2.REMOTE TEACHING FOR STAFF WHO ARE IN SELF-ISOLATION:

Staff are required to self-isolate if:

- they are displaying symptoms of COVID-19, or
- if they have been to one of the designated affected areas according to the PHA or
- if they have been notified to isolate by the Contact Tracing App, even if they are not displaying symptoms.

During any such period, the School will ensure that lessons are covered in a similar way to any other planned absence, so that students will not fall behind. This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

If a member of staff is required to self-isolate (assuming they are not ill), they are expected to:

- ✓ Follow the normal guidelines for planned absence.
- ✓ They should plan resources and set cover work for another teacher.
- ✓ Potentially deliver 'live lessons' from home to allow for more explicit lessons for Key Stage 4 and 5 students.
- ✓ The cover teacher, who may not be a subject specialist, can supervise the class if the member of staff is delivering a 'live lesson' or will follow the material provided in other circumstances.
- ✓ Additionally, they should mark work and give feedback remotely as per point 3 below.
- ✓ The level of contact with the school/classes during this time will be negotiated with the Principal and be dependent on the personal circumstances of the staff member.

3. REMOTE TEACHING AND LEARNING IN CASE OF ENFORCED SCHOOL CLOSURE:

If the school must undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupil expectations:

- ✓ Download the Microsoft Teams and Outlook app.
- ✓ Pupils should retain structure to their working day starting with log-in to MS Teams at 9 am.
- ✓ Check Teams to see the communication from their Teacher or to download resources for each subject.
- ✓ Complete all work set and, if requested, to hand-in work on Teams on time.
- ✓ Pupils should understand that tasks/assignments should only be completed after the pupil has tried to fulfil the learning intention of the lesson. Tasks should be completed as a result of learning. It is important that pupils spend time learning and developing skills before a task is attempted. In a physical classroom, tasks would only be completed when the teacher is assured pupils have engaged in the learning.
- ✓ Meet deadlines, the Head of Department & Head of Year will be informed if deadlines are not.
- ✓ Only use MS Teams to communicate with their Teachers and ask questions if they do not understand something or require help.
- ✓ Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.
- ✓ Be assured that wellbeing is at the forefront of our thoughts and they should take regular breaks, get fresh air, exercise, and maintain a reasonable balance between online engagement and offline activities.

Teachers and support teachers are expected to:

- ✓ Upload teaching material/lessons to Teams
- ✓ Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and where possible, be available during scheduled lesson to answer any questions that pupils may post on Teams.
- ✓ Learning tasks and activities should be designed to achieve a specific goal or for specific reasons to engage pupils.
- ✓ Learning tasks and activities should be differentiated to suit the ability of the students.
- ✓ Teachers will provide explicit learning objectives and clear success criteria for activities to ensure pupils are clear on the purpose and intended learning experience.
- ✓ Tasks set should be broken down into parts as much as possible and instructions should be clear.

- ✓ Extension tasks may be set if appropriate.
- ✓ Share any electronic resources used in the lesson, including worksheets, PowerPoints, videos, with students via MS Teams.
- ✓ Staff will deliver a blend of teaching approaches including written work, pre-recorded classes and/or 'live classes'. Staff will prioritise Key Stage 4 and 5 students for delivery of live or pre-recorded classes.
- ✓ Mark and feedback using Teams, in line with the College Assessment for Learning Policy and Departmental Policy.
- ✓ Give credence to the fact that learning remotely will be more difficult, so tasks will be shortened and supported in smaller steps to allow for this.
- ✓ Keep in contact with pupils through Microsoft Teams.
- ✓ Reply to messages, set work, and give feedback on activities during normal teaching hours only: 8.50am until 3.30pm.
- ✓ Make allowances for asynchronous learning and will set flexible deadlines for completion of activities, understanding that the circumstances leading to our closure will affect families in several ways.
- ✓ Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- ✓ If unwell themselves, they will be unavailable for online teaching, marking and follow up of messages on an online platform or email.
- ✓ As much as possible, use the usual rewards and sanctions such as good behaviour points and verbal praise/warnings. Email Head of Year if there are ongoing pastoral concerns, who will then contact parents.

Heads of Department are expected to:

- ✓ Fulfil expectations of a normal classroom teacher
- ✓ Regularly monitor, evaluate and review online activity and engagement of students and staff.
- ✓ Regularly check in with their department members to ensure that staff are consistent in their approaches and pick up on potential concerns early on.
- ✓ Provide support to colleagues in their department to ensure that work is provided as required.
- ✓ Implement departmental intervention strategies for students who are not meeting expected progress, or students who are failing to engage (while also liaising with Pastoral Teams)

The Learning Support Department are expected to:

- ✓ Connect with parents and/or students who receive one-to-one SEN support, during their usual allocated time, to check how they are coping with the home learning.
- ✓ The SENCO will co-ordinate the Learning Support Teacher(s) and Classroom Assistants to reach out to students/staff and provide guidance/feedback as necessary.

Parents are expected to:

- ✓ Encourage and support their children's work, including, finding an appropriate place to work, checking that set work is completed and submitted by the end of the day and ensuring that the normal school timetable for the day is followed as much as possible.
- ✓ Contact the school via email if they have any concerns - info@shc.omagh.ni.sch.uk

Student Behaviour during Distance Learning

According to DENI Circular 2020/05, one key learning point that has emerged worldwide during the March 2020 school closures is that schools should not expect to make similar progress to taught lessons in any given period of remote learning. Schools may wish to take a pragmatic approach to delivering the curriculum, prioritising key knowledge, understanding and skills in each area of learning. However, school guidance June 2019 highlights that Distance Learning courses in schools should emphasise that the same standard of behaviour and honesty apply on and offline. The rules of good netiquette must be adhered to, respect for others and how to recognise unacceptable behaviour in others is key. Prior to commencement of any distance learning course students at all key stages should be reminded of how to recognise acceptable and unacceptable behaviour:

- ✓ Understand why people behave differently online, how online emotions can be intensified resulting in mob mentality.
- ✓ Defuse or calm arguments, for example a disagreement with friends, and disengage from unwanted contact.
- ✓ Identify possible online risks and make informed decisions about how to act.
- ✓ Seek support, enabling students to understand safe ways in which to seek support, if they are concerned or upset by something they have seen online.

Safeguarding

This guidance document is supported by Sacred Heart College's Child Protection Policy, Bring Your Own Device Policy, the Acceptable Internet Use Policy, the Acceptable Use of iPads Policy and the Behaviour for Learning Policy.

Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules for communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupil alone.

Parental involvement in MS Teams: As with video lessons, communication in Microsoft Teams is between the pupil and Teacher. Parents are not permitted to communicate with staff through Teams, even on the part of the pupil. If a parent wishes to contact the school then they should email the school as normal and the email will be passed to the relevant member of staff - info@shc.omagh.ni.sch.uk

Protecting members of the online group: We are aware of the increased level of risk around child protection in the online environment. With this in mind, pupils, parents and staff are not permitted to screen shot, screen record or copy any of the conversations, comments, materials shared in Microsoft Teams or any other online platform.

Camera during live classes: There is no compulsion on students or staff to turn on camera during a live class.

Microphone during live classes: Students must keep their microphone off during lesson, unless teacher specifically requests them to contribute.

Private Channels – staff may establish a private channel with a pupil who is unable to attend school due to self-isolation or if the Teacher wants to hold a private conversation with the pupil. A private channel can only be seen and read by the pupil(s) and member of staff added to it. However, if a private channel is created with just one pupil then an additional member of staff will be added to the channel to moderate the conversation, this is to offer protection to both pupil and staff members.

Logging into Teams – Staff and Pupils must register for Teams using their school email address – username123@c2ken.net

Pupil login details are for pupil use only - There are serious Safeguarding concerns if details are used by anyone other than the pupil. Any potential breach of this would be considered under our Child Protection & Safeguarding Policy. No one other than the pupil should use these details for accessing Teams.

Student Placement Teachers

Student teachers may be on placement in Sacred Heart College. They will be involved in preparing and delivering online lessons and compiling resources for specific classes. Parents should be reassured that all student placement teachers are Access NI checked and will be under supervision of the Head of Department in their subject area.