



Teaching and Learning: Remote Learning Policy Coronavirus Working Policy

1. **Work should be set** for students from Year 7 through to Year 13 on Pupil Shares > School Closure. The Junior Department set work for students through daily contact by telephone.
 - 1.1 Work should be clearly labelled with the date the work is set for, to help pupils organise themselves more easily.
 - 1.2 Where possible, work should be collated into weekly or lesson-based folders to help more vulnerable students organise themselves.
2. **The frequency of work** set during closure should aim to replicate the School timetable and homework timetable:
 - 2.1 At KS4 the homework timetable would suggest that pupils should submit one piece of work per week per subject.
 - 2.2 At KS3 the homework timetable would suggest that pupils should submit one piece of work per fortnight per subject.
 - 2.3 In the Sixth Form, work should follow the normal Sixth Form Policy.
3. **The quantity of work** set should approximately represent each subject's time allocation on the timetable. This could be set as project work for a fortnight or lesson by lesson.
 - 3.1 Where possible teachers should set work which does not require IT equipment in recognition that in some households several children are sharing equipment.
 - 3.2 The quantity of work set should work in the pupils' favour, where possible, setting a little less than the allocated time recognising the exceptional circumstances and challenges of working remotely.
4. **The type of work** set should be varied and relevant to the normal curriculum.
 - 4.1 Teachers should be mindful that this is not home school but remote learning and as such, work set must be suitable for independent learning.
 - 4.2 Teachers should be mindful of any expectation to make use of IT equipment which may not be available.
 - 4.3 Under guidance from SLT, Year 11 and Year 13 may have an alternative curriculum provision.
5. **Using external software and applications** should be only with the necessary permissions in place.
 - 5.1 GDPR compliance and approval should be confirmed from the DPO via the SLT link (MSG).
 - 5.2 Video Conferencing, Webcams, Live Streaming or Live Chat must not be used, to safeguard all involved. If software has the capability to make use of a camera it should not be used.
 - 5.3 Where there is any doubt about the points raised in 5.2 contact should be made with the Headteacher or DPO. Occasionally special permission may be granted.
 - 5.4 Teachers must not share personal data while remote learning.
6. **Handing in work** should be via the PupilShares > Subject > Handing In folder. Teachers should set up their own subfolders by year group, task and date.

- 7. Feedback** to pupils should recognise workload.
 - 7.1** Whole class feedback should be used for the majority of KS3 feedback, and individual feedback used periodically for key pieces of work.
 - 7.2** Feedback should not be more time consuming and labour intensive. A WWW and EBI emailed home is the basic expectation.
 - 7.3** Teachers may use a variety of feedback tools such as talking through a good answer on Snagit or annotating using Microsoft Word's Review tools.
 - 7.4** Frequency of feedback should be as per the homework timetable, but this may be whole class based.

- 8. Monitoring of pupil work** should follow the system put in place by the Deputy Head Academic and adhere to the following principles:
 - 8.1** Teachers should offer pupils the opportunity to explain circumstances such as illness and bereavement before adding them to the list of those who have not completed work.
 - 8.2** Teachers should be vigilant that a lack of work or contact could indicate a Safeguarding concern and should follow the School's remote safeguarding policy to notify the DSL or DSOs.

- 9. Where staff are interacting with students online** (in all forms including email and the setting of work), they will continue to adhere to the Acceptable Use of ICT policy and School Safeguarding policy.

- 10. SEND and Vulnerable students** will receive telephone, email or online support from the appropriate PSO and Learning Support Teaching Assistants. Teachers should continue to communicate with these staff by email to alert them to any emerging needs.