



# Scalby School

( An Academy within Coast & Vale Learning Trust )

## Academy Policy

# Remote Learning Policy

Approver: Mr Robertson

Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
8/1/2020	V1.0	Policy Adopted	Mr Robertson
14/12/2021	V2.0	Policy Reviewed	Mr Robertson
30/1/2023	V3.0	Policy Reviewed	Mr Robertson
POLY012 - Remote Online Learning Policy – v3.0.docx			Organisation: Scalby School
Date: 17/1/2023	Version: v2.0	Review Date: January 2023	Page 1 of 6

## Rationale and Aim

What is blended learning? Blended learning is a formal approach to education that creates an integrated learning environment where face-to-face and online teaching and learning become complementary, with the purpose of giving learners a more diverse and engaging learning experience

Aims:

1. To outline Scalby Schools approach for pupils that, from 1<sup>st</sup> September 2020, will not be attending school as a result of government guidance or due to self-isolation.
2. To ensure that blended learning delivery meets the guidelines set by the awarding organisation.
3. To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

In order to do this the Scalby School will:

- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely.
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner. This will be done via Google Classroom or MS Teams
- Where possible ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear.
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner.
- Maintain and store securely all assessment and internal verification records. This will be done using the Schools OneDrive system.

Scalby has policies, processes and structures that reflect the blended learning models of assessment. It is anticipated that staff and students will adopt a blended learning approach for a period of self isolation, which typically will be no longer than 10 days. At which point they will return to their normal timetabled lessons in school.

If a student, class or year group needs to isolate or stay at home as a result of government guidance, Scalby will undertake the following:

- Teaching/delivery staff are timetabled to support blended learning when learners are working remotely. This will be via the medium of google classroom, emails and MS Teams videos. All of which will support the continuous learning.

POLY012 - Remote Online Learning Policy – v3.0.docx			Organisation: Scalby School	Page 2 of 6
Date: 17/1/2023	Version: v2.0	Review Date: January 2023		

- Scalby School has a process to manage feedback on assignments, and questions are constructively supported, and feedback is provided in a timely manner, if not in the classroom environment. Students submit their work electronically, therefore students can be supported appropriately.
- The setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear where possible. Timetabled lessons for BTEC students remain unchanged allowing for face to face sessions to continue to run.
- Scalby School has provided staff training and implemented measures to prevent and detect any instances of malpractice which may arise due to the different delivery/assessment methods chosen. When learners submit work, we can provide to ensure that the work is authentic and has been completed by the learner.
- Learners are fully aware of the need to ensure they avoid any forms of malpractice (for example plagiarism) and the consequences should they commit it. The school has invested in plagiarism software to check candidate work.
- During a period of whole school or year group closure, Students will have access to a timetable of live learning support lessons which will be communicated to students by school via letter. This may be subject to change depending on circumstances. There will be a staggered approach to delivery to ensure the schools systems are functioning correctly.

**Scalby School teachers will:**

- Turn their camera on *only* when there is more than one child in the session. They may keep their camera off at all times if they choose.
- Register students that attend the session;
- Maintain professional standards at all times;
- Maintain usual expectations for students as if they were in school;
- Ensure that students are aware of the expectations regarding conduct in the online learning environment;
- Ensure that only relevant students are accessing the lesson;
- Ensure that the ‘chat’ function is used by students only for comments related to the learning;
- Ensure that students use the ‘hands up’ and ‘chat’ functions to ask questions in ‘live’ lessons;
- Challenge inappropriate behaviour as they would in the school setting;
- Set tasks and provide feedback to students online via Google Classroom and/ or Microsoft Teams;
- In the event that classes are required to be at home for longer than two working-days, provide ‘live learning support’ sessions via Microsoft Teams in line with the student’s timetable;

POLY012 - Remote Online Learning Policy – v3.0.docx			Organisation: Scalby School	Page 3 of 6
Date: 17/1/2023	Version: v2.0	Review Date: January 2023		

- Direct your students to any further support they may need from the school;
- Contact home if necessary in the usual way (letter, phone call or school text message);
- Report any safeguarding concerns in the usual way and ensure that a member of the school’s safeguarding team are aware of the use of any platforms that have a ‘chat’ function.

**Students will:**

- Prepare for online learning sessions as directed by their teachers;
- Access remote learning sessions on time, as far as home circumstances allow;
- Behave as well as we would expect if they were in school;
- Ensure that anything they add in the ‘chat’ function is appropriate and only about learning;
- Be dressed appropriately for the session and **not** use their bedroom to participate in the lesson;
- Wait in the ‘lobby’ with camera and microphone switched off until at least one other student joins the meeting and the teacher begins the support session;
- Blur their backgrounds using the tool on MS Teams;
- Not record or take photos of classmates or teachers during a live session;
- Follow the home-school agreement and the ICT usage agreement for students.

**Parents / Carers will:**

- Understand that this is a new way of working for everyone and recognise that things may not always go exactly to plan;
- Support their child to access online learning, where possible, providing a quiet space to work in;
- Contact the school if their child cannot access the online learning;
- Support their child with online learning but will not contribute to the sessions and will not post any comments in the ‘chat’ function;
- Continue to use the usual channels to contact pastoral or subject staff if necessary (email, letter or telephone);
- Follow the home-school agreement and support their child in following the ICT usage agreement for students.

POLY012 - Remote Online Learning Policy – v3.0.docx			Organisation: Scalby School	Page 4 of 6
Date: 17/1/2023	Version: v2.0	Review Date: January 2023		

**Guidelines for ‘Live Learning Support sessions’ via MS Teams:**

- When using MS Teams, students and parents should remember that this is an extension of the classroom and students should behave appropriately, responsibly and sensibly, in line with the school’s behaviour policy, as they would in a real classroom. This includes:
- Working in a place that is quiet, safe and free from distractions (not a bedroom) and being dressed appropriately for learning;
- Remaining attentive and alert during sessions.
- Interacting patiently and respectfully with teachers and peers.
- Providing feedback to teachers about their experiences and any relevant suggestions.
- Making sure that they leave the session as soon as the teacher indicates that they should do so

**Guidance on different Remote Learning scenarios**

**When schools are open to all students:**

Home study should be set using the Assignments section of Microsoft Teams or Google Classroom. Where this is not possible, please discuss with your line manager.

**When students are isolating or there is a partial school closure:**

When students are not in school, work will be set using Microsoft Teams or Google Classroom.

If you are teaching students in a class, but have members of the class working from home, students working from home should be set work via the Teams platform or Google Classroom. You could also signpost students to resources created by Oak National Academy or a similar, suitable platform related to your subject.

Under no circumstances should any member of staff ‘livestream’ any lesson or part of a lesson where some students are present and some are at home in any year group.

If an entire class is working from home, a ‘live online learning support lesson’ should be scheduled at the time you would normally teach that class or group.

Live online learning support lessons must adhere to the protocols as set out in the Home-School Online Learning Agreement section of this document.

Following Government guidance, students/pupils working from home should be set assignments with staff giving regular feedback. Where possible, ‘live’ feedback during the online learning support sessions is preferable. The frequency of feedback need be no different to that of your normal departmental marking and feedback expectations.

POLY012 - Remote Online Learning Policy – v3.0.docx			Organisation: Scalby School	Page 5 of 6
Date: 17/1/2023	Version: v2.0	Review Date: January 2023		

**In the event of a full school closure:**

Work will be set on Microsoft Teams or Google Classroom.

Where staff can, live online learning support lessons should be used with students. Reasons for not holding live lessons include childcare needs or illness.

Live online learning support lessons must adhere to the protocols as set out in the Home-School Online Learning Agreement section of this document.

If live online learning support lessons are not possible, work set could include content such as Power Point Narration, pre-recorded videos, resources from the Oak National Academy or a similar, suitable platform related to your subject.

Following Government guidance, students/pupils working from home should be set assignments with staff giving feedback. Where possible, 'live' feedback during the online learning support sessions is preferable. The frequency of feedback need be no different to that of your normal departmental marking and feedback expectations.

**Staff having to self-isolate if students are also self-isolating:**

If you are required to self-isolate, have no childcare requirements and are not ill, staff are asked to either teach a live online learning support lesson from home or to set work for your classes using Google Classroom, Oak National Academy or a similar, suitable platform related to your subject.

POLY012 - Remote Online Learning Policy – v3.0.docx			Organisation: Scalby School	Page 6 of 6
Date: 17/1/2023	Version: v2.0	Review Date: January 2023		