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Remote Learning Policy and Procedure

St. Aubyn's School

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Introduction

✓ To minimise the disruption to our pupils' learning because of school closures.

✓ To support our pupils' ability to pursue online learning.

Pupils will be able to access a range of online learning platforms and resources, as outlined in this policy. We recognise that this does not replicate the experience of being in a classroom; however, we are putting this in place to ensure that during a school closure, the disruption to pupils' learning is minimised. This document aims to ensure that learning during any disrupted period is clearly articulated and online learning is effective, impactful, safe and accessible.

Principles of Online Learning during School Closure

- During the School closure or partial closure, i.e. a year group, parents will be provided with regular updates through email.
- Learning expectations for each year groups are clearly outlined with work being available for download via bespoke online packages, e.g. Satchel One, Nearpod, Teams.
- Directed online learning tasks for all year groups will be delivered via Satchel One, NearPod and Tapestry. Maths provision may be through 'My Maths' and 'Mathletics'.
- Live learning opportunities to be presented via Teams.
- All pupils are expected to engage with online lessons and activities every day.
- Pupils should understand that the work is essential and replaces regular school attendance. **It is not optional**.
- There will be a variety of activities, i.e. using technology and not using technology.

Roles and Responsibilities

The School Management Team are:

- To be available to respond to the concerns and questions of parents and staff.
- To monitor the content of set learning across the School.
- To arrange for the training of staff and pupils in the use of technology to support online learning.
- To keep parents and staff informed of updates and official communication during the School closure.

School Management is responsible for ensuring that:

- Online learning commences as quickly as possible after school closure.
- All online safety guidelines are reiterated to parents, pupils and staff.
- Teachers are well versed in online learning best practices.
- Expectations are clear to all stakeholders

- There is clarity for learning expectations during the closure period.
- Where possible, resources are prepared in advance of any closure.
- The safeguarding of both pupils and staff must be maintained. All the same policies, rules and guidelines remain in place, and adherence to all statutory guidance is required, these include the additions to the safeguarding policy.
- Online Safety incidents are dealt with in accordance with the procedures outlined in the Online Safety Policy, the St. Aubyn's Pupil Remote Learning Agreement and the St. Aubyn's Parent Consent for Remote Learning. We will, where known, inform parents of incidents of inappropriate online behaviour that take place out of school.
- They are committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.

The Pupil is responsible for ensuring that they:

- Set aside the scheduled time each day for attending to the online learning identified as part of their timetable.
- Aim to complete all work as prescribed and completed work assessed as required.
- Do the work provided to the best of their ability and as independently as possible.
- Understand their specific learning expectations.
- Follow the Pupil Acceptable Use Procedures and the St. Aubyn's Pupil Remote Learning Agreement (see Appendix 1), making responsible choices.
- Are equipped to use Teams.
- Are in school uniform and ready for registration on time.
- Are sat in a suitable learning environment, i.e. at a desk and have the correct equipment with them.
- Complete work to a high standard, including work set out on Nearpod.
- Blur their background.
- Do not eat or drink during live lessons. There will be time for refreshment and toilet breaks between live sessions.

The Teacher is responsible for ensuring that:

- Pupils are set work that is accessible, engaging and relevant to the work they have been studying in class
- Work is set Tapestry (Nursery and Reception) and Satchel One for the rest of school in accordance with their remote learning timetable.
- The quality, quantity and type of online work matches as closely as reasonably possible a typical classroom lesson.
- Learning activity instructions are clear and precise on Satchel One and NearPod.

- Assignments are set in a way that allows creativity and differentiation by the pupils.
- They inform the IT Network Manager if they experience technical issues or have feedback to improve the process.
- They prepare live lessons to be presented on Teams, when appropriate to the age of the pupils.
- All pupils know how to access online platforms and have their usernames and passwords prior to school closure.
- They respond to pupil and parent questions in a timely fashion~~, possibly~~ within 24 hours.
- They mark, assess and provide feedback on work, when appropriate.

Parents are responsible for ensuring that ~~they~~:

- Their children have a suitable workplace and are not interrupted by others in the house.
- They are not visible on the screen during live lessons and do not communicate with the teacher during these sessions. Communication should be via email.
- Their children have appropriate internet access to participate in online learning.
- They know where to look to see if work has been set by the teacher.
- As far as possible, they play an active role in their child's/children's learning regardless of their age.
- Refer to Appendix 2 – St. Aubyn's Parent Consent for Live Pupil Online Sessions.

What pupils will need for learning:

- Access to the Internet
- Work booklet, paper or notebook and writing materials
- A reading book
- Access to Satchel One, NearPod, My Maths etc.
- A regular schedule and routines to support good learning habits, e.g. wake-up time, breakfast time, start work time, breaks, etc.
- Read Satchel One carefully and follow their teachers' instructions

Appendix 1   St. Aubyn's Pupil Remote Learning Agreement

Rules

- I will only use technology for school purposes as directed by my teacher.

- I will only use technology when there is an adult in the house and they know I am using it.

- I will not reveal my passwords to anyone.

- I will be responsible for my behaviour and actions when using technology (Satchel One, Nearpod, Microsoft Teams and other interactive applications), this includes the resources I access and the language I use.

- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.

- I will not record or take photos of my classmates or teachers during a Remote Learning session.

- I understand that when using applications provided by the School that my use can be monitored and logged and can be made available to my teachers.

- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

Guidelines

When using Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Working in an environment that is quiet, safe and free from distractions.

- Being on time for your interactive session.

- Being dressed appropriately for learning in school uniform.

- Remaining attentive during sessions; no multitasking i.e. on another device or phone.

- Interacting patiently and respectfully with teachers and peers.

- Providing feedback to teachers about your experiences and any relevant suggestions.

- NOT recording or taking photos of online interactions.

- Ending the session as soon as the teacher indicates to do so.

Appendix 2   St. Aubyn's parent consent for Remote Learning

Our approach to teaching and learning for classes who are not in School (e.g. due to lockdown) is primarily through the delivery of lessons on Nearpod, accessed via Satchel One. We would also like to provide some live staff/pupil online sessions, to further enhance our provision, through Microsoft Teams, which is a very safe and secure platform.

Alongside our Acceptable Use of IT Policy for Pupils (available on the School's website), we have the Pupil Remote Learning Agreement, which provides additional rules and guidelines. The document outlines the parameters which all pupils are expected to adhere to, in order to engage safely in the sessions. Parents are expected to read through and discuss the Remote Learning Agreement with their child and ensure that their child follows the terms of the agreement. Any concerns or queries can be discussed with the child's Head of Department.

To facilitate these sessions during school closure, parents should support their child/children by:

- providing them with a workspace that is quiet, safe and free from distraction with an adult nearby.
- making sure that they are dressed appropriately in school uniform for registration and live lessons
- ensuring that face-to- face communication is only between the teacher, pupil and their classmates. Any parent to teacher communication should be in the usual manner, via email.
- not recording, sharing or commenting on public forums about individual teachers.
- acknowledging that they have shared and discussed Remote Learning with their child. It is vital that the child agrees to the rules.

Parents should download the app or open the webpage (depending on the device used) and log in. Searching using the term 'Microsoft Teams' download for windows, Apple Mac, iPad etc should find it.

Username and password arrangements vary across the School; parents will be informed of these.

If there are issues logging in parents should send their child's full name and the username they are trying to login with to password@staubyns.com Our IT team can then reset their username and/or password and will let them know what it is.