

# Stretford High School



## **Remote Learning Policy** (in the event of a Lockdown)

**2022-24**

<b>Ratified by the T &amp; L Committee Governors</b>	<b>December 2022</b>
<b>Review Date:</b>	<b>December 2024</b>

## Stretford High School Remote Learning Policy

### 1. Statement of School Philosophy

*At Stretford High School we want every member of our community to ASPIRE – Achieve Academically, enjoy Success, be Professional in attitude, grow in Integrity & Respect and recognise that hard work and Endeavour are keys to achieving our goals. Our strategy for remote learning continues this.*

### 2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school.
- Provide clear expectations to members of the school community with regards to the delivery of high quality, interactive remote learning.
- Include continuous delivery of the school curriculum, as well as supporting the motivation, health and well-being of students.
- Support effective communication between the school and families and support attendance / engagement

### 3 .Who is this policy applicable to?

- A child who is absent because they are isolating (whilst awaiting test results / a positive case in the household and the household is required to self-isolate). The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

### 4. Content and Tools to Deliver This Remote Learning Plan

**A child who is isolating because they are awaiting test results / there is a positive case in the household and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.**

- **KS3:** Work for these students will be sent via email to the students (they will receive a link to our 'learning from home' website. They will follow their normal School timetable and complete a broad and balanced curriculum from home.
- **KS4:** Work for these students will be set on Google Classroom by the child's class teachers.

**A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.**

- Work for these students will be set on Google Classroom (more information about Google Classroom can be found on our School website). Students will receive live lessons from their teachers allowing them to continue their learning journey from home. Students should arrive to their online 'live' lessons on time and ready to learn. **See appendix 2.**

## 5. Home and School Partnership

Stretford High School is committed to working in close partnership with families.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with their learning.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school. School will endeavour to support families experiencing issues with technology (such as not having access to appropriate technology / internet access), parents should contact school to discuss this.

When your child is learning from home it is important that they attend all lessons. Lessons will follow the structure of the normal School day with their first lesson starting at 08:45. **See appendix 3**

Parents will be sent a link to sign up for guardian summaries on Google Classroom. This is a weekly report (received at the end of the week) that will inform parents what work has not been completed during the week. We ask that parents / carers discuss any non-completed work with their child.

Parents / carers can find out more about supporting their child on Google Classroom on the home learning page of our website.

## 6. Roles and responsibilities

### Teachers

#### ***When a whole class / bubble is isolating***

Stretford High School will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers must be available during normal working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Delivering live lessons:
  - Teachers will set live lesson meet links on goggle classroom. The links should be posted at least a day in advance.
  - The work set should follow the usual timetable for the class had they been in school.
  - Teachers will use the 'C system' (***see SHS Behaviour Management and Positive Relationship Policy***) to sanction poor behaviour choices in live lessons.
- Keeping in touch with pupils who aren't in school and their parents:
  - Stretford High School will monitor levels of engagement with online learning and contact parents via phone or Google Classroom when concerns arise.
  - Teaching staff will phone parents and log incident on Google Classroom if a C2 or C3 has been issued during a live lesson.

### ***When an individual student is isolating***

The class teacher will set work on Google Classroom for KS4 students

### **Teaching Assistants**

Teaching assistants must be available during their normal working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT.

### **Heads of department**

Alongside any teaching responsibilities, heads of department are responsible for:

- Working with teachers delivering their subject remotely to make sure lessons are appropriate and consistent.
- Ensuring that work is set for colleagues who are unable to work from home due to illness or caring for a dependent.
- Ensuring the quality of live lessons in their area is consistent and of a high standard.

### **Heads of year / Assistant heads of year**

Alongside any teaching responsibilities, heads of year (and Assistant heads of year) are responsible for:

- Ensuring that individual students isolating and learning from home have access to the SHS learning from home website.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – This will be done through monitoring activities such as lesson drop ins, staff & student voice.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitor the quality of remote learning / live lessons through the coordination / use of lesson drop ins.

### **Designated Safeguarding Lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **The SENDCO**

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans where needed.
- Identifying the level of support required by students with an EHC.

## **The School Business Manager**

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## **Pupils and parents**

**Staff can expect students learning remotely to:**

- Attend live lessons in-line with their normal school timetable
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

**Staff can expect parents with children learning remotely to:**

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **Governing Board**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## **7. Safeguarding**

Please see the SHS safeguarding policy.

### **During live lessons staff should:**

- Deliver lessons from a suitable location with a neutral backdrop wearing smart / smart casual clothing.
- Record the meeting
- Challenge poor behaviour in-line with the whole school Behaviour Management and Positive Relationship Policy
- Report any safeguarding concerns to [safeguarding@stretfordhigh.com](mailto:safeguarding@stretfordhigh.com)

### **The School will:**

- Provide parents links to resources relating to online safety.

## Appendix 1 – Learning from home summary

### Students

<u>Individual isolating students</u>	<u>Isolating class / bubble</u>
<p><b><u>KS3</u></b></p> <p>HoY/AHoY to send SHS learning from home information to student Student services to inform parents that work has been sent via email Class teacher – No action required Students to follow the timetable on the SHS learning from home website.</p> <p><b><u>KS4</u></b></p> <p>Class teacher to set work via</p> <ul style="list-style-type: none"><li>Google Classroom</li></ul>	<ul style="list-style-type: none"><li>Class teacher to set a live lesson question on Google Classroom</li><li>Class teacher to deliver live lesson in their allocated lesson time (use the room that the students would normally be in)</li></ul>

### Staff

<u>Isolating staff – Well enough to work from home</u>
<ul style="list-style-type: none"><li>Teach your classes remotely – Set your live lesson link as the cover work. The cover teacher will load you onto the screen so you can teach your class from home.</li><li>If your class is also isolating – Deliver a live lesson to the class (set as a question on Google Classroom)</li></ul> <p><b>Live lessons - students in School</b></p> <ul style="list-style-type: none"><li>Class teacher to set meet link as cover</li><li>Cover teacher to load meet link &amp; point visualiser at class</li><li>The meeting should not be recorded</li></ul> <p><b>Live lessons – Students isolating at home</b></p> <ul style="list-style-type: none"><li>Class teacher to set meet link as a question in Google Classroom</li></ul>
<p>- Student webcams turned off <u>Isolating staff – Not well enough to work from home</u></p>
<ul style="list-style-type: none"><li>Inform your line manager &amp; EBO that you will not be working from home</li><li>HoDs to set cover work for classes.</li><li>HoDs to ensure resources needed for cover are available in the correct room</li></ul>

## Appendix 2 – Student live lesson expectations

# GET READY >>>> GO LIVE >>>> GREAT WORK

### Student expectations:

#### **Get Ready**

- Complete the pre-reading for the live lesson if there is any
- Sign in to your Google Classroom and mark yourself as 'present' for the live lesson
- Open any assignments ready to work on them in the lesson
- Ensure you follow your normal school timetable and attend all lesson

#### **Go Live**

- Click on the google meet link
- Attend and actively listen to the live lesson
- Answer questions in the Google chat and complete activities asked of you
- Ask questions in the chat about things you need more help with

#### **Great Work**

- Complete any assignment or follow up task linked to the lesson to check understanding and apply new skills as homework - make sure you attend your next live lesson on time.
- Check the deadline and submit on or before the deadline
- Email your teacher if you need more help or to ask any questions
- Check back on your work to see teacher comments and marks



### Appendix 3 – The School day

#### Key stage 3 (Years 7, 8 & 9)

Period	Start	End
Form	08:30	08:45
1	08:45	09:30
2	09:30	10:15
Break	10:15	10:35
3	10:35	11:20
4	11:20	12:05
KS3 Lunch	12:05	12:40
5	12:40	13:25
6	13:25	14:10
7*	14:10	14:55
<i>* Monday - School finishes at 14:10</i>		

## Key stage 4 (Years 10 & 11)

Period	Start	End
1	08:45	09:30
2	09:30	10:15
Break	10:15	10:35
3	10:35	11:20
4	11:20	12:05
5	12:05	12:50
KS4 Lunch	12:50	13:25
6	13:25	14:10
7*	14:10	14:55
<i>* Monday - School finishes at 14:10</i>		

#### Appendix 4 – Remote learning parent

