Remote learning plan
January 2021

Rationale

At St Michael's, we are committed to providing continuity of education for our students in the event of individual student absence, partial school closure, e.g. form groups, or a whole school closure. We will operate a blended learning approach consisting of face-to-face learning for those students in school; distance learning provision for whole form/year groups who are unable to attend school and independent work for individual students who may be absent from a year group.

Students will be in receipt of a broad and balanced curriculum and be provided with suitable learning activities that are ambitious, supporting their progression. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our students during any period of closure in the following ways:

- the provision of high quality, relevant, learning activities for each subject area ensuring students read, write, solve problems and have appropriate assessment points. All activities will be meaningful and ensure that students still have the opportunity to progress when they are actively engaged with our provision.
- regular, live instruction from staff, with the ability for students to ask questions of their teachers in real time; this could be via the Google Classroom, Microsoft Teams (video lessons) or school email.
- the opportunity for students to have work assessed by their teachers and receive feedback on it. Subject leaders will determine the best way to feedback to students regarding their particular subject area.

Any work set and submitted for assessment will be entirely electronically set and distributed. Work will be set, submitted for assessment, and assessed through the Google Classroom. The platform allows work to be set in a variety of formats e.g. presentations, videos and diagnostic quizzes.

Students can access their work and complete it on the platform without needing printing facilities at home. Students can submit their work via the platform and teachers can give feedback to students on individual pieces of work. The Read and Write package that we have enables those students who need support with reading and writing to access their work; teachers and learning support practitioners will also support with this.

All staff and students have been set up on Google Classroom and it will be the responsibility of teachers to add work accordingly. There is also an expectation for staff to broadcast live lessons using Microsoft Teams. All staff and students have been set up on Microsoft Teams.

Care and Compassion Equality Leadership Mercy Equality Service Humility MERCY
ACHIEVEMENT Service Mercy Integrity EQUALITY Humility LEADERSHIP Achievement Equality
Mercy Integrity Leadership HUMILITY Equality Mercy Achievement Integrity CARE AND COMPASSION

ST MICHAEL'S
Church of England High School

Scenario 1: Individual remote learning

For instances where the school remains open but an individual student is unable to attend lessons as normal, despite otherwise being well and able to work (such as when in a-symptomatic self-isolation) the student will receive individual provision.

➢ The individual provision will be coordinated in the first instance by the Admin team (YW&NC) and supported by the Head of Year and Assistant Head of Year for that year group.
➢ YW will notify subject teachers of the student's absence and the subject teachers will then set appropriate learning activities via the Google Classroom platform. Heads of Year and Assistant Heads of Year will issue reminders and check that work has been set.
➢ The Head of Year/Assistant Head of Year will notify parents via appropriate means e.g. a telephone call or email that work has been set for the student.
➢ If absence of this nature continues for more than one week, additional work should be requested and provided on a weekly basis through the Google Classroom until the student is able to return to school.
➢ Any supplementary work such as homework and revision activities can also be posted on Google Classroom.
➢ In this instance, students will access their work via their specific class rather than as a year group.

Scenario 2: Partial closures for particular form groups/year groups

If circumstances prevail whereby form or year groups are not in school for their full timetable, teachers will ensure that live contact via the Google Classroom and Microsoft Teams will enable students to access their curriculum.

➢ Subject teachers will set work for their absent class via the Google Classroom. Video lessons will be in conjunction with the school timetable and be delivered on Microsoft Teams at the beginning of the timetables double period. Please refer to the safeguarding procedures for distance education provision, **Appendix 1.**
➢ Subject teachers will set work for their absent class via the Google Classroom. Tasks will be the same/as similar as possible to what students would have being completing in school. Learning activities will be designed to last the equivalent amount of time as the subject's lessons and homework times during one calendar week. Assignments from each subject will be set immediately in the event that a partial school closure is announced, and students and parents will be notified of this by email. The Head of Department will quality assure work set and ensure that learning activities are appropriate and are in accordance with the curriculum map.

Scenario 3: Rota based system for Year groups

This is now a highly anticipated situation. Our system enables students in school to receive face to face teaching as well as live delivery/learning provision for those students who are at home. Staff should expect to be working in school during a tier 2/3 closure.

➢ Students in school will receive face to face teaching.
➢ Subject teachers also stream the lesson to students working at home via Microsoft Teams. Live lessons will be in conjunction with the school timetable and be delivered on Microsoft Teams at the beginning of the timetables double period. Please refer to the safeguarding procedures for distance education provision.
➢ Subject teachers will also set work for their absent class via the Google Classroom. Tasks will be the same/as similar as possible to what students would have being completing in school. Learning activities will be designed to last the equivalent amount of time as the subject's

lessons and homework times during one calendar week. Assignments from each subject will be set immediately in the event that a partial school closure is announced, and students and parents will be notified of this by email. The Head of Department will quality assure work set and ensure that learning activities are appropriate and are in accordance with the curriculum map.

Scenario 4: Longer-term closures for the whole school

If circumstances prevail whereby the whole school has to close for a period longer than 5 working days, students will access their curriculum via distance learning provision.

➢ In the event that the whole school is closed, we will move to a model by which subject departments will set work for classes on the Google Classroom. Students will work at home following their usual school timetable if possible (this is flexible dependent upon individual situations). Work will be set in conjunction with school timetables and students will be supported via contact through the Google Classroom platform, school email or the live chat function on Microsoft Teams.

➢ Live lessons/video lessons will be delivered via Microsoft Teams to supplement learning tasks set on the Google Classroom. Video lessons will be in conjunction with the school timetable. Please see safeguarding procedures for distance education provision.

➢ Instructions for learning will be posted on the Google classroom, and also explained during the live lesson/video broadcast delivery. Learning journeys/road maps will be used to show curriculum sequencing in all subjects.

➢ The school reserves the right to vary the methods described in whatever way that they feel is best for the students.

➢ For all year groups, learning tasks will be set per year per subject to cover their lessons for that particular week including additional time for weekly homework.

Lesson provision

Students are expected to work on learning activities tasks during the week in which they are set in correspondence with their school timetable. Work will correspond to curriculum maps and where possible be the same activities that they would be doing in school. During this time, teachers are expected to have an online presence via Google Classroom/Microsoft Teams at the time they would normally have a lesson with that year group, to be available for students to ask questions in real time. There is an expectation for staff or students to broadcast audio or video using Microsoft Teams This software has effective functionality for online lessons without a time limit. Students will be expected to take part in the live sessions that are available if they are well enough to do so. Lessons will be recorded so that students can access the lesson at a different point. The live lesson/video aspect of the lesson will last a minimum of 40 minutes. The remainder of the lesson will be spent completing work on the Google Classroom. Lesson activities will be as close to in-school learning activities as possible.

Some departments may provide links to alternative sites, for example, the Maths department will set work via Hegarty maths. All students have login details for this and if they have any difficulties, can contact their Maths teacher for support. Any live contact with teachers can still happen via the Google Classroom or email.

Where possible, support will be live, but with a multitude of scenarios that could be taking place at home for both students and staff this may not always be possible. If support is not immediate or during the designated lesson time, queries and support will be provided in a timely manner.

Expectations of students
Assuming that students are well enough to work, students are expected to:

- ➢ Complete all work set for them and submit work that is requested for feedback promptly by the assignment deadline date.
- ➢ Check emails and Google Classroom notifications regularly, read and respond if necessary to communications from the school.
- ➢ Immediately inform teachers if they are having problems with the work. Students must reach out for support if needed.
- ➢ Ensure that they have access to a laptop/tablet/phone and inform their Heads of Year immediately if not.
- ➢ Where students experience problems with IT systems they should proactively inform Agilisys by emailing stmichaels.it@sgilisys.co.uk.
- ➢ Students are expected to uphold the same standards of conduct and behaviour during live online lessons, as they would be expected to in school.
- ➢ Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- ➢ Ensuring that clothing is appropriate, following the same guidance as normal "Non uniform" day in school if attending a video lesson.
- ➢ Access weekly learning plans to ensure clarity of instruction.
- ➢ Ensure students receive feedback in line with departmental expectations.

Expectations of Staff
Assuming staff are well enough to work and have not called YW following the standard absence procedures, staff are expected follow the expectations below.

- ➢ Ensure that work is set to and made available on the Google Classroom at the start of each week to cover the calendar week ahead, and that sufficient resources are made available to students via electronic means to allow them to carry out work at home. Where textbooks are not available online, staff should, at the very least, scan relevant pages and share them with students along with the resources for that week's lesson.
- ➢ Provide a 40-minute live broadcast/video to students, providing clear explanations for students.
- ➢ Subject leaders co-ordinate the setting of work in the event of a whole school closure. They will delegate accordingly, in order to achieve a streamlined approach for each year group.
- ➢ Individual class teachers are responsible for their teaching classes. Subject leaders will quality assure and oversee this.
- ➢ To be familiar with the use of Microsoft Teams, and be available online through Teams at the times that they would usually have lessons to engage in live support with their students.
- ➢ LSPs will support students in a variety of ways depending on the given scenario. This could involve participating in live lessons and fielding questions, supervising vulnerable or key worker children and providing tailored support for those students with specific needs.

If there are reasons other than your own personal illness that will cause difficulties with you being live in front of a class at the timetabled time, you will need to contact your line manager in the first instance to discuss how this can be resolved.

Staff

- Ensure you record all live lessons.
- Make sure you have a blurred or appropriate virtual background. If you don't feel comfortable sharing your video then don't.
- Dress professionally and wear your lanyard.
- Ensure the area you are delivering the lesson from will be quiet and professional.
- Alaways enable the lobby and make sure students cannot bypass it.
- Take a register of students that attend on G4S.
- Present your PowerPoint ensuring you are still able to monitor the chat.
- Disable students audio function.

Students

- Log into teams with your school username and password. You will not gain access from the lobby if this is not done.
- Do not share the live lesson link with any other person.
- Ensure that you have no image on your profile.
- Disable audio and video.
- Use the chat function appropriately to ask any questions about the lesson.
- Usual school rules apply regarding behaviour during a live lesson.
- Lessons will be recorded and monitored by Head of Department and the Senior Leadership Team.

Concerns

- Following your live lesson, if you have any safeguarding concerns, report using the normal procedures.
- If you concern is urgent flag it as such on My Concern or contact CH/SB/JM.
- If your concern regards behaviour log on G4Schools.