# Remote Learning Policy

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| **Start Date:** | **Autumn 2020** |
| **Date of Next Review:** | **Autumn 2021** |
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| **Responsible Committee:** | **Education Committee** |

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# Remote Learning Policy

### 1. Background

This policy is to ensure the ongoing provision of education at Haileybury Turnford during unusual circumstances. This includes future school closure including year group closures due to pandemics, extreme weather conditions and other unforeseen circumstances.

### 2. Remote Learning Lead

The Assistant Principal leading on Teaching & Learning and Curriculum implementation will be responsible for implementing the Remote Learning Policy with the support of other senior colleagues. If there are any questions about the operation of the policy then the Assistant Principal should be contacted within the first instance.

### 3. Preparing for remote learning at Haileybury Turnford

The below steps will be implemented to ensure a smooth transition to remote learning to further benefit the students if the situation arises.

Haileybury Turnford will be proactive by:

- Ensuring all classes are mapped across Microsoft Teams
- Students within classes have access to Microsoft Teams
- Students will receive Microsoft Teams training through the induction programme in school
- Staff are already familiar with the use of Microsoft Teams; however, refresher training will be provided as required
- Staff have the correct IT equipment in order to host Microsoft Teams lessons and meetings
- Parents will receive effective communication to help understand the use of Microsoft Teams and Class Charts
- Staff are aware of their Class Charts log in details and understand how to set and feedback on homework assignments.
- Students have access to Class Charts either through the App or via the website

Haileybury Turnford will ensure that staff are supported in the development of the above framework by:

- Providing professional development training opportunities, including for all new staff as they join the school
- Ensuring that staff have access to suitable devices in their classrooms or in an event of school closure at home

Staff should ensure:

- That they have received the appropriate training and are familiar with the use of Microsoft Teams and Class Charts
- That they have access to key resources through the use of the One Drive or other appropriate storage devices
- That they have access to appropriate device; if not, they should alert their line manager who will help provide a solution

**4. Continuity of education in the event of a school closure**

Haileybury Turnford will contact students to provide remote learning through the use of two platforms; Class Charts and Microsoft Teams.

- Follow-up work and homework tasks will be set using Class Charts
- Lesson delivery will be conducted using Microsoft Teams

In as far as is possible, Haileybury Turnford should attempt to replicate the timetable that students follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Assistant Principal responsible for remote learning and Human Resources Manager if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic
- Some subjects and activities do not lend themselves well to remote learning

Disadvantaged students without internet access or an appropriate device to use for their remote learning will be supported where possible by the school. An appropriate device and/or 4G router will be loaned to disadvantaged students where possible. Students with an Education & Health Care Plan (EHCP) will be prioritised.

**5. Remote learning practice**

- Microsoft Teams and Class Charts will be the two main platforms for remote learning delivery
- Class Charts can be monitored by parents to check work completion and submission
- All feedback to students will be provided by Class Charts using the school's feedback protocols
- Teachers can lead meetings on Microsoft Teams and the screen sharing facility will help to share resources during team discussions
- When hosting Microsoft Teams meetings or online lessons all protocols should be adhered to (outlined in Microsoft Teams protocols document)

**6. Information for parents**

Parents can support with remote learning by doing the following things:

- Check their child's timetable to ensure they attend the online lessons
- Checking Class Charts regularly to ensure that work has been completed and submitted
- Contacting the relevant members of staff by email if an issue arises - all email addresses can be found on the Haileybury Turnford website
- Ensuring their child can login to Class Charts successfully

**7. Effective communication with Parents/Carers**

Parents will receive regular communication from the Principal, Vice Principal, Assistant Principals and Year Achievement Coordinators. Communication will be in several forms including:

- Letters from the Principal updating parents on current guidance

- Newsletters and News Bulletins
- Regular pastoral phone calls
- Positive postcards from subject teachers
- Achievement point updates
- Videos created by staff to celebrate various events

## 8.  Summary

The primary purpose of this document is to provide an overview of remote learning should any unforeseen circumstances arise in the future.  Successful training and existing system set-ups should allow for a smooth transition to remote learning to avoid any disadvantage for our students at Haileybury Turnford.

## 9.  Evaluation

This policy will be reviewed by the Education Committee annually.