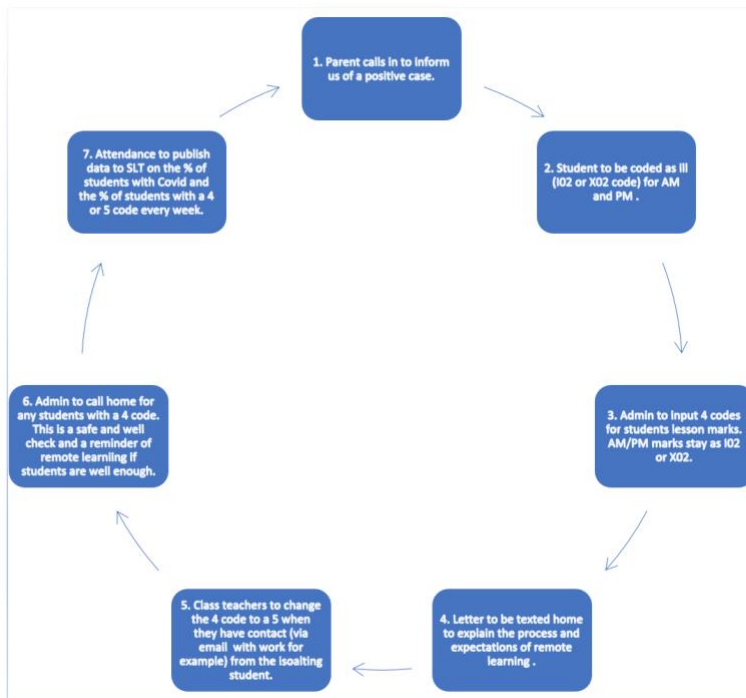




## Remote Learning Policy



### Rationale

A need has arisen to have a procedure to support parents and students who are self-isolating as a result of testing positive for Covid. There is no requirement for students who are ill with Covid to complete school work as the priority is to recover.

However, there are students who have tested positive and have no symptoms, but are legally required to isolate. For these students calendar invites will be sent for lessons and work will be provided on TEAMS. All work is required to be sent back to class teachers at the end of the lesson.

All students who are in contact with teachers during the lesson will have their code changed from a 4 to a 5 by the class teacher. This will allow us to track engagement and identify students who we need to further encourage to work remotely whilst isolating. It will also allow staff to provide support to the right students on their return to school.

Students who are coded as 4 for the entirety of their isolation period will need bespoke strategies to bridge the gap. These students will be the top priority for Covid Catch up planning.

In the event of staff or students requiring to self-isolating, but who are fit and well, it is the expectation that online learning takes place for all classes. The normal school timetable will be followed by all staff and students, a list of students who are off and self-isolating will be sent out daily to all staff. Class calendar invites will be sent to all students, with students being expected to join their normal lessons remotely for a live Let's Get Started and instructions for the lesson ahead. All resources will be provided on TEAMS and staff will make contact with students who are isolating, via the live lesson, chat function or email during the lesson. During the live delivery, classroom cameras will be turned off and students joining remotely will be on mute.

Registers will be taken by class teachers at the start of every lesson. **Teachers will mark lesson registers with a 5 (attended the virtual lesson) or a 4 (did not attend).** The AM and PM marks must be completed by admin staff only and not be changed. This protects statistical submissions and ensures the attendance register is correct.

For any student whose teacher is not in, cover will be set up, registers will still be taken and students will be checked in on throughout the lesson. Staff who are unwell should send all cover work to Faz as normal.

In order to monitor engagement and track attendance, first call home will be completed in the morning. Students will be reminded of the remote learning expectations and informed that they need to make contact with their class teachers.

### TGAK expectations for individuals isolating:

- Students will follow their normal school timetables, with lessons being joined live through calendar invites.
- Students will start the day with tutor time via TEAMS, a calendar link will be sent out for this. LLL will also be delivered remotely.
- All students will have access to a live Let's Get Started and instructions for the lesson about to take place
- All work (PowerPoints and resources) for the lesson will be uploaded to students TEAMS folders.
- Teachers will be available online, to support, help and guide students during appropriate times throughout the lesson
- Registers will be taken within the first 10 minutes of the lesson using the 4 and 5 codes. All students who are isolating at home and well enough to do so should join the lesson live for at least the first ten minutes of the lesson.
- An assessment will take place in every subject after four hours of teaching, as outlined in the marking policy. This will be set via the assignments function on TEAMS if students are isolating.
- Rewards and sanctions will still be logged by staff and followed up as required

- All staff will follow absence procedures, as normal. If staff are ill or absent, they will still call the coverline. Cover work will be set as usual.
- If staff are isolating, but well enough to do so, they will deliver live from home and a cover teacher will be present in the classroom.
- All lessons will be delivered remotely and work will be on TEAMS and via email work packs will not be sent out
- For CPD and support, please see the pre-existing videos and help sheets on TEAMS any further support, will provided through line managers.

In the event of a complete closure where the school is following their usual timetable but teaching virtual lessons, Bromcom will be used to be used to record attendance to virtual sessions. Therefore student engagement for online learning will be tracked through registers on Bromcom, including any key worker children who will be accessing lessons from school.

TGAK expectations for a full closure:

- Students will start the day with tutor time via TEAMS and tutors will outline students timetables for the day and the expectations for remote learning. LLL will also be delivered remotely.
- All lessons will have a calendar invite so that students are aware of their timetabled lessons
- Remote learning lessons will have a minimum 20 minute live input
- There will be a mixture of live and pre-recorded materials, with everything being uploaded to TEAMS
- Teachers will be available online, to support, help and guide students for the duration of the lesson
- Registers will be taken within the first 10 minutes of the lesson using the 4 and 5 codes. If students are communicating with teachers or sending work after the initial register has been completed, staff will go in and update the 4 code to a 5
- An assessment will take place in every subject after four hours of teaching
- One extended piece of work in the form of an assessment will be completed every 2 weeks
- Rewards and sanctions will still be logged by staff and followed up as required
- ESCOs can still be logged for poor behaviour online and will be picked up by the IE manager who will contact parents, should there be an emergency or a child who is significantly disrupting learning. Please manage the behaviour of students yourself, for the first instance, and always and follow up with phone calls to parents, if needs be.
- Follow staff-absence procedures, as normal. If you are ill or absent, please call the coverline. Set cover work, as usual via email to Faz & Julie – and a cover teacher will deliver your lesson for you.
- All lessons will be delivered remotely and work will be on TEAMS, work packs will not be sent out
- For CPD and support, please see the pre-existing videos and help sheets on TEAMS any further support, will provided through line managers.