

REMOTE LEARNING POLICY



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| SLT | Tim Allen |
| Committee | Curriculum, Teaching and Learning |
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Deptford Green School Remote Learning Policy.

Policy Statement

At Deptford Green School we are committed to the development of on line and remote learning in order to:

- Develop our students' independence and resilience by working alone outside of the formal classroom setting.
- Improve the impact of classroom learning time by requiring engagement with pre and post lesson learning activities.
- Ensure continuity of learning for all students when unable to attend school.

At Deptford Green School we will use two platforms to support to support our aim to ensure that learning outside of the school continues seamlessly for all students, whether extending or consolidating learning following attendance at lessons in school, or engaging with learning due to enforced absence from school.

1. Microsoft Teams to access all lesson material and content
2. Show My Homework for traditionally set homework tasks.

The impact of this policy will be demonstrated through:

- All students being able to re-visit learning after a lesson or sequence of lessons
- All students being able to access lessons if they are not in school
- All students being able to continue with meaningful learning when their teacher is not in school
- All students being able to access additional materials for for revision or extension of learning
- All parents being able to support their children with learning and revision.

All aspects of our use of on line and remote learning will be implemented in line with our teaching and learning and assessment policies and will strongly reinforce our commitment to TEEP as a route to planning and delivering effective learning and our aim to embed effective learner behaviours through LORIC.

Implementation:

Access using Microsoft Teams

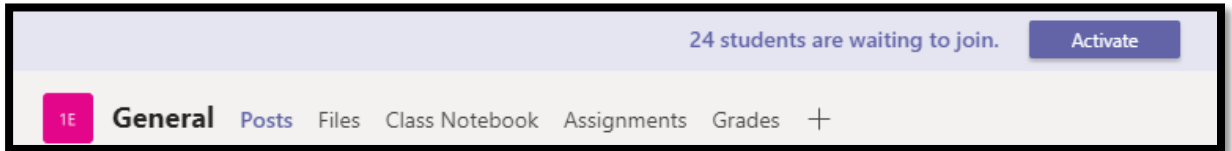
Microsoft Teams will be used to access learning resources and lessons. Teams is a dynamic platform that allows lessons prepared by teachers for particular classes to be accessed by the appropriate parties. **Show my Homework will continue as the platform for setting regular home learning for students.**

Class Teams

On each teacher's teams profile, will be a team relating to each class they teach.



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To set up the team and give access to the students in that class, click on the team (image 1). The first time you go into the team, you will need to activate the students in the class so they can access the resources. This can be done by clicking the 'activate' button (image 3). You can then start to upload class materials to the folder.

What needs to be in the class materials folder?

There is an expectation that all teachers will need to upload their lessons into their class team even if teacher and students are all in school. This will give individual students access to lessons if they are off school or if they want to revisit the lesson. If lessons are planned in advance, you can upload them altogether, or individually after the lesson has finished. Please note, the lessons uploaded need to be the ones that have been planned/adapted for your particular class, so we can maintain a good standard of differentiation. In most cases, this will be in PowerPoint form, but where other resources need to be uploaded, they should be clearly labelled as per the paragraph below. They can be uploaded by clicking on 'upload class materials' (image 2).

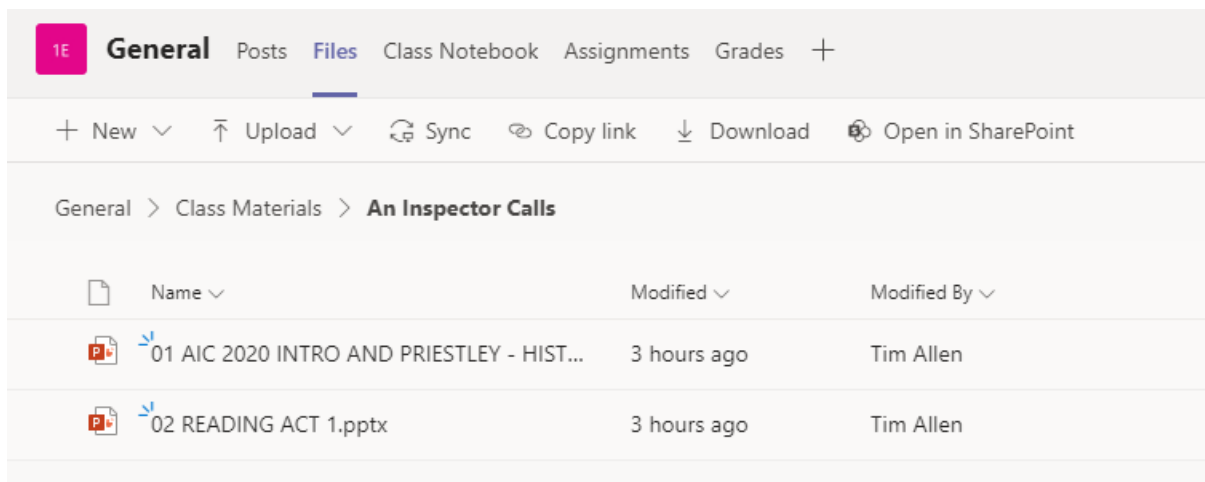
Standard labelling of lessons.

As students will be accessing lessons from a range of subjects, it's important that we have a standard approach for the labelling of lessons. Within each class team, teachers will need to create a folder for each unit of work. Please see the example below:

Click on 'Class Materials'

Click on 'new' and select folder – clearly label the folder with the name of the unit (e.g. 'An Inspector Calls')

Save your lessons for that unit in the folder, beginning with the lesson number (e.g. 01 Introduction and Priestley')



Expectations during a lockdown

If a year group or a number of year groups are required to stay at home because of a lockdown, the resources that are available to students need to be enhanced. Teachers are required to upload

narrated PowerPoints or videos to ensure teacher input. The lessons should be stored and labelled as before.

Department Libraries

In addition to class teams, students will each have access to Department 'libraries'. These will be organised by year group and will contain additional material and resources. All students in a particular year group will have access to these libraries along with all members of a Department. For example, History will have the following libraries:

Student Library: History

Year 7 (folder)

Year 8 (folder)

Year 9 (folder)

Year 10 (folder)

Year 11 (folder)

They should include the following:

- Past exam papers and resources (for Years 10 and 11)
- Links to internet based material (such as BBC Bitesize, GCSEPod, etc.)
- Additional reading
- Revision material and booklets
- Additional lessons from Oak Academy
- Any other resources

Standard labelling within libraries.

Please create folders within each of the year group libraries for each topic or skill.

Using Microsoft Teams for setting cover

Cover will now be set using the 'cover' folder on Microsoft Teams. Each half term, folder will be created for each week and sub-folders for the days in that week. Cover work should be dropped into the appropriate folder by the teacher who is absent. For longer absences, this may be done by the Head of Department or Faculty.

Live lessons

Teachers will be expected to teach live lessons in the following scenarios:

- If one Year Group is sent home following a positive case of COVID-19. Teachers of this Year Group should teach live lessons from their classrooms. Please refer to the instructions and protocol referred to in 'running a live lesson' (appendix 1).
- If a teacher is isolating at home due to exposure to a positive case of COVID-19. Teachers will be asked to deliver lessons to certain classes (as directed) from home, again following the instructions and protocol detailed in 'running a live lesson' (appendix 1).
- If a rotation system is put in place, meaning that certain year groups would be out of school bi-weekly.