



Remote Learning Policy

SLT	Tim Allen
Owner	Tim Allen
Committee	Curriculum Teaching & Learning
Date Agreed	31 January 2022
Review Date	31 January 2023

Deptford Green School Remote Learning Policy.

Policy Statement

At Deptford Green School we are committed to the development of online 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.

As of January 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. Classcharts for traditionally set homework tasks.

The impact of this policy will be demonstrated through:

- All students being able to access lessons if they are not in school, on fixed term exclusion or working in the reflection room.
- 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.

Update from 11th January 2022

1. Daily uploading of lessons

Teachers will **no longer** be required to upload lessons onto Microsoft Teams on a daily basis, unless a member of their class is either:

- Isolating as a result of COVID-19
- Excluded from school

If a child is not in class for one of these reasons, it is our legal requirement to ensure that these resources and lessons are uploaded onto the appropriate class team.

Heads of Faculty are responsible for checking that work has been uploaded for the appropriate students. A list of students currently isolating will be sent by admin and students in the reflection room or on exclusions will be included in the cover email. Pastoral Leaders are responsible for ensuring up-to date information about exclusions is passed onto the cover manager.

2. Independent Learning (homework)

An overview of independent learning tasks for Years 7-9 will be published on the website half termly. This will give parents access to the tasks being set in each subject. All independent learning tasks will also be set via the assignments function in Microsoft Teams. Where students will struggle with navigating Teams (such as some SEN students), it is still appropriate to set paper-based work. We will look into issuing students with diaries to help them organise their work. In addition to traditional 'assignments', teachers can also use the 'forms' function to create quizzes, and additional reading should be uploaded. Teachers should ensure 'pre' and 'post' learning tasks are regularly set. The expectations for amount of home learning set are shown below.

3. Students who are self-isolating (who are not ill)

When students are self-isolating at home or are unable to attend school for a period of time for another reason (apart from illness), they will be required to follow their timetable in the way they have during lockdown. They will access the resources teachers have uploaded into the files section, and use the resources to guide themselves through the lesson. Students at home will still be expected to submit assignments via Teams during their period of absence. The class teacher must ensure the required work has been submitted. Heads of Faculty are responsible for checking that work has been uploaded for the appropriate students and follow up as appropriate.

4. Setting Cover

Cover will continue to be set on Microsoft Teams in the same way it was before. Please follow the labelling instructions laid out in the remote learning policy. Also, please ensure that good instructions for the lesson are given in addition to the resources. Where possible, please avoid resources that need printing. Please let your line manager and the cover manager know if you will be absent from work in the same way.

5. Access to lessons for students on exclusions

Students who are excluded from school or in internal isolation will follow their timetable in the normal way, accessing the resources uploaded by their teachers.

6. Streaming live lessons for year groups who are sent home

If a year group is sent home for 10 days (not likely under current guidelines), teachers will be asked to stream live lessons from their classrooms. This will ensure that less learning is lost as a result of them being told to isolate.

7. Streaming live lessons if a teacher is isolating

Teachers who are told to isolate (without being ill), should live stream lessons from home. A cover teacher will be in the classroom to facilitate the learning. The teacher must schedule the lesson in the normal way and send the link to the appropriate cover teacher and upload it into the relevant cover folder on Teams.

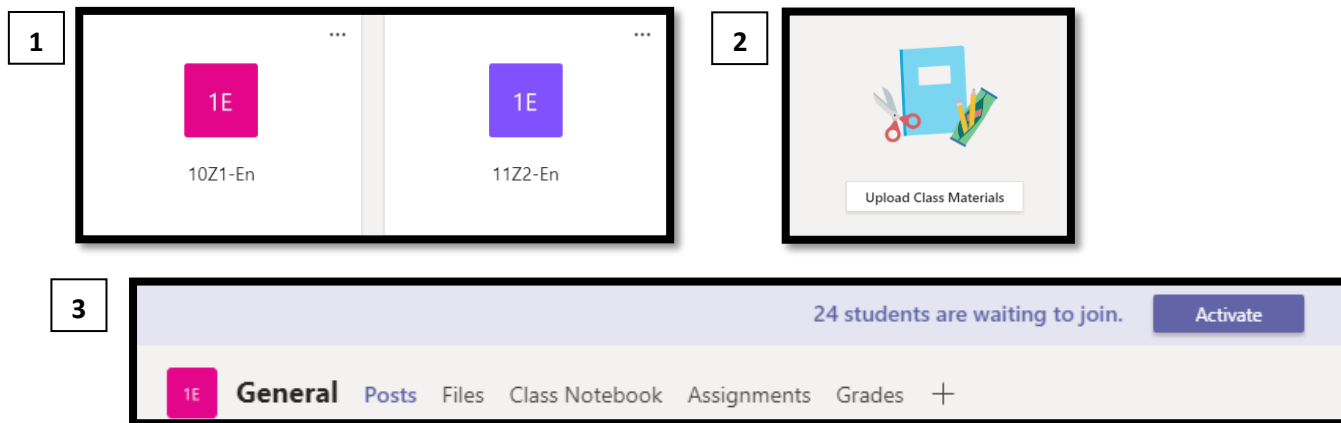
Implementation:

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.

Class Teams

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



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')

1E General Posts Files Class Notebook Assignments Grades +			
+ New ▾ ↑ Upload ▾ ↻ Sync 🔗 Copy link ↓ Download 🔗 Open in SharePoint			
General > Class Materials > An Inspector Calls			
 Name ▾	Modified ▾	Modified By ▾	
 01 AIC 2020 INTRO AND PRIESTLEY - HIST...	3 hours ago	Tim Allen	
 02 READING ACT 1.pptx	3 hours ago	Tim Allen	

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.