

The Phoenix Collegiate



Remote Learning Policy

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1. Introduction

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to students in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may include:

- Students who are unable to attend school due to a specific reason i.e. medical condition resulting in a prolonged absence.
- Students unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- An extended period of school closure or partial closure.

This policy does not apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission e.g. a family holiday taken in term time.
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK government or the World Health Organisation.

2. Individual remote learning

This section of the policy applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of three or more days but is otherwise well and able to work, e.g. a period of advised self-isolation (*please see remote learning procedure during the Coronavirus pandemic in Appendix on page 8*) or an absence that has been authorised by the school in advance.

In these cases, the school will provide the following, coordinated in the first instance by the Head of House.

- HoH will request that subject teachers provide suitable tasks through the Microsoft Teams platform or will share these with parents/carers via an appropriate means e.g. email.
- If absence of this sort continues for more than one week, additional work should be requested and provided on a weekly basis through Microsoft Teams until the student is able to return to school.
- Homework can also be set using Microsoft Teams to supplement learning.

3. A Period of School Closure

The Phoenix Collegiate school is committed in providing continuity of education for its students in the event of an extended school closure. 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 relevant, developmental written work for each subject area and each year group which enables students to have continued progress.
- Regular, live instruction from staff, with the ability for students to ask questions of their teachers in real time.
- The opportunity for students to have work assessed by their teachers and receive feedback on it.

Any provision of remote learning to achieve these three aims assumes that students and staff have internet access at home. We can't assume that everyone has access to printing facilities, but the school will look to provide remote device access to all students so they can access online learning. This means that 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 following online platform:

- Microsoft Teams through Microsoft 365.

Microsoft Teams is a collaborative platform which allows contemporaneous, real time communication and sharing resources between teachers and their classes. Every member of the Phoenix Collegiate school has been set up on Teams and it will be the teacher's responsibility to add each of their classes to the Teams platform. There is no expectation for staff or students to broadcast audio or video using teams, though the software has this functionality should some colleagues wish to use it.

(a) Short –Term Whole School Closure (Bubble/Year group closure)

For short term closures (up to 5 working days), departments will set tasks via Microsoft Teams Assignments. One task will be set for each year group in each subject, and 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 school closure is announced, and students and parents/carers will be notified of this by email.

(b) Partial Closure

The Phoenix collegiate will operate a blended learning approach consisting of face-to-face learning, Remote learning and independent work by the student. If circumstances prevail whereby year groups are not in school for their full timetable, teachers will ensure that live contact will supplement the face-to-face teaching, following the same guidance as (I) & (II) below. We will ensure that the curriculum is delivered to the children.

(c) Longer-Term Closure

In the event that the whole school is closed for longer than 5 working days, we will move to a model by which academic departments will set work for classes via Timetable on The Phoenix Collegiate's website on a regular basis, supported by live contact with teachers via Microsoft Teams.

The school reserves the right to vary the methods described below in the light of developing situations surrounding the reasons behind the closure.

- For Years 7-11, one task will be set per year per subject to cover their lesson and homework time for the calendar week ahead.
- For Years 12 & 13, tasks will be set by individual teachers to their own classes.

The work described above will be made available to students via Microsoft Teams at the beginning of each week the school remains closed after the initial period of 5 days described earlier.

(i) Live Lessons

Students are expected to work on these tasks during the week in which they are set. During this time, teachers are expected to have an online presence via 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 no expectation for staff or students to broadcast audio or video using Teams, though the software has this functionality should some colleagues wish to use it.

Students are encouraged to take part in the live sessions that are available if they are well enough to do so.

(ii) Assessment and Feedback

The work that is set will, as far as possible, include one piece of work in each subject, each week (though with varying demands depending on how frequently a particular subject is taught) which is to be submitted for teacher assessment and feedback.

Work should be submitted to teachers via Microsoft Teams. Teachers will assess the work and return it to students with feedback attached in a timely fashion.

Expectations of students

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submitting work which is requested for feedback promptly.
- Check emails regularly and read and respond to communication from the school.
- Ensure that they have access to a laptop/tablet/phone and inform the school immediately if you do not.
- Where students experience problems with IT systems they should proactively inform ICT support by emailing ICT@phoenix.sandwell.sch.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 (please see student expectations slide in Planners/on school website). This includes but is not limited to:
 - Ensuring appropriate language is used in Microsoft Teams comments or emails, and that any comment is on-topic and relevant to the task in hand.
 - 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.

Expectations of Staff

Assuming they are well enough to work, staff are expected to:

- Ensure that work is set and made available on Microsoft Teams 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.
- Leaders of Subject are responsible for the setting of (or delegation of) whole-year group tasks for Years 7-10; individual class teachers are responsible for lessons for their classes in Years 11, 12 and 13. Additionally, Leaders of Subject are required to maintain oversight of the appropriateness and the quality of work set by their department.
- 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.
- To set, assess and return work to students promptly by electronic means.
- LoS are required to liaise with their departmental staff through regular (at least weekly) contact to ensure that:
 - Sufficient work is being set to cover ongoing periods of closure.
 - Students causing concern through lack of engagement with live lessons or assignments requiring submission are flagged with SLT on a weekly basis through the engagement data.
- HoH to give support to LoS with persistent disengagement with remote learning.

Any online contact between students and staff must only take place through official school channels, which are:

- The Microsoft email platform (@phoenixcollegiate.co.uk) email address only. No personal email addresses must be used by either staff or students.
- Microsoft Teams chat or video conference (through Phoenix Collegiate email address only).

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software (e.g. WhatsApp, Skype etc.) is strictly prohibited.

While there is no requirement or expectation on staff to use video conferencing or live audio to communicate with students, this functionality is available with Microsoft Teams, and its use is encouraged if staff wish and feel comfortable to do so.

Learning Enrichment – Discussion point

Learning Enrichment support sessions will be available via the same systems as subject-based lessons. Students will be able to contact the tutor via email or Raj Kapoor (Leader of Student Enrichment). At the times they would normally have their lessons, or by email at any time to seek specific help and advice with their remote work.

Pastoral Care

The Phoenix Collegiate is committed to providing excellent pastoral care, and this will continue during any period of school closure or remote learning.

During such periods the normal channels of communication regarding pastoral care remain open; students can contact their Form Tutor, Head of House or any member of staff should they prefer through email.

Safeguarding

During any period of school closure, the “Safeguarding and child protection policy” still applies, as does the staff code of conduct and the IT Acceptable User agreement.

Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from students’ @phoenixcollegiate.co.uk email address.

Appendix: Remote Learning during the Coronavirus (COVID-19) pandemic

These guidelines have been written to cover periods of absence prior to results of Covid-19 tests being available and in the event of the child testing positive or a member of their household doing so. Public Health England and Sandwell Local Authority will be responsible for asking the school to close a 'bubble'* or shut the wider school and will do based on local intelligence, the prevalence of cases in the school and advice from the Governments 'Track and Trace' team. It is our responsibility to ensure that disruption to your child's learning is kept to a minimum and that alternative arrangements for their education are made during periods of whole class lockdowns and to support learning in the event of an individual needing to self-isolate.

**A bubble is defined as a group of children who are kept together to prevent the spread of infection.*

Waiting for a Child's Covid-19 test result

If your child is displaying symptoms associated with Covid-19, they will need to be tested. This will mean that your child will be unable to attend school until the test result is returned and after their symptoms (if a temperature) have gone. Very often, children display mild symptoms (if any at all) that tend not to make them feel too poorly and will not prevent them from learning. Where possible we would like them to engage (for this short period of time) in revising basic skills and follow the guidelines below.

1) Notify the school office stating that your child will be not attending school due to Covid-19 symptoms (please be specific) and inform them that you have booked a test (this is strongly advised as it supports Track and Trace systems and helps prevent the spread of the virus).

2) We will record this absence (as a marked code X which shows that the reason for absence is to protect others) and the symptoms you describe in accordance with Public Health England advice.

3) The attendance team will be notified and a call made home to discuss activities that can be done when whilst waiting for the test results. We are signposting the Oak National Academy - <https://classroom.thenational.academy/subjects-by-key-stage> for direct work during these short periods of absence. The year timetable will be made available online, with lessons for each year group each day.

4) Work is to be recorded on lined paper and dated so their teachers can view on their return.

5) If your child's test comes back negative**, then they can return to school straight away if he/she feels well enough to do so unless they were told to self-isolate from the school as part of a bubble, for precautionary measures (in that case, the child should continue to self-isolate until the date they have been given by the school).

*** If the test result is positive it is of absolute importance the school is informed.*

Your Child's test result is returned positive or wider bubble closure due to a positive test with another student.

1) It is important that you notify school without delay if this is the case. You can do so out of hours or during school hours by emailing the following address covidresults@phoenix.sandwell.sch.uk as soon as possible with the following information:

- Student name
- Year group
- When they developed symptoms
- Date of the test
- When they were last in school
- How do they travel to school: walking/car/bus – who do they travel to school with
- Any siblings at school

This will prompt us to contact Public Health for advice and support.

2) Based on the current advice received from Public Health England, it is likely that we will be advised to close the class/year group 'bubble' to prevent the spread of infection. Such a decision does not lie with the school and is based on knowledge of local and national infection rates.

3) The 'bubble' will close for 14 days from the date of the positive test result (if asymptomatic) or from the onset of symptoms in the individual that has been infected.

4) To cater for such times your child will have enrolled onto the Microsoft Teams platform for home learning (they will have been trained on this during their induction days and a video on how to login is on the website under 'Home Learning' -> 'Microsoft Teams').

5) An email will be sent to your child's account on the first day of your child's absence, to notify them that on the following day, lessons will begin online.

6) Lessons will be set each day in line with the student timetable, which will be presented in various forms from a PowerPoint lesson to a live lesson. Teachers will be online during the timetabled lesson to give feedback/conduct live communication with the students.

7) As the work is completed and submitted the children will receive feedback from their teacher to address any misconceptions that may arise.

IMPORTANT – Should your child experience difficulties with logging on to Microsoft Teams, or should there be technical delays with entering your Teams Class then we advise that you contact ict@phoenix.sandwell.sch.uk and set work for your child based on the Oak Learning Academy <https://classroom.thenational.academy/subjects-by-key-stage>

Children unable to attend because a member of their household has tested positive and they must self-isolate for 14 days.

If a member of a household tests positive for Covid-19 then all members of the household must self-isolate for 14 days. Unfortunately, this will mean that your child cannot attend school and their absence will be noted. This creates a problem for class teachers as they will be teaching all day and will not have time to create a bespoke set of resources for an individual. Our offer in these circumstances will be as follows.

1) Please inform the office that your child will be isolating for 14 days and provide the date from which the affected person was symptomatic or in the absence of symptoms, from the date of the test.

2) A call will be made by a member of the school staff to check on well-being and answer any questions.

3) For work purposes you will be asked to access the Government backed website The Oak National Academy <https://classroom.thenational.academy/subjects-by-key-stage> . We advise a unit of English and Maths plus one other topic area is done each day as outlined on the site.

4) You and your child can progress through units of work, and these usually begin with a video tutorial explaining the task, followed by an activity.

5) Your child can complete this task on paper and bring the work into school on their return.

6) A member of staff from the attendance/House team will make contact during the period of absence to check on well-being.