Framlingham College Senior School Remote Learning Policy

Purpose

When school is suspended and Remote Learning is implemented, the following guidelines are put in place. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, pupil progress should not be negatively impacted.

Teachers

1. Should work for the school day and follow the normal timetable.
2. Should be online and following their normal timetable alongside the pupils. This enables them to respond in a timely fashion to pupil needs and keep structure to the day. This includes the Tutor Period on Tuesday and Friday morning.
3. If staff are unable to access a network of sufficient speed at home, they should come into school to work as usual (if possible and within school closure guidelines).
4. Lessons will take place in Microsoft Teams throughout the day. All lessons should be recorded.
5. For lessons, video conferencing is a good way to support lessons, but it is also not realistic to think each and every lesson will be supported with video conferencing.
6. When video conferencing, teachers must be professionally dressed.
7. Work set should reflect the length of the lesson.
8. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.
9. Prep tasks should be set and marked where practical and appropriate. Teachers will mark work and provide meaningful feedback as much as possible.
10. Should report to the tutor, pupils who do not regularly complete work or attend lessons. It is the pupil's responsibility to complete the work or communicate to their teacher why it is not completed.
11. Should ensure that by the end of the day, all reasonable pupil queries have been dealt with in an appropriate manner.
12. Should be mindful of adaptations to remote learning for pupils who receive Learning Support and to ensure they are able to access the work at home and that there are appropriate expectations of the work they will produce.
13. Should use the posts tab on Teams to inform the pupils if unable to follow their normal timetable due to illness or dependent care. Alternative provision of work should be made available via Email/Firefly(Tasks)/Teams or OneNote. The teacher should also inform their HoD.

Head of Department

1. Should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
2. Should provide support to colleagues in their teams to ensure that work is provided as required.

Tutors

1. Should provide a personal tutor group message via Email or Firefly at the start and end of the week offering support, and letting the pupils know that they will meet them online (Firefly or Email) during Tutor Period at 8.30am on Tuesday and Friday.
2. Should be prepared to pick up on anyone who has not been regularly completing work or attending lessons and use this opportunity to address any issues arising. This includes emailing the pupils, and/or contacting parents where necessary.

Head of Academic Support

1. Should connect with relevant parents and/or pupils as appropriate to check how they are coping with the remote learning.
2. Should coordinate the Teaching Assistants to reach out to pupils/staff and provide guidance / feedback as necessary.

Pupils

1. Should be dressed and ready to start the school day at the relevant times each morning. Monday, Wednesday and Thursday at 8:55am. Tuesday and Friday at 8:30am. Saturday at 8:45am.
2. Should be flexible in the early days as there might be teething problems.
3. Should ensure they can access emails, their notebooks and textbooks and are able to use Microsoft Teams.
4. Should be online and follow their normal timetable on Microsoft Teams to enable teachers to teach keep structure to the day. This includes the Tutor Period on Tuesday and Friday.
5. Must complete all work.
6. Should ensure they communicate well with their teachers.
7. Must use Microsoft Teams or Email to communicate with their teachers and ask questions if they do not understand.
8. Pupils will need to know how to use Microsoft Teams. If invited to join a video conversation they must be suitably dressed, and in a shared space.
9. Normal lesson behaviour would be expected at all times even when learning remotely. No phones or eating during lessons.
10. Will be responsible for their behaviour and actions when using technology (Microsoft Teams, Email, Firefly etc.), this includes resources accessed and the language used.
11. Must not purposefully interfere with the online lesson resulting in any disruption.

Updated: 18th March 2020

12. Will not record or take photos of classmates or teachers during a face-to-face (video conferencing) session. If this is found to be the case, School sanctions will apply.
13. If invited to join a video conversation they must be suitably dressed, and in a shared space.

Parents
1. Should encourage and support their child's / children's work – including: finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
2. Should contact the subject teacher / tutor if there are any concerns.

Safeguarding

➢ This guidance document is supported by the Safeguarding Policy in place at Framlingham College.

➢ Specific additions to note: The usage of video teaching is governed by the responsible use policy for all members of our community.

➢ All lessons on Teams will be recorded.

➢ Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson meaning that the interaction in these lessons are between the teacher and the pupils alone.

➢ Size of groups for remote learning:

Video Sessions
➢ No one-to-one video session can happen without written consent from parents. This is for safeguarding reasons. The minimum group size for a video session is three.

Audio Sessions
➢ One-to-one audio sessions are fine.

➢ Staff registering for any software / platforms, must do so with their school email address.