Remote Teaching and Learning Policy
(Senior School)

Purpose

The purpose of this policy is to explain the School's approach and expectations if, for any reason, teaching and learning is unable to continue within the School's premises. The intention at all times is to minimise disruption and preserve the continuity of the education we offer.

Introduction

A rapid switch from our normal and in-person learning environment to a 100% online learning environment may be necessary in exceptional circumstances. It should be noted that such a switch is highly likely to cause stress and anxiety for pupils, parents and staff members. As a school we will ensure that we retain a focus on all pupils, recognising that those in Years 11 and 13 (who are preparing for public examinations) might require different support and provision to those pupils in Years 10 and 12 (who are part-way through public examination courses) and to those pupils in Years 7-9 (Key Stage 3). We also understand that working parents, including teaching and administrative staff, may be required to manage the logistics of supervising children either while working from home or while working elsewhere. All members of the Silcoates School community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online.

Contact

All staff must check their email before 08.10 each day from Monday to Friday, and pupils must join their Form Google Meeting for Registration by 08.35. Parents can contact the school as usual using the following channels and their enquiry will be directed accordingly. As a school we will remain in regular contact with staff, parents and pupils, with regular updates via Silcoates' Messaging on the status of the closure and online learning.

Reception: amandaobridge@silcoates.org.uk

Senior Absence: seniorabsence@silcoates.org.uk

IT Helpdesk: ITHelpdesk@silcoates.org.uk

Assistant Headteacher Teaching and Learning rionaredfearn@silcoates.org.uk

Deputy Head (Pastoral): christopherevans@silcoates.org.uk

Finance: finance@silcoates.org.uk

How will we deliver a Silcoates School education?

Lessons will continue according to the existing timetable, although timings will be adjusted to allow for breaks between lessons. As normal, it will include daily registration, assemblies and PE and Games.

What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to current class content and skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. Parents will not be placed in the role of teacher in the Senior School and are not expected to be involved any more than through providing children with a WiFi-enabled workspace that is quiet, safe and free from distractions. Pupils will be able to carry out the tasks assigned by teachers independently, including accessing the material. Teachers will continue to assess pupils' understanding in lessons as well as by written work, specifying where and when pupils will be expected to submit this work.

Lessons

Our online provision will mirror the normal on-site timetable. There will be an appropriate mix of online and offline tasks which will help to ensure that pupils are not in front of screens all day. Pupils in all classes will be able to ask questions and share ideas with teachers and other pupils via Google Meet lessons. Lessons and tasks will be carefully structured for pupils to scaffold learning for all and there will be regular opportunities to complete optional extension (and enrichment) tasks so that pupils who work more quickly feel they are being challenged. Flexibility and understanding will be shown to pupils who need more time to complete tasks, especially when working independently. Given the intensity of online learning, and being mindful of screen time, there will be a 10-minute break between each lesson. All pupils will receive regular feedback on work that they have been asked to submit. Feedback will take different forms, including whole class feedback, self-marking from answers provided by teachers and individual feedback.

Teachers

1. Teachers will set work following the direction of the Assistant headteacher Teaching and Learning
2. All year groups will follow the normal school timetable. A register will be taken by the teacher at the start of every lesson.
3. There is an expectation that, whenever possible, teachers will be online every lesson. Teachers will not necessarily be 'teaching' the entire lesson. It may be that they are present to supervise pupils learning, having outlined the purpose of the lesson at the start.
4. Tasks set within the lesson will also be placed on Firefly. Each task will include a clear and detailed outline, including a deadline and how long the task is expected to take.
5. Teachers may do this through the most appropriate software, such as PowerPoint.

6. Wherever possible, work set will reflect the normal curriculum objectives. It is understood that learning activities may differ from those normally undertaken in a classroom setting.

7. It is the pupil's responsibility to complete any work set. If they are unable to do so, they should communicate to their teacher why it has not been completed. Teachers are expected to send a message to parents (via Firefly) if a pupil is not regularly completing their work. They should also inform the Head of Key Stage 3 or Head of Key Stage 4 and Sixth Form.

8. Teachers should ensure that, by the end of the day, all pupil queries have been dealt with in an appropriate manner.

9. Teachers should take into account adaptations to remote learning for pupils on the SEND register and ensure that they are able to access the work at home and that there are appropriate expectations of the work they will produce.

Tutors

1. Tutors will take a register of their tutees every morning via Zoom.

2. Tutors will ensure the wellbeing of their tutees through regular contact, such as in tutor periods.

Faculty Leaders

1. Faculty Leaders (FLs) should have an overview of the work being set in their faculties.

2. They should regularly check in with their teams to ensure that teachers are consistent in their approaches and pick up on any potential concerns early on.

3. They should provide support to colleagues in their faculty to ensure that work is provided as required. This includes covering staff illness.

Heads of Section

1. Heads of Section should send a message to their section at the start and end of each week offering support.

2. They should be prepared to pick up on anyone who has not been regularly completing work.

Head of Learning Support

The Learning Support department will offer group sessions for pupils in all years, as well as maintaining communication with parents with any concerns. Any pupil struggling with organising their work at home (whether they are on the register or not) can be referred by the Form Tutor to the Learning Support department for advice.

1. The Head of Learning Support should be available, via email, to communicate with subject teachers, tutors and parents with any concerns.

2. They should encourage and support the needs of the pupils on the SEND register.

Parents

1. Parents should encourage and support their child's work, including finding an appropriate place to work.
2. If there are any concerns, parents should contact the Faculty Leader and/or the Head of Section (via email). Contact details can be found on Firefly Contact us.
3. If parents are unable to get a reply from a member of staff, they should email enquiries@silcoates.org.uk.

'Live Streaming'

'Live streaming' is incorporated into the programme of study to facilitate learning.

Safeguarding of staff and pupils remains the priority when using any form of technology. Sessions should not take place one-to-one without permission from a member of the SLT.

Teachers
1. Teachers should use Google Meet to carry out 'live' streaming.
2. Teachers hosting the session will remind students of the rules at the start of each session.
3. Teachers will remove pupils from the session if they fail to follow the rules. Any issues will be reported to the Deputy Head (Pastoral).

Pupils
1. Pupils are required to sign the ICT Code of Conduct. They will not be able to access 'live' streaming if they have not done so beforehand.
2. Pupils must treat all other users with respect and must follow the rules below. Pupils who fail to follow these rules will be removed from the streaming session and may be subject to disciplinary procedures in line with the School's Behaviour and Sanctions Policy.
3. Pupils taking part in any session will:
   - Wear clothing appropriate for a school day.
   - Follow the instructions of the teacher.
   - Use only a neutral background (or no background).
   - Not record the session.

Parents
1. Parents are required to sign the ICT Code of Conduct for each of their children. Their children will not be able to access 'live' streaming if they have not done so beforehand.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Reviewed by:	Mrs Redfearn Assistant Head (Teaching and Learning)		
Date of last review:	April 2023	Date of next review:	April 2024