

Remote Learning Policy Oak Heights 2021

Background:

This policy is to ensure the ongoing education of Oak Heights Schools pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness, epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. The school will continue to deliver timetabled academic lessons, pastoral support and co-curricular provision to pupils remotely, using a number of secure online platforms and delivery methods. Video and audio communication will be made via a school phone or through secure school systems such as zoom which is imbedded into our secure portal MySchool.

Remote Learning Lead: The school's Head Master Mr Dhillon and Academic co-ordinator Mr Rai are responsible for formulating and overseeing Oak Heights Remote Learning Policy written by Miss Daly. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the school's Head Master Mr Dhillon in the first instance on enquiries@oakheights.co.uk

Related Documents:

- Safeguarding Policy
- Online Safety Policy
- Staff Code of Conduct
- Curriculum, Teaching and Learning Policy
- Behaviour Policy
- Data Protection Policy, and Data Protection Notices

The purposes of this policy are threefold:

- To outline procedures and practice for pupils in self isolation, and who are otherwise fit and healthy, to continue with their academic programme;
- To outline procedures and practice for staff in self isolation, and who are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic programme;
- To outline procedures and practice for staff, pupils and their parents to continue with the academic programme if the school has to close due to advice from the Government and/or Public Health England or similar body.

January 2021 Signed:

Mr Dhillon – School Head -IT Manager, Mr Rai – Deputy Head – Academic Co-ordinator

Miss Josephine Daly - Assistant Head DSL & Exam Manager

Remote teaching and learning in case of enforced school closure or periods of pupil quarantine

If the school undergoes enforced temporary closure due to government and/or public health guidelines or where pupils are missing lessons due to Covid-19 related quarantine, the MySchool Portal will be the single hub for all Remote Learning interactions.

In both cases the following will apply:

Pupil expectations:

- You must be online on the **My School** Portal from 8:30am and throughout your school day. Your attendance will be monitored.
- To confirm your attendance during the class, you will need to let the teacher know you are present during the allocated lesson time using the discussion thread by stating "Here".
- The class teacher and specialists will lead sessions;
- In line with their expected timetable, pupils should visit their appropriate class thread throughout the day;
- The discussion thread is to confirm your attendance and for any questions related to the piece of class work you are completing.
- Any misuse of the discussion thread will result in immediate sanctions and transcripts will be sent to both the Head Teacher and your Parents.
- You must complete and submit your classwork by 7pm that day. Classwork that is submitted before the lesson begins will not be accepted.
- You must only SUBMIT your classwork once that class has begun on your timetable.
- Pupils should not record any online lesson content. Any pupil found to be capturing personal information in this way will be sanctioned according to the school's behaviour policy;
- Respect these rules and you should be able to really make some progress at home with your work.
- Discussion threads are for the purposes of academic questions and attendance ONLY;
- Work can be uploaded or directly done on the MySchool Portal
- Email support@oakheights.co.uk if you are experiencing issues with uploading your work. Forward work to this email address only in an event that you are unable to upload.
- If you are unwell, please get your parents to contact the school via enquiries@oakheights.co.uk
- Any students who do confirm their attendance and have not informed the school that day will be marked as TRUANT and we will be required to send it LB of Hounslow.
- Stay safe and hygienic!

Teacher expectations:

- It is recognised that where possible teachers will cover their normal timetabled lessons and may be teaching classes for most of the day;
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be saved within My School Portal
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via the Portal Chat.
- At the start of each lesson the teacher should set a clear behaviour expectation. A 'classroom standard' of behaviour is expected from all participants; You may attach a copy of the Student Rules
- As much as possible, teachers should follow the school's usual rewards and sanctions guidelines as detailed in the Behaviour Policy Appendix, and email Mr Dhillon s.dhillon@oakheights.co.uk or Miss Daly (DSL) j.daly@oakheights.co.uk if there are ongoing concerns;
- To book your Zoom lesson, please email s.dhillon@oakheights.co.uk to request a zoom class. Include the following information
 1. **Year group and subject (e.g. History 8)**
 2. **Date and Period (09/06 Period 3)**
 3. **Start Time (e.g. 11:20)**
 4. **Meeting Duration (15 Minutes, 30 Minutes, 45 Minutes or 1 Hour)**
- Once approved, you will receive a confirmation.
- The meeting will sync with your Zoom Desktop Client (or iPad app) and show up on upcoming meetings.
- Once approved, please ensure you create ASSIGNMENTS, enable discussion threads, enable attachments and remember to select the save button
- The instructions pertaining to your specific zoom class should be on this assignment i.e. how to access, The zoom link, duration, etc
- Please grade the students on their efforts and participation for their work.
- Don't panic if there are connectivity problems - just communicate this with Mr Dhillon on zoom chat.
- If pupils are not online during your lesson please update the registers and inform Mrs Ali through zoom chat.
- Please aim to start your meeting 5 minutes before to allow early comers to enter. To start your meeting, click the relevant meeting and press start meeting.
- As the Host of the meeting you have many controls. One of these is controlling who can enter the Zoom session from the waiting room. Please admit students from your class to the lesson.
- Give students an opportunity to explain if they are struggling online
- Listen to students and always follow up if kids aren't sounding like their usual selves- things could go be challenging in their personal life
- Be mindful that students may not always be in control of their surroundings and may occasionally struggle with noise / distraction
- Ensure you follow the Safeguarding policies and procedures .
- Once your session is over, you should End the Session for everyone. Please ensure you keep an eye on timings as online lessons should not run over 1 hour! Ideally aim for 45 minutes as your longest lessons.

Parent expectations:

- Parents should encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks;
- Submission of completed work and attendance in live lessons will be monitored in the normal way. The school will contact the parent if there is non-attendance of which the school has not received prior notification or missing submissions of work;
- If live audio and video feed is being used, it may not be appropriate for pupils to be accessing such sessions from their bedrooms;
- Parents are reminded that pupils should not be recording any online lesson content. They should remind pupils of this;
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone effecting participation in live lessons and the timing of assignment submissions;
- Where pupils or family members are ill, parents should inform the pupil's form tutor so that subject teachers can be informed;
- If there are any concerns, in the first instance parents should contact the pupil's teacher. The school's IT team will be providing technical back-up when necessary. They can be contacted on support@oakheights.co.uk or s.dhillon@oakheights.co.uk

'Live' online teaching sessions

- Academic subject areas may also arrange for teachers to deliver content in a 'live' manner (either by text or audio and/or visual means). There is no expectation on teachers to carry out live sessions, it will be their preference or not;
- Zoom & My School allows for resources to be shared, teachers to provide exposition, and pupils to ask questions in 'real-time'. Pupils will be provided with details of sessions, and will be expected to participate in them if they are asked and able to;
- Live sessions can be particularly helpful as they can facilitate contemporaneous communication, with pupils able to respond to teachers' questions (and ask them) via the conversation functionality in Teams and Meet;
- In a live session, there is no need for teachers or pupils to broadcast audio or video, as the text (conversation) function is adequate;
- Teachers who wish to use the audio/video functions must follow school safeguarding protocols. Teachers should have the option to record a live class so that if any issues were to arise, the video or audio could be reviewed;
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.

Remote teaching for staff who are in self isolation

- Teaching staff are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even, if they are not displaying symptoms;
- During any such period, the school will ensure that the lessons are covered in a similar way to any other planned absence, so no one need fall behind. This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned. If a member of staff is required to self-isolate, they are expected to:
 - Follow the normal guidelines for planned absence. They should plan resources and set cover work for another teacher, who may not be a subject specialist, to follow;
 - Where possible and appropriate, the member of staff should use Zoom Meetings on the My School Portal to provide live audio/visual aspects to the lesson.

4 Safeguarding

This guidance document is supported by the school's Safeguarding policy, Behaviour Policy, Online Safety Policy, GDPR Policy.

Specific additions to note: Parental involvement during 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 home learning. We are aware of the increased level of risk around one-to-one meetings with pupils. However, there are many reasons why they would be helpful and appropriate. If there are any safeguarding concerns raised by parents, pupils or staff, these are passed on to the school safeguarding team. The fact that this is all done via the portal ensures there is a record that the report took place.

The Head can join sessions at any time. Teachers should never suddenly ask pupils to change to another communication platform without contacting parents first. Teachers will never ask pupils to share their passwords. Any IT issues should be forwarded to IT Support Team.

Summary

The primary purpose of this policy is the continuity of education for pupils at Oak Heights School. By using existing secure school systems (Zoom, My School), this provision can be put into place quickly and pupils only need their existing login details of school email and password. If there are any concerns regarding the learning content being distributed, in the first instance parents should contact the pupil's teacher, or the safeguarding team for any specific safeguarding concern (please see the school's Safeguarding Policy for all contact details, internal and external). The school's IT team will be providing technical back-up when necessary. They can be contacted on support@oakheights.co.uk