

### **Remote Learning Plan January 2021**

This information is intended to provide clarity and transparency to students and parents or carers about what to expect from remote education when local or national restrictions require entire cohorts to remain at home.

#### **The Remote Curriculum: What is taught to pupils at home?**

- Our staff are committed to teaching the same curriculum to students at home as was planned for delivery in the classroom
- However, in some cases some slight adaptations have been made to ensure that topics being taught are conducive to a remote situation. For example, theory in Music would be prioritised over the practical elements of the planned curriculum to mitigate for the lack of access to instruments

#### **Remote teaching and study time each day:**

- The DfE outlines that students at Key Stage 3,4, and 5 should be engaged in 5 hours of learning a day
- This includes live learning (on Microsoft Teams) and any follow up activities which are set
- At KS3 and KS4 our students will attend 5 live lessons and complete any associated activities either within that time or as a follow up task. Additional homework will not be set and the lesson length will vary to ensure teachers and students have sufficient rest breaks.
- At KS5 our students will attend timetabled lessons on Teams and complete more independent follow up tasks to reflect the time they are allocated for *study* within the timetable
- All students will have an assembly with important messages every Wednesday at 08.45am

#### **Accessing remote education:**

- Live lessons will take place on Microsoft Teams and students can access them via their calendar or by accessing the relevant Team and selecting *Join Now*
- Associated activities may also be set on Satchel
- All students were provided with a reminder of logins in the Autumn term and trained to use the functions of MS Teams for the purposes of a lesson
- Where accessing live lessons is not possible, students will be set work on Satchel
- If students cannot access any of the online platforms teachers will create printed packs of work which will be sent home and can be returned to the school for feedback
- We will endeavour to support students who do not have access to a laptop, please contact the school for more information

#### **Remote teaching and learning:**

This section intends to provide clarity on the different ways in which your child may be taught during this period:

- Live teaching on Microsoft Teams
- Pre-recorded videos either by teaching staff or other appropriate online instruction
- Printed packs of resources
- Text books or other physical resources students may have at home

### **Student absence protocols**

- If your child is ill, you will still need to call the attendance line as normal. The number is 0208 946 4112 and choose option 2 or extension 1110. If they have tested positive for Covid-19 please ensure we are made aware and have the date of the test.

### **Staff absence**

- In the instance of staff being unable to meet their classes live; the meeting on Teams will be cancelled, a note will be left on Teams and resources will be set on Satchel for students to work through independently.

### **Student engagement & behaviour**

- At RPHS we expect all students who are well and have access to a laptop to attend all their lessons and registration on MS Teams
- We would appreciate the support of parents and families in trying to provide a suitable space at home for students to work and to encourage positive routines to support engagement
- Attendance will be monitored and parents will be sent an absence text informing them if their child is not engaging with our remote learning provision
- We have high expectations of behaviour in lessons and these can be seen in our Remote Learning Protocols – see appendix A

### **Feedback**

We recognise the importance of providing students with feedback in order for them to continue to make progress. The frequency of feedback will vary across subjects and Key Stages, however all students will receive feedback in some form between once and three times a half term for each subject they study.

- Online quizzes on Educake, Hegarty, MS Teams, Satchel
- Use of Microsoft Assignments
- Verbal feedback in Class Notebook
- Whole class feedback
- Recorded verbal feedback

### **Assessment**

- Students will continue to be assessed on the content they are studying remotely and will be expected to follow staff instructions to submit these tasks. Completion of this work will be used to monitor student performance and will be reported to parents in the normal formats.

### **Where individuals are self-isolating but the majority of their peers remain in school:**

- Students will be able to join lessons remotely, in most cases
- Students will be set work, reflecting the lessons they have missed, on Satchel. This will include references to instructional video clips where explanations are required
- This will apply to all subjects

### **Additional support for pupils with particular needs:**

We recognise that some students, for example students with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Teaching Assistants and Key Support Workers will attend lessons identified by the students on MS Teams
- Organisation of printed copies of work to be collected by parents if needed
- Weekly phone calls to parents of key students
- Weekly 1-1 meetings with key students
- Interventions where possible delivered online
- Therapies delivered on line in keeping with EHCP outcomes
- Individual modified timetable to allow for learning breaks and a reduction in work/lessons if required
- Ensuring teaching and feedback is accessible to all pupils with Special Educational Needs for example; using clear, literal and unambiguous language for those with autism, providing information in large print for those with a visual impairment, using the *open dyslexia* font which is installed onto all computers to support access to PPTs and worksheets for those with dyslexia

## **Appendix A**

### **Remote Learning Protocols for Live Lessons**

- Students should ensure their microphones are ***muted***
- Cameras should be ***off*** throughout the lesson
- Students should join the lesson a few minutes before the lesson begins where they will wait in the lobby to be admitted into the lesson
- Students should remain in the lesson until the teacher indicates they should leave
- Students should behave appropriately during lessons and actively participate
- Students should not make use of other electronic devices such as mobiles during a lesson
- Students who do not behave appropriately in online lessons will be removed and parents will be contacted
- Students should be well prepared for lessons, pens, calculators, relevant texts etc.
- Students must make use of Class Notebook and Assignments if they have access to a laptop
- Students must always use their own login information and not share passwords
- Students can ask questions via the *Chat* function during the lesson, but may need to wait for a reply
- Students should be aware that online lessons will be recorded