Remote Teaching and Learning

POLICY

Reviewed: January 21

Director: Adrian McGregor

This remote teaching and learning policy is to be used in the event of self-isolation and/or temporary school closure and/or pupils staying at home to protect themselves and their families during the Coronavirus Pandemic.

Policy Purpose:

- To outline procedures and practice for pupils in self isolation, and are otherwise fit and healthy, to continue with their academic program

- To outline procedures and practice for staff in self isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program

- To outline procedures and practice for staff, pupils and their parents to continue with the academic program if the School has to close due to advice from the Government and/or Public Health England or similar body.

Principles of Remote Teaching and Learning at FUEL.
Learning online should be just as personal, engaging and socially connected as learning in a classroom. Pupils and teachers can stay in touch and help each other using conversations; and can feel like they are meeting in person using live meetings. Teachers can track pupil progress in their daily work using Assignments, GCSE Pod and SAM Learning Tasks. No one needs to feel out of touch. Many pupils who learn online say they feel they have more of a voice, and they feel more connected to their teachers and peers than they did in the classroom. And, just like in a classroom, teachers can use the apps and functions of Teams to support how they work best.

Remote Learning System Managed by FUEL
As a school FUEL uses the Microsoft Office 365 Schools platform. We are currently increasing the number of functions that staff use to enable FUEL to run all remote learning and lessons through this platform.

For the academic year 2020-21 all lesson resources and pupil work tasks will be saved onto the class team so all pupils are able to access the work remotely during the year.

All pupils have their own individual log-in to Office 365, from this they can access their email (Outlook) and Online Office Documents (Word, PowerPoint), pupils have used these functions previously and routinely within school. Pupils will now be able to access the new Student Zone on SharePoint, specific subject Team's and Class Notebooks. They will be able to use these apps within Office 365 to look at

resources, chat to teachers, complete learning activities, complete assessments and take part in live lessons.

FUEL is going to run the majority of their online teaching and learning through Office 365 and Teams because it allows the school to control the options available for specific users or groups of users. FUEL are able to set who should be allowed to use private chat, private calling, meeting scheduling, content types that can be shared, and more to ensure pupils' safety during participation within our online learning. The FUEL Office 365 system is GDPR compliant and enables FUEL to safeguard all pupils. All data shared within the Office 365 system is protected and when live classrooms are used within Teams the data is encrypted and only invited guests, pupils and teachers can access the meeting or live lesson.

All pupils can access Student Zone through the Office 365 home page by clicking on the SharePoint App and then selecting Student Zone. Alternatively they can use the following link: https://fuelschool.sharepoint.com/sites/StudentZone

System settings for pupils using Team for live lessons include:
Messaging policy
- Delete sent messages set to 'off'
- Edit sent messages set to 'off'
- Giphy content rating set to 'strict'
- Translate messages set to 'on'
- Send urgent messages using priority notifications set to 'off'
- Remove users from group chats set to 'off'

Meeting policy
- Allow Meet now in channels set to 'off'
- Allow the Outlook add-in set to 'off'
- Allow channel meeting scheduling set to 'off'
- Allow scheduling of private meetings set to 'off'
- Allow Meet now in private meetings set to 'off'
- Allow screen changes set to 'off'
- Allow camera and microphone changes of other users set to 'off'

Live events policy
- Allow scheduling set to 'off'

Calling policy
- Make private calls set to 'off'

Teams policy
- Create private channels set to 'off'

FUEL also use SAM Learning; this is an online programme FUEL have used for a couple of years for GCSE and Functional Skills pupils to support them with targeted interventions. We have expanded the use of SAM Learning to all pupils at FUEL. Teachers set tasks which include learning videos, revision activities and mini quizzes to test knowledge. We have set SAM learning activities for a variety of subjects including English, Maths, Science,

Construction, Sport and Health and Social Care. Pupils all have their own individual log in, and teacher can track their progress and when learning activities are complete can set more tasks for pupils.

FUEL have also begun to use GCSE Pod as an online learning resource for 2020-21, all pupils studying GCSE's at FUEL will have a user log in assigned to them and staff will set both learning videos to introduce new topics, reinforce learning and quizzes to confirm knowledge. Pupils will all have their own individual log in and teachers can track their progress when learning activities and quizzes are complete, regularly setting tasks for all pupils.

1. Remote learning for pupils who are in self isolation whilst the school is still open

Pupils are required to self-isolate if they (or a member of their household) have been in an affected area and are displaying flu like symptoms (High Temperature and a New Persistent Cough), or if they have been to one of the designated affected areas according to Public Health England or if they have not been following the stay at home instructions and been meeting multiple people, even if they are not displaying symptoms. Pupils will be encouraged to book a Covid-19 test, a positive test result will result in a 10-day isolation period and a negative result will enable the pupil to return to school. Any pupil who does not receive a test will be required to isolate for 10 days.

In the event of full lockdown or local lock down pupils will also be required to stay at home if their parents are not key workers or they are not considered vulnerable.

During any such period, FUEL will make sure that education is provided remotely (online) so no-one need fall too far behind. FUEL will continue to have 'paper based' work from home packs ready to be sent out to pupils and where pupils have difficulty accessing the online resources from home can request further paper based work from home packs from either studenthelp@fueleducation.org.uk or parenthelp@fueleducation.org.uk.

This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

Pupil/Student expectations:
- Pupils should retain structure to their working day starting with log-in to Office 365 at 9.30am (email/student zone/ team/class notebook) or long-in to Sam Learning.
- Check Email for new updates and General Posts in their class Team to see the posts/resources for each subject

- Complete all set work and, if requested, to hand in work on your class notebook or on Teams.
- Use designated 'Subject Team Chat' to communicate with their teachers and ask questions if they do not understand/require help.
- Log in to scheduled live lessons in their subjects through Teams invites.
- Be aware that all live lessons are being recorded for safeguarding purposes.
- Alternatively, they may need to email the teacher as appropriate/if they are having difficulties using the designated studenthelp@fueleducation.org.uk email address.
- Pupils must sign off that they have completed set work as per teachers' instructions using the assignment 'submit' function.

Teacher expectations:

- It is recognised that teachers will have to cover work for their normal timetabled lessons and may be teaching classes or supervising class notebooks or team pages for most of the day.
- Set lessons will be scheduled either using Teams, lessons will be a maximum of 60 minutes and teachers will be expected to host the meeting and invite pupils to join the meeting.
- Ensure live lessons are hosted from an appropriate room, with them and their pupils appropriately dressed, and that appropriate language is used during the lesson.
- Record lessons and save to their shared one drive file.
- They should endeavour to find time whenever possible during lesson days to set work that covers the important core content.
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be shared with absent pupils. These can be shared with all pupils through Student Zone and also uploaded into individual class notebooks.
- It is recognised that some lessons are discussion based and it is more difficult for pupils at home to benefit from this kind of activity However, discussions can take place in the class Team page or chat page and also in the Collaborative workspace within the Class note-book.
- Teachers should set work on Sam Learning and GCSE Pod and check back in regularly to see who has completed which tasks, setting new learning tasks as required.

Parents expectations:

- 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.
- Contact the pupil's tutor if there are any concerns, this can be done using parenthelp@fueleducation.org.uk.

2. 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. Teaching staff who fall within the vulnerable persons category will also be required to self-isolate. During any such period, the School will ensure that the lessons are covered so no-one need fall behind. Teachers with symptoms will need to book a Covid-19 test to either confirm the infection resulting in at least 10 days of self-isolation or confirm no infection and return to work as soon as they are well.

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:

- plan resources and set electronic work for pupils and for other teachers to follow.

- mark work and give feedback remotely as per point 3 below.

- ensure they upload work to one drive

- ensure they respond to pupil emails

- where allocated – host live lessons using Teams at designated times for their subjects on a weekly basis.

- ensure live lessons are hosted from an appropriate room, with them and their pupils appropriately dressed, and that appropriate language is used during the lesson.

- record all live lessons using the record function on Teams and save all recorded lessons to their allocated shared One Drive file.

Members of staff are expected to save all work and any pupil data within Office 365 or other designated school data management systems including CPOMS and RM Integris. Staff should not save data or work directly onto their own PC/Laptop to ensure compliance with Data Protection legislation including GDPR and to ensure all pupils are safeguarded during remote teaching and learning.

Members of staff are expected to ensure their PC/Laptop being used for remote teaching and learning has up to date Anti-Virus Software and Anti-Spyware Software installed.

Members of staff are expected to ensure their PC/Laptop being used to remote teaching and learning has all operating systems updates installed.

Members of staff are expected to ensure their PC/Laptop being used to remote teaching and learning is password protected. (Strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters)

Members of staff are expected to ensure their PC/Laptop being used to remote teaching and learning will make sure the device locks if left inactive for a period of time.

Members of staff are expected to ensure their PC/Laptop being used to remote teaching and learning is either only used for this purpose or has a separate log in for the teacher and other users from their household.

3. Remote teaching and learning in case of enforced school closure.

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupils/Student expectations:
- Pupils should retain structure to their working day starting with log-in to Office 365 by 9.30am.
- Check Office 365 including Email, Teams and Student Zone to see the posts/resources for each lesson and work through tasks in a timely fashion.
- Complete all set work and hand in work through class notebook, teams, GCSE Pod and SAM Learning.

- Use designated Team and Class notebook pages to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours.
- They may need to email the teacher as appropriate/if they are having difficulties with the system, pupils should use studenthelp@fueleducation.org.uk to contact teachers.
- Pupils must sign off that they have completed set work as per teachers' instructions using the 'submit' function in class notebook
- Pupils may need to photograph work of a visual nature and use the class notebook to submit this to teachers.
- Log in to scheduled live lessons for their subjects, using Microsoft Teams.
- Deadlines must be met; the Senior Leadership Team will be informed if they are not.

Teachers and support teachers are expected to:
- Upload teaching materials/lessons to their one drive folder and curriculum leaders will then upload them to Student Zone
- Save all in school lesson resources to the Team's class resources section to enable remote learning.
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during set scheduled lessons to answer any questions pupils may have via Teams chat.
- It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Set tasks on Student Zone, Class notebook and teams that include lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback using Teams and Class Notebook with the same regularity they would have done if in school.
- Host scheduled live lessons using Teams for their subjects each week at designated times.
- Ensure live lessons are hosted from an appropriate room, with them and their pupils appropriately dressed, and that appropriate language is used during the lesson.
- Record all live lessons on Teams using this record function, saving all lesson recordings in their allocated One Drive shared file

- Make sure that all resources are available online including scanned pages of textbooks or arrange for teachers in school to scan in textbook pages as required.
- As much as possible, use the usual rewards and sanctions such as merits/demerits, and verbal praise/warnings.
- Report ongoing concerns to the SLT, to then be logged through CPOMS or shared with parents through parent hub and daily phone calls.

Curriculum Leaders are expected to:
- Fulfil expectations of a normal classroom teacher.
- Regularly check department pages and the work being set on One Drive, Teams and Class Notebook.
- Upload work to Student Zone.
- Regularly check in with their teachers and onto Team lessons to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to teachers to ensure that work is provided as required.
- Regularly check saved lesson recordings to check on consistency of lesson's delivered, identify potential concerns, ensure professional conduct is being maintained and to ensure Safeguarding principles are being met.

Parents are expected to:
- Encourage and support their children's work, including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that a timetable for the day is followed as much as possible with the aim to complete between 3 and 5 hours of learning each day.
- Encourage and support their children to access scheduled online lessons, from an appropriate room, with children dressed appropriately ensuring that appropriate language is being used by others in the household within the room during the lessons.
- Contact the tutor/school if there are any concerns using parenthelp@fueleducation.org.uk

Remote interactions

Where staff are interacting with pupils online, they will continue to follow our existing FUEL staff behaviour policy, code of conduct, social media and IT acceptable use policy.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in FUEL's safeguarding Policy and Covid19 addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too, we will also be sharing the CEOP link with all pupils via email and this is also posted on the FUEL website.

Further guidance on appropriate online tools

Available tools to enrich home learning which are recommended or approved by FUEL are:

- Video lessons using Zoom. If FUEL choses to use ZOOM due to technical issues with Teams, pupils will be emailed log in details to a private lesson with teachers, which will be password protected and there will be a waiting room which teachers have to use to add pupils to the lesson.
- School subscribed software and platforms e.g. SAM Learning, GCSE Pod, Times Table Rockstar and Office 365
- BBC Bitesize: https://www.bbc.co.uk/bitesize
- Corbett Maths: https://corbettmaths.com/
- Quizlet and Kahoot https://kahoot.com/
- Gojimo Revision App: http://www.gojimo.com/
- Reading Books: http://www.renlearn.co.uk/keep-reading
- Weekly Challenges: https://www.inspirationallearninggroup.co.uk/

As we expand our use of other online tools, we will email links to pupils and send them to all parents to parent hub.

Safeguarding

This guidance document is supported by the Safeguarding policy including the Safeguarding Addendum at FUEL.

Specific additions to note: 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 home learning. We are aware of the increased level of risk around one-to-one video meetings with pupils, however, there are many reasons why they would be helpful and appropriate. Where possible all online lessons will be a group setting, with two teachers logged in and all online lessons will be recorded. Where a

one-to-one video meeting is required, this will be done with SLT approval, will be recorded and will have another teacher invited to the meeting.

All pupils and staff should be wearing appropriate clothing during online lessons and online interactions.

Online lessons should be held and accessed from appropriate rooms within the home, video functions must not be used in bedrooms, and the screen should have the background image blurred out.

Staff registering for any software/platforms, must do so with their school email address and with permission from the SLT. Full instructions for Staff on the use of Zoom, Team and Class notebook will be available in a training section in the Staff Zone Team.

All live lessons will be scheduled within the Teams Calendar and linked to the appropriate class Team, individual pupils will be required to attend their set lessons. All live lessons will be on the Teams Calendar from the 7th January 2021.

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Policy Monitoring and Review

The policy will be monitored by the SLT monthly during the home learning being completed due to the Coronavirus Pandemic.

Recordings of live lessons will be spot checked weekly by the SLT during the home learning being completed due to the Coronavirus Pandemic.

Teachers work will be monitored on a weekly basis in relation to uploading of work, setting pupil work and providing marking and feedback to pupils.

This policy will be reviewed annually and in the relation to any significant changes resulting from new Covid-19 government policies for education by the Curriculum Manager.