
HOLYROOD

— ACADEMY —



Remote Teaching and Learning Policy

Policy Owner	J James - Assistant Headteacher
Formally endorsed by	SLT, September 2020
Next review date	January 2021

Policy statement:

In the event of an individual student or group of students needing to isolate and begin a programme of remote learning, Holyrood Academy will:

- Offer immediate and high quality remote education that reflects breadth and depth of the curriculum being taught in the classroom.
- Provide meaningful and ambitious work each day that follows the schedule of students' current timetables.
- Regularly assess students' progress through the combined use of knowledge recall quizzes and formal assignments.
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access. Where possible, the Academy will provide laptops to those students.
- Ensure support is in place for students with SEND to enable them to access remote learning.

Statement of Intent : Safeguarding and Wellbeing:

At Holyrood Academy we are committed to safeguarding our students. There is an expectation that everybody who works in the academy join us in creating a culture of vigilance. Adults in the academy take all welfare concerns seriously and encourage an open and transparent climate for students to talk about concerns and worries, knowing that they will be taken seriously and listened to.

We continue to take a whole school approach to safeguarding and child protection. This policy defines a child as anyone under the age of 18 years and applies to all members of staff, including permanent, temporary staff, volunteers, contractors and external service or activity providers.

We teach students about safeguarding, including online, through various teaching and learning opportunities, as part of a broad and balanced curriculum. We ensure that staff understand their responsibilities to provide a safe online environment for young people to learn in.

We aim to create a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual child. We recognise that the academy plays a significant part in the prevention of harm to our students and that creating an ethos of protection with good lines of communication is essential.

We will further support those children who may have heightened vulnerability within our school such as SEND children, those suffering peer-on peer abuse, and those vulnerable to radicalisation or exposed to extremist views.

This policy has been created to ensure that all our students are effectively safeguarded whilst they access online learning opportunities from their homes for the duration of their long distance and remote learning period.

Remote Teaching Provision

In the event of an individual student needing to access remote education due to a family member being diagnosed with COVID-19, the Academy will initially provide two weeks of work to cover the isolation period. The parent/carer should notify the Academy as soon as possible if the isolation period is likely to exceed two weeks.

<p>Students in:</p>	<p>Remote Learning Provision. It is the responsibility of subject departments to provide the materials needed.</p>
<p>Year 7, 8 and 9</p>	<ul style="list-style-type: none"> ● A Knowledge Organiser. ● A set of instructions from each subject detailing the tasks that need to be carried out. All tasks are based around the curriculum content being covered in the classroom. ● An exercise book to complete all tasks in. ● A quiz on Google Classroom for each subject will be available so that students and teachers can assess the effectiveness of the remote learning and students can receive immediate feedback. ● This pack is either available to be collected from reception or can be posted to a household on request.
<p>Year 10 and 11</p>	<ul style="list-style-type: none"> ● An individualised pack containing subject-based assignments for core and options subjects. All tasks are based around the curriculum content being covered in the classroom. ● All resources, including textbooks and Knowledge Organisers to complete the assignments. ● A quiz on Google Classroom for each subject will be available so that students and teachers can assess the effectiveness of the remote learning and students can receive immediate feedback. ● This pack is either available to be collected from reception or can be posted to a household on request. ● Students undertaking BTEC subjects and/or completing coursework units will continue to have 1:1 support with assignments via Google Classrooms.

Year 12 and 13	<ul style="list-style-type: none"> ● To complete deliberate practice work in the first instance. This has been set by subject teachers to ensure students are engaging with key concepts and elements of their courses. ● Lesson PowerPoints and resources to be made available on Google Classroom to enable the student to continue to access the curriculum. ● Assignments to be set via Google Classroom so that students can receive feedback.
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In the event of an entire bubble needing to isolate or of Academy closure, the Academy will provide a programme of online learning using the Google Classroom platform. In addition, Year 12 and 13 students will be provided with 'live' lessons via the 'Zoom' platform.

Students in:	Online Learning Provision. It is the responsibility of subject departments and individual teachers to provide online learning.
Year 7, 8 and 9	<ul style="list-style-type: none"> ● Online lessons will be provided via Google Classroom and will follow the programme set out on the students' current timetables. As they would in the classroom, students will be presented with curriculum content and will be expected to complete tasks designed to help them learn and apply this content. ● Teachers will set regular quizzes (at least one per four lessons) and post these on Google Classroom so as to assess students' engagement and progress. ● A formal assessment will be set at the end of each unit via Google Classroom and will be marked by the teacher.
Year 10 and 11	<ul style="list-style-type: none"> ● Online lessons will be provided via Google Classroom and will follow the programme set out on the students' current timetables. As they would in the classroom, students will be presented with curriculum content and will be expected to complete tasks designed to help them learn and apply this content. ● Teachers will ensure students are provided with high-quality explanations of key concepts via pre-recorded videos. ● Teachers will set regular quizzes (at least one per four lessons) and post these on Google Classroom to assess students' engagement and progress. ● A formal assessment will be set at the end of each unit via

	<p>Google Classroom. This will be marked by the teacher using the comments function on Google Classroom so that students can act on the feedback given.</p>
Year 12 and 13	<ul style="list-style-type: none"> ● Students will receive 'live' lessons via 'Zoom' to follow the programme set out on their current timetable. ● A formal assessment will be set at the end of each unit via Google Classroom. This will be marked by the teacher using the comments function on Google Classroom so that students can act on the feedback given.

Guidance and Acceptable Use of Google Classrooms and Zoom for Remote Learning

For students:

Google Classrooms can be accessed via RM Unify. This should be accessed through the Academy website and students will need to use the same login details they use for school computers.

With regards to contacting teachers to discuss the work set, students should:

- Use their gapps email account or the messaging function on Google Classroom.

In the event of a technical issue accessing Google Classrooms, students should:

- Email the IT helpdesk via HICTSupport@educ.somerset.gov.uk to ask for support e.g. login details.
- Email their teacher via their gapps account to notify them of the technical issue.

If a student is unable to access the IT equipment needed to complete online learning, students should:

- Notify their tutor via their gapps email account.

For staff:

In the instance of Teaching Staff delivering a lesson via Google Classroom they will observe the following procedures:

- Upload lessons by 8am in the morning of the timetabled lesson.
- Clearly label the lesson with the date and title of the session.
- Include high-quality video explanations of key concepts in KS4 and 5 lessons.
- Ensure the lesson content is accessible to all students, taking into account the needs of all students in that class.
- Ensure there is an opportunity to assess student understanding at least once every three lessons, this may be done using a Google Form quiz.
- Respond within 24 hours to student questions about the learning via their gapps email account or the messaging function on Google Classroom.

In the instance of Teaching Staff delivering 6th Form lesson through 'Zoom' they will observe the following procedures:

- 'Zoom' is the only permissible video platform for teaching live 6th Form online lessons.
- Online classes must consist of 2 or more students. If one to one learning is deemed necessary, the teacher should consult the DSL.
- Once an online lesson has been scheduled, teachers share the link via Google Classroom or their gapps email account.
- Teachers may have their camera on but should present themselves in a professional way, both in dress and manner.
- The broadcast should take place in a communal area of the home e.g. kitchen, living room or home office.
- Teachers should ensure that there is no personal data or sensitive information on show to the students and should ideally broadcast in front of a plain background.
- Student cameras must be turned off, although microphones may be turned on.
- For the purpose of accountability and maintaining a safeguarding overview, each remote lesson should be recorded so that should any issue arise, the lesson can be reviewed.
- Recordings should be safely stored on the school server and deleted from staff devices as soon as this has been done.

- Recordings will be retained by the school server for three years and will be deleted at the end of this retention period.

In the instance of Teaching Staff contacting students regarding online work they will observe the following procedures:

- Use their gapps email account or the messaging function on Google classroom when making online contact.
- Emails should be professional in tone and focus on educational matters.
- Withhold their number/block caller ID if contacting a student via telephone.
- Any concerns arising of a wellbeing, pastoral or safeguarding nature should be recorded on MyConcern.