

# Remote Learning Policy

St John's Catholic Comprehensive School



*Excellence for All  
Service to Others  
Inspired by Christ*

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<b>Approval:</b>	Full Governing Body Panel		

# Remote Learning Policy

## 1. Background

This policy is to ensure the ongoing education of St John's pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time, eg: due to extreme weather, power-loss, illness epidemic, 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.

## 2. Remote Learning Lead

The Associate Headteacher is responsible for formulating and overseeing St John's School's Remote Learning Policy. 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 Associate Headteacher in the first instance.

## 3. Preparing for Remote Learning

St John's will be proactive in ensuring that:

- Staff have access to Microsoft Teams for each of their classes
- Pupils within classes have access to the relevant Microsoft Teams
- Pupils will receive Teams refresher sessions (and specific Teams Meetings instructions) on an annual basis
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware of the arrangements in place for the continuity of education
- Provision will be made to supply pupils who do not have access to an IT device with a suitable one and data access where needed.

St John's should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable access at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams)
- That they have access to key resources not available online at home e.g. textbooks

- That they have access to a suitable device for home use and if this is not the case that they alert their line manager to the situation

#### **4. Continuity of Education in Event of a Closure**

St John's will make provision for remote contact with pupils on a daily basis in two forms:

- Pupils will have access to work that allows them to continue their learning while at home, using work set on Satchel:One (This will be initiated from the very first day of any school closure)
- Pupils will have the opportunity to access recorded lessons via Satchel:One or live lessons via MS Teams (This will be initiated by the 4<sup>th</sup> day of any school closure)
- In as far as it is possible, St John's will attempt to replicate the timetable that pupils follow throughout the course of a normal school day. In the event of extended closures, a bespoke timetable may be implemented. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with their Line Manager, who in turn will communicate with the Associate Headteacher if this is not possible. We are mindful of the challenges of operating in an unfamiliar environment in that:
  - online learning operates on a very different dynamic
  - some subjects and activities do not lend themselves well to remote learning

#### **5. Remote Learning Practice and Recommendations**

- Satchel:One and Microsoft Teams will be the sole hubs for all Remote Learning interactions.
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Parents/Carers will be informed of all Remote Learning sessions that their child has been invited to attend.
- Teachers must record each Teams Meeting for easy cloud access at a future date and time
- Teachers must not administer any 1-1 remote learning sessions without the express permission of the Headteacher and the relevant parent/carer.
- Teachers must ensure pupil cameras are disabled during any Remote Learning interaction by using the "Disable Cameras" feature. The only exception to this is if a Remote Learning interaction is being undertaken with a pupil and their parent/carer is present for the entire time the camera is enabled.
- Staff, wherever possible, will use microphone headsets to improve the quality of audio on the calls.
- We recommend that all pupils, wherever possible, wear headsets during calls to improve their listening experience and also engagement with remote learning sessions
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class

We are mindful that if remote working/learning is happening nationally, then there may be bandwidth restrictions across the UK internet backbone. In this event, dropping any Teams Meetings down to just audio might be necessary

- Classwork / Homework that is to be handed in online will be set through Satchel:One.

## **6. Information for parents**

Parents will be updated accordingly via the school's website and by bespoke email at the time of any school closure.

## **8 Safeguarding**

The school's pastoral staff will make weekly contact with all parents during an extended school closure (via telephone or email). In the case of our most vulnerable students, contact will be more frequent and reflect the individual circumstances (via telephone or email). Staff will continue to use CPOMS in the normal way.

## **7. Summary**

The primary purpose of this policy is the continuity of education for pupils at St John's. Using existing school systems (Microsoft Office 365 and, specifically, Microsoft Teams and Satchel:One) means this provision can be put into place quickly and pupils only need their existing login details of school email and password.