



# REMOTE LEARNING POLICY

## St John's Catholic Comprehensive School

### OUR MISSION STATEMENT

Excellence for All  
Service to Others  
Inspired by Christ

*This Policy was adopted by: L&D Committee*

*Date: October 2021*

*Next Review date October 2023*

*Policy owner: D Walton*

*Policy reviewer: M Barron*

## **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: 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.

*Please refer to the Remote Learning Procedure for detailed guidance.*

### **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 Mr Walton 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 Classes, and that these are set up
- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive Teams refresher sessions (and specific Teams Meetings instruction) in IT lessons at the beginning of each school year
- 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 in advance 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. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the relevant Year Leader 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 progress while at home, using work set on Satchel:One.
- Pupils will have the opportunity for face-to-face interaction with their class teacher on a daily basis.
- 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 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**

- Microsoft Teams will be the single hub 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)
- Teachers must record the Meeting for easy cloud access at a future date and time - particularly for those pupils who are overseas and whose time-zone prevents them from attending the live lesson
- 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 the Teams Meetings down to just audio might be necessary

- Classwork and prep that can be handed in online will be set through Teams or Satchel:One and marked online.

## **6. Information for parents**

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

## **8 Safeguarding**

The school's pastoral staff will make weekly phone contact with all students. In the case of our most vulnerable students, contact will be daily. Staff will continue to use My Concern 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.

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