

# Arts and Media School



Remote Learning  
2020 - 2021

# Remote Learning Policy

## Rationale

Arts and Media School is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Extensive remote learning would apply, particularly, in a situation in which the school is closed for an extended period of time e.g. outbreak of infectious disease, but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This would be if, following an infectious disease outbreak, learners are self isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners with unauthorised absences, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to keep their children from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

## Remote learning for individual students

Assuming an absence has been agreed with the school e.g. Fixed Term Exclusions or alternate provision, and the student in question is healthy enough to work from home, the school will provide work for students who are unable to attend in person. If this occurs for an individual student, the collation of work and communication with the parent will be coordinated by the student's head of year.

The student's subject teachers will use Google Classroom or subject specific platforms to make work available to the student. If there are any issues with the compilation of work, the Head of Year should contact the appropriate Head of Department for work.

Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent would be once per week. Work will only be provided to students in this way if there is an agreed absence between the school and parent.

## Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within AMSI. We would expect that there will be future benefits to putting these plans into place.

***AMSI will be proactive in ensuring that:***

- Staff have access to Google Apps for Education i.e. Classroom, Drive, Email, etc. and that these are set up.
- Staff have access to the platforms being used within their departments.
- Pupils within classes have access to the relevant Subject classrooms and their email addresses.
- Pupils will receive Google App refresher sessions (specifically Classroom) during Autumn term 1.
- Pupils will have their logins for any subject specific platforms being used e.g MathsWatch, Seneca, Educake.
- Staff are familiar with the main functions of Google Apps (specifically Classroom).
- Staff have the ability to host a Google Meets (video and/or audio) with their classes either from their classrooms or from home .
- Staff and students are aware of the main functions of their subject specific platforms.
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education.

***AMSI 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 devices at home and if not, supply them with a device during the closure period.
- Ensure that staff have online access and if not a dongle with data is provided.

***Staff should ensure that they:***

- Have received appropriate training through a series of videos and weekly 'Staff Bulletin Tips' as well as bespoke training where necessary.
- That their computer-based teaching resources are available outside of the school Google Drive.
- 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 their line manager or Mr A Naidoo to the situation in a timely manner.

**Continuity of Education in Event of a Closure**

*AMSI will make provision for remote contact with pupils by:*

- Pupils will have access to work that allows them to continue progress while at home.
- Teachers will provide 'live' lessons through Google Meet for part of or all of each lesson. Where this is not possible or advantageous staff will post supporting videos.
- Teachers will ensure that they are mindful of safeguarding concerns and will follow live lesson protocols.

As far as is possible AMSI will replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Head of Teaching and Learning if this is not possible.

Students will be expected to join the live stream of lessons where available and to complete the work during the timetabled lesson to allow for timely feedback.

### Students Self Isolating

Students will be issued with the Independent Learning Booklet which is organised by tasks. Students should complete the work by one task a week and revise the content from previous weeks. Teachers will be informed of the absence so that work can be posted onto Google Classroom and subject specific platforms. Where possible and appropriate, the school will provide a link to access the lesson through Google Meet.

Students that do not have access to a device or the internet will be issued with a Chromebook and dongle if no internet access is available on the basis that they have informed us of this.

### Remote Education support for students

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the DfE expects schools to have capacity to offer immediate remote education.

Planning		
<ul style="list-style-type: none"> <li>• Students log details fall active and known by students as well as being saved in a central area.</li> <li>• Google form sent to students for them to confirm that they know all of their login details for all sites in all subjects.</li> <li>• Access to the internet and device information stored centrally.</li> <li>• Opportunities for live lessons or video tutorials as well as intervention sessions will be embedded into the standard delivery.</li> </ul>		
Tier	Immediate Actions	Remote Learning
<b>Tier 1:</b> School is fully open. ( <i>Some students may be self-isolating due to symptoms or shielding</i> )  <b>All staff in school</b>	1) Distribute Independent Learning Booklets to students who are self isolating. 2) Teachers must check the daily email from DHT(DMc) with respect to students who are shielding or self isolating. 3) IT resources Audit for all students and staff	Teachers to ensure that work for each lesson is posted on Google Classroom for students on the shielding or self isolating list. Where possible, teachers should provide a Google Meet link for the students to join the lesson at the point of delivery.(This process is still being tested in school)  Work for the week ahead as well as links to external sites such as Oak Academy as posted on Google Classroom to support students with their independent learning.
<b>Tier 2:</b> Rota System ( <i>KS4 in school one week and KS3 in school the next week. Vulnerable students and children of critical</i> )	1) Distribute Independent Learning Booklets to all students. 2) HOY to distribute devices to	Teaching as per timetable.  Teachers will live stream from school for at least part of each lesson and

<p><i>workers (VCW students) will be in school all of the time)</i></p> <p><b>All staff in school</b></p>	<p>students without access.</p> <p>3) Staff to collect devices from ANA to deliver lessons at school or at home.</p>	<p>provide online work to be completed during the lessons. VCW students will go to their normal class and follow their normal timetable.</p> <p>If teachers are self isolating and are well they will deliver remotely as per their timetable. The expectation is that they will be available during the normal school day.</p>
<p><b>Tier 3:</b> On-site attendance limited to vulnerable children, children of critical workers and selected year groups. <i>(The DfE will confirm which year groups should be prioritised)</i></p> <p><b>All staff in school</b></p>	<p>1) Distribute Independent Learning Booklets to all students.</p> <p>2) HOY to distribute devices to students without access.</p> <p>3) Staff to collect devices from ANA to deliver lessons at school or at home.</p>	<p>Teachers will deliver remote lessons on site.</p> <p>If teachers are self isolating and are well they will deliver remotely as per their timetable. The expectation is that they will be available during the normal school day.</p>
<p><b>Tier 4:</b> Attendance limited to vulnerable children and the children of critical workers.</p> <p><b>Staff off site unless on the Staff on rota</b></p>	<p>1) Distribute Independent Learning Booklets.</p> <p>2) HOY to distribute devices to students without access.</p> <p>3) Staff to collect devices from ANA to deliver lessons at school or at home.</p>	<p>Teachers will deliver remotely from home as per the normal timetable and be available during the normal school day.</p> <p>Lessons will consist of some live content as well as videos and assignments.</p> <p>SEND students will have additional support from the SEN department.</p>

## Student protocol

1. Students should retain the structure to their working day starting with a Google Form by 8.30am for KS3 and 9.25 for KS4. They must join the Registration period through their Google Meet code.
2. Students must log on each day and complete the work set following their normal timetable. When they have finished the work, it should be submitted via Google Classroom or the learning platform being used for the lesson.
3. Students must communicate with their teacher if they are having difficulties with accessing the work.
4. If a student needs support, they should contact their teacher through Google Classroom or via email (48 hour window for response).
5. All communication with teachers must be polite and respectful.

## Staff Protocol

1. The form tutor will have a Google Meet session for registration and assemblies will be delivered in the same way.
2. During Tier 1 and 2, teachers must post an announcement work for the week ahead.
3. Teachers post online work according to the timetable.
4. Work must be posted as an Assignment on Google Classroom.
5. Any electronic resources used in the lesson, including work sheets or Slides used, should be shared with absent students. 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. Alternative tasks can be set by the teacher if time allows.
6. Use the following naming convention for your assignments - **Subject/Date/Topic\***
7. For the **duration of the lockdown or closure** please set the **due date as the day set** so that it appears on the students' dashboards and calendar.
8. Announcements and supporting documents can be made throughout the week, but there should not be any new online assignments posted that are outside of the timetabled lessons.\*\*
9. Work posted should relate to the current week; you may set one piece that extends beyond the lesson so this could be broken down in Part 1, Part 2 etc or whatever is appropriate.
10. Any live lessons should have safeguarding in mind.
11. If you have concerns about students not completing work, these should be logged onto the central [Student Concerns and Remote Learning](#) sheet. It is also an expectation that you inform your LM and HOY.
12. If you have any safeguarding concerns, they must be logged onto MyConcern.
13. Students are given timely and appropriate feedback on the work that is submitted. This must take your workload into account so should be planned appropriately.

\* as with emails, this can be scheduled in advance. See [video](#) for support.

\*\* Assignments/posts can be shared to multiple classrooms at the same time please see the [video](#).

### **Heads of Years are expected to:**

- Supervise the vulnerable students attending school in the event of a school closure.
- Make phone calls home to parents of students in their Year groups to ensure that there are no issues with remote learning and to check on their well-being.
- Report any concerns to the DSL or subject teachers/ Heads of Department as necessary.
- Make follow up phone calls if teaching staff raise a concern of non-engagement with a particular child and support the remote learning system.
- Distribute Chromebooks to students who do not have a device, if a student is being sent home.

### **Heads of Department are expected to:**

- Monitor the work being set on Google Classroom by staff.
- Regularly check in on teams to establish their wellbeing.

- Regularly check in with their teams to ensure that staff are consistent with the school approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.

### **The Learning Support Teams are expected to:**

- Connect with parents and/or students who receive one-to-one SEN support, during their usual allocated time, to check how they are coping with the home learning.
- The SENCO will coordinate the SEN teachers to reach out to students/staff and provide guidance/feedback as necessary.

### **Staff Self Isolating or Shielding** - displaying no symptoms

During the time that you are self isolating, there are some expectations around teaching and learning which are outlined in the remote learning policy.

The expectation is that staff post lessons via google classroom according to their timetable. Where live lessons are possible they will be delivered with a cover teacher present in the classroom. Teachers may create videos to support the teaching and learning using a platform such as Loom or Google Meet.

### **Live Lesson Guidance**

#### ***Teacher protocol:***

#### ***Tier 1 and Tier 2 (When students are on site due to Vulnerable or Children of Key Workers)***

When delivering a live lesson to students are self isolating while the other students are in school:

- Set up a Google Meet code for each class that you teach; this will be used for all sessions. This can be done through the calendar for each of your classes and be repeated until the end of the academic year.
- Ensure that you have a spare chrome book to display the chat.
- Load any necessary documents for the lesson in advance of sharing the screen.
- Ensure that any necessary worksheets have been shared with the students in advance on Google Classroom.
- Inform all students that you will be recording the screen and sound for the lesson.
- Ensure that SIMS is completed and closed before sharing your screen.
- The camera should be switched off and the screen only shared. An exception may be when a physical demonstration is necessary. If you do need to use your camera at any point you must ensure that it is facing away from the students.
- Have a separate device to monitor the chat facility. Ideally, ask a student to log on to the classroom on a chromebook so they can be the chat facilitator.
- Teachers must mute all students prior to delivery. They can be unmuted at your discretion when it is appropriate for teaching and learning.
- Record the session. This will be uploaded to a folder in your drive called Meet Recordings.
- Post the recorded session on Google Classroom.

### Tier 3 and 4

- Announce the session using: Create assignment on Classroom.
- Follow regular syntaxes as per policy in Title: Subject, Due Date, Title (Spanish - Friday, 26 June: Live Session Tenses).
- Add description as necessary.
- Establish the point value as unmarked.
- Add Link for the Google Meet (the link is automatically created by your Google Classroom)
- Ensure you are taking all safeguarding protocols into consideration.
- Teachers can have their camera off for the duration of the lesson, but must share their screen and sound.
- Teachers must mute all students prior to delivery. They can be unmuted at your discretion when it is appropriate for teaching and learning.
- Ensure that you have a spare chrome book to display the chat.
- The chat facility must be monitored throughout the lesson for questions. If you have a student in the classroom ask them to log on to a chrome book and then the classroom so they can be the chat facilitator.
- Record the session.
- Post the recorded session on Google Classroom.

#### ***Student Protocol:***

***This is a guide to our protocols for AUDIO and AUDIO/VIDEO live lessons. It is essential that every student follows the protocols set out.***

- Students must only join using their school account through google classroom.
- Students must only join the class once the teacher has announced it live on the google classroom stream.
- Students must ensure that their cameras are turned off.
- Students must mute their microphones unless asked to unmute by the teacher.
- If students have a question, they can write 'question' or type the question into the comment box.
- All comments made by students must be focused on the work and be relevant to the lesson being taught.
- Teachers can see the comments so students must write in an appropriate way at all times i.e. use academic English at all times.
- Remove any other distractions in the room e.g. music, television, other devices.
- At no point, should students take any form of recording or photo of the session. If it is found that this has happened, it will immediately be referred to the behaviour team and students will face serious sanctions in line with our behaviour policy.



## ***Behaviour System to Support these Protocols:***

*Any students who don't follow our protocols will be subject to one or more of the following sanctions:*

- The student(s) in question will be muted in the classroom by the teacher.
- The student(s) in question will be removed from the classroom by the teacher. The HOD/HOY will be notified via the behavioural referral system and we will also contact home.
- If necessary, the lesson will be stopped and closed.
- Sanctions will follow the school's behaviour policy.
- All lessons are recorded and saved by the school in line with our data protection policy which is available to parents, carers and children.

## **Students without Device or Internet Access**

- Students without access will be loaned a device from school. A list of students without access will be compiled and shared with staff.
- Devices to be picked up from Mr A Naidoo in case of school closure.
- HOY will help facilitate this process.
- List of students will be available on the shared drive.

## **If students are unable to get a Device or Internet Access**

- Students will follow the published timetable of work using the paper resources that have been collected before being dismissed from school or work posted home.
- Students should keep a record of any concerns to follow up in their Student Diaries.
- Staff will contact students without access each week to see how they are progressing with their learning. Any concerns will be passed on to the relevant Head of Faculty.

## **Expectations for Parents/Carers**

- 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/teacher if there are any concerns.
- Use the guides for how to access Google Apps (GMail, Classroom, etc.) on the school website

## **Summary**

The primary purpose of this policy is the continuity of education for pupils at Arts and Media School. We will use existing school systems (Google, Maths Watch, EDucake specifically, Classrooms) meaning that provision can be put into place quickly and pupils only need their existing login details of school email and password. We have considered all of the tiers of opening in accordance with the DfE guidelines and will adapt our processes as necessary to ensure the best possible outcomes for all of our students.