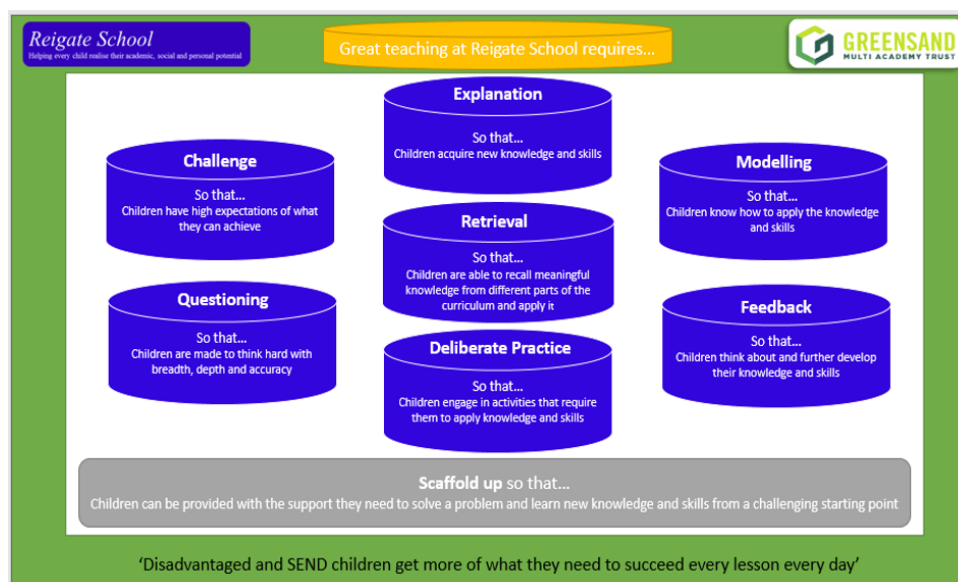


# Reigate School

## Remote Education Policy

### Teaching and Learning Principles

Teaching and Learning at Reigate School is underpinned by eight pedagogical principles that have been identified as being pivotal in establishing great teaching and has the highest impact on all children's progress, especially disadvantaged and SEND children. The eight principles are not a tick list, nor are they expected to be seen in every lesson. They are a set of active ingredients which the best teachers use to get the best outcomes out of children, every lesson, every day. The principles are designed to be a common language that underpins great teaching and learning at Reigate School. Whether in the classroom or through remote learning, the eight principles remain at the core of what is taught to Reigate School children.



### **Definition of Remote Learning**

Refers to a situation where there is full lockdown and the school is closed to most. Teachers and children are working remotely and for some, it is not possible to maintain the usual school timetable.

### **Definition of Live Streaming**

Refers to a situation where a child/teacher/group is self-isolating. Normal timetabled lessons are taking place at school and the child or teacher joins via Microsoft Teams.

### **Remote Education Aims**

The Reigate School Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all children (including disadvantaged and SEND) who are not in school through the use of quality online and offline resources
- Provide clear expectations for all members of the school community with regards to the delivery of high quality interactive remote learning
- Provide continuous delivery of the school curriculum, as well as supporting the motivation, health and well-being of children, parents and school staff
- Support effective communication between the school and families and support attendance upon return

### **Who is this policy applicable to?**

- A child who is absent because they (or someone in their household) are awaiting test results for COVID-19 and the household is required to self-isolate. The rest of their school bubble is attending school and being taught as normal.
- A member of staff who is absent because they (or someone in their household) are awaiting test results for COVID-19 and the household is required to self-isolate.

- A child whose year group is not permitted to attend school because they, or another member of their bubble, have tested positive for COVID-19.
- The whole school is closed because of COVID-19, except for vulnerable and keyworker children (as defined by government guidance).

### **Platforms to deliver Live Streaming and Remote Learning**

Resources required to deliver the Remote Education Plan include:

- Show My Homework – remote learning will be set through this online platform.
- Microsoft Teams - live lessons will be delivered via this app.
- Loom and PowerPoint Audio - recorded teacher instruction available through these platforms.
- Online resources such as:
  - Hegarty Maths
  - Educake
  - Vocab Express
  - Bedrock
  - Tassimo
  - Quizlet

### **Home-School Partnership Agreement**

Reigate School is committed to working in close partnership with families. We recognise each family is unique and, because of this, remote learning will look different for each family in order to meet individual needs. Reigate School will provide information for children, parents and carers to support remote learning and how to use the online platforms effectively. This information will be provided on the school website in the Remote Learning page. Where possible, it is beneficial for young people to maintain a regular and familiar routine. The school will set learning and contact in a way that encourages a daily structure. During any period of remote learning children are to follow their school timetable and complete work when they would have the corresponding lesson in that day.

A copy of their timetable can be found on Show My Homework. We would encourage parents and carers to support their children's learning by:

- Providing a quiet space for them to work
- Supporting with accessing online resources
- Encouraging children to do their best
- Ensuring that children stay safe online
- Making the school aware if their child is sick or otherwise cannot complete work. Parents will need to give details about the child's symptoms.

Every effort will be made by staff to ensure that learning is set promptly. If parents have any problems accessing the learning, they should contact the school immediately.

We request that parents, carers or any other members of the household are not present during Live Lessons. This is to support independent learning and the smooth running of the session.

#### **REIGATE SCHOOL REMOTE LEARNING PLAN – OCTOBER 2020**

<b><u>Scenario</u></b>	<b><u>Purpose</u></b>	<b><u>Action</u></b>
1.Child (or a member of the household) is ill with COVID-19 symptoms and awaiting test results.  If positive result, go on to Step 2. If negative result, the child can return to school.	<ul style="list-style-type: none"> <li>• To support routines for children's mental health and wellbeing</li> <li>• To teach a planned and well-sequenced curriculum so that children can access the school provision.</li> </ul>	<ul style="list-style-type: none"> <li>• If the child is too unwell to work, there will be no expectation that work is completed.</li> <li>• If the child is awaiting a test but feels well, they can access the school lesson via live streaming in Microsoft Teams.</li> <li>• Children can communicate with the teacher via Teams chat.</li> <li>• Class work will be submitted upon the child's return to school. Teachers may ask for the class work to be submitted via Show My Homework before they return to school.</li> <li>• If the child is well enough to work, the expectation is that homework is completed and submitted via Show My Homework .</li> </ul>

2. Child is self-isolating for 14 days (e.g. the child or another member of the household has had a positive test, or you have been contacted by Test and Trace and advised to isolate).	<ul style="list-style-type: none"> <li>To maintain contact and relationship with the class teacher.</li> <li>To ensure that current learning is supported to minimise need for catch-up on return to school.</li> <li>To support routines for children's mental health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>If the child is too unwell to work, there will be no expectation that work is completed on the days they are unwell.</li> <li>Initial tutor contact with parents/carers is made to check that the child has access to the online provision; if not, the school will endeavour to assist.</li> <li>If the child does not have the adequate technology at home to support live streaming, a laptop will be sent home.</li> <li>The child will access all lessons via live streaming on Teams and will complete all homework set via Show My Homework.</li> </ul>
3. Whole bubble closed because of a positive COVID-19 test result.	<ul style="list-style-type: none"> <li>To maintain current learning and consistency of approach for all children</li> <li>To maintain contact with teachers</li> <li>To support routines for children's mental health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Parents who have no access to an online device should contact the school who will endeavour to assist.</li> <li>Tutor time will be live streamed at designated tutor time, following the tutor time schedule.</li> <li>Children will follow the normal timetable through live streaming.</li> <li>Teacher will plan and deliver lessons as per normal school timetable. Teachers will set a classwork task on Show My Homework in the event that work from the self-isolating child needs to be submitted.</li> <li>Teachers will give feedback on work submitted as per each department's marking guidance.</li> <li>Homework will continue to be set as per each department's homework guidance.</li> </ul>
4. Whole school closed except for vulnerable/keyworker children as defined by government guidance (this will be strictly adhered to)	<ul style="list-style-type: none"> <li>To maintain current learning and consistency of approach for all children</li> <li>To maintain contact with teachers</li> <li>To support routines for children's mental health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Parents/carers who have no access to an online device should contact the school who will endeavour to assist.</li> <li>Teachers set work for all the classes they teach on Show My Homework with work to be completed on timetabled days.</li> <li>Teachers will ensure that all work set: <ul style="list-style-type: none"> <li>- will take an hour to work through.</li> <li>- is appropriate and provides engagement and challenge for the children.</li> <li>- includes elements of instruction or explanation delivered using a variety of stimulus, such as audio files on PowerPoint or Loom lessons to explain key concepts.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- allows children the opportunity to deliberately practice through a range of activities. You should also include modelling, scaffolding and worked examples of what a good answer looks like to support this deliberate practice.</li> <li>- offers feedback on selected pieces of work.</li> <li>- is scaffolded for SEND children.</li> <li>• Teachers will ensure that they hold a live lesson once every 4 lessons per class group. This can be to:             <ul style="list-style-type: none"> <li>- Explain a difficult concept</li> <li>- Assess children's understanding through retrieval</li> <li>- Hold a question and answers session on work previously completed</li> </ul> </li> <li>• Teachers will make regular contact with the children via Show My Homework on the days they are timetabled to have lessons with them.</li> <li>• If teachers are setting project work or longer pieces of work, each lesson must be individually broken down and set and completed on the day of the timetabled lesson. For example, if they have created a project or longer piece of work that takes 3 hours to complete then they need to break that piece of work into 3 individual one hour lessons. These lessons should appear on Show My Homework as individual blocks on a child's calendar which will make it clear to see what is required to be completed that day.</li> <li>• Completed work or sections of work will be submitted by children via Show My Homework on the due date set by the teacher. The submission could be at the end of a piece of work or during a series of mini lessons to assess progress of that piece of work.</li> <li>• Teachers will give feedback on work submitted as per each department's marking guidance.</li> <li>• Tutor time will consist of 2 live tutor times per week; 1 pre-recorded assembly and 2 other tutor time tasks prepared by the tutor or Head of Year.</li> </ul>
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5. Staff ill and unable to work due to ill health.	<ul style="list-style-type: none"> <li>To maintain current learning and consistency of approach for all children</li> </ul>	<ul style="list-style-type: none"> <li>The normal cover scenario for children will take place, with work provided to a cover teacher who will facilitate the delivery and completion of that work by children in lesson.</li> <li>Children who are self-isolating will have access to work via the Remote Learning tab on the Reigate School website. These tasks are linked to the work taking place in lessons.</li> </ul>
6. Staff isolating but well	<ul style="list-style-type: none"> <li>To maintain current learning and consistency of approach for all children</li> <li>To maintain contact with teachers</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will deliver live lessons where possible. A cover teacher will set up live streaming to the children in the lesson and will monitor and feed back to teacher on behaviour and effort.</li> <li>Where live streaming is not possible due to personal circumstances, teachers will adhere to remote learning protocols, ensuring that there is an element of audio teacher instruction in every lesson.</li> <li>Homework will continue to be set as per individual department homework guidance.</li> <li>Teachers will give feedback on work submitted as per each department's marking guidance.</li> </ul>

## **Roles and Responsibilities**

### **Teachers**

Teachers may be required to be in school according to their usual working hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. If a teacher is isolating or caring for a dependent who is isolating, they will be expected to work from home and deliver remote learning.

### **Children**

Children are expected to:

- Complete all set work to the best of their ability

- Complete work to the deadline set by teachers
- Seek help, if they need it, from teachers
- Alert teachers if they are not able to complete work

### **Remote Learning - Accessing of Work by Children**

- Children should access remote learning by using Show My Homework on a tablet or on any laptop/computer using the internet. Show My Homework can also be accessed on the SatchelOne app on their phone.
- They will be set work by their teachers which they must complete on the days they would have had that lesson. Each piece of work should take no longer than 1 hour in duration.
- Some of the work set will be completed over a number of lessons, with their teacher breaking down what they have to do in each lesson.
- Children should use the **Calendar** to view their work not the **Homework List**. The Homework list is confusing as it only shows the due date and this can sometimes lead to children missing work or ending up with a lot on one day. **Please be aware that calendar mode is not visible on their phone.**
- Children can contact their teacher at any time through the comment section on the Show My Homework platform. Please allow 24 hours for teachers to respond to any queries.

### **Live Lessons**

To access live lessons through Microsoft Teams children must:

- Download “Microsoft Teams” or use the link to office365: <https://www.office.com/>
- Log in using the following combination: Reigate School student login + @reigate-school.surrey.sch.uk e.g. ([smithj@reigate-school.surrey.sch.uk](mailto:smithj@reigate-school.surrey.sch.uk))



- Use their Reigate School computer password that they use to log onto the school computers
- Click on their calendar. The lesson will appear at the timetabled time. Children should click “Join” to enter the lesson.

When attending live lessons children must:

1. Login at the correct time
2. Be in a quiet space of the house to access the lesson, with a neutral background and with enough space to take notes as well as look at their phone, computer or laptop
3. Inform the teacher if there is a reason they cannot join using video or audio
4. Complete all work set to the best of their ability
5. Behave in an appropriate way in accordance with the school behaviour policies.

### **Submitting of work**

- When children have completed work, they should submit their work via Show My Homework.
- This can be done very simply as an attachment.
- Simply click Submit Work, then “Add Attachment”, then find the file and attach.
- If they are having problems with submitting work, children should contact their teacher and let them know.
- There are other ways to submit work which their teacher can advise them on if they cannot do this through Show My Homework.
- Work completed in Live Lessons while children are self-isolating can be submitted upon return to school after the 14-day isolation period, unless the teacher asks for the work to be submitted earlier via Show My Homework.

For further guidance and support with Show My Homework is on the Remote Learning page of the website.

### **Remote Learning Quality Assurance Protocols**

There is a requirement to implement Quality Assurance protocols that will allow Heads of Department and the Senior Leadership Team to monitor and develop the remote learning process. The Quality Assurance protocols will ensure that the work being set is consistently measured against the three indicators below over a two-week cycle:

- Consistency of setting of work
- Quality of work provided
- Amount of work provided (in relation to time given to complete work)

There will be two parts to the protocols:

- Quality Assurance of individual teacher/department set work (led by Head of Department and Senior Leadership Line Manager)
- Quality Assurance of work set for individual children (Senior Leadership Team)

#### **Quality Assurance of individual teacher/department set work**

- Every two weeks Heads of Department will quality assure the work set on Show My Homework by analysing the lessons that teachers set.
- Heads of Department need to thoroughly evaluate the following:
  - Consistency of setting of work
  - Quality of work provided
  - Amount of work provided (in relation to time given to complete work)
- Heads of Department & Senior Leadership Line Managers will communicate fortnightly via email, Teams or phone to discuss the data.
- Heads of Department & Senior Leadership Line Managers will agree action points to be communicated by email to departments.

- Head of Department will send a fortnightly email to department highlighting what has gone well over the last two weeks and what needs improving.
- Senior Leadership Line Managers will give feedback to Assistant Headteacher with responsibility for Remote Learning Quality Assurance on challenges and successes from their departments.
- If individual teachers are identified as not consistently complying with the policy, then support will be given by Head of Department in the first instance. Further intervention can be applied if progress is not made by Senior Leadership Line Manager and Head of School.

#### **Quality Assurance of work set for individual children**

- Member of Senior Leadership with responsibility for Remote Learning Quality Assurance will quality assure a random sample of children's work from different children across Years 7-11 every two weeks against the following criteria:
  - Consistency of setting of work
  - Quality of work provided
  - Amount of work provided (in relation to time given to complete work)
- The sample will be generated from a central list of children and from the sample, 5 children will be selected to have their work quality assured across all subjects.
- If individual teachers are identified as not consistently complying with the policy, then support will be given by Head of Department in the first instance. Further intervention can be applied if progress is not made by Senior Leadership Line Manager and Head of School.

#### **Remote Learning Online Safety**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection and Safeguarding Policy and, where appropriate, referrals should still be made to children's social care and, as required, the police. Reigate School staff are only permitted to use the online learning tools and systems for which the school hold licenses, such as Show My Homework and Microsoft Teams. These online learning tools and systems comply with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering live lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing.
- Any computers used by staff should be in appropriate areas with a neutral background or the background should be blurred.
- Please see the school's Child Protection & Safeguarding Policy with respect to raising any concerns; COVID-19 Addendum to Child Protection & Safeguarding Policy for Reigate School (approved June 2020).
- Live classes should be kept to a maximum length of 1 hour, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate from both staff and children.
- Staff must only use platforms approved by Reigate School to communicate with pupils.
- Staff should record the length, time, date and attendance of any sessions held. The school are currently considering the amount of time that staff should retain these records.

All staff at Reigate School will be reminded of the Staff Code of Conduct document.

### **Recording of Lessons**

Teachers may wish to record lessons and can do so at their discretion. If a teacher chooses to record their lesson, all children and any support staff participating in the lesson, either at home or in class, will be made aware that recording is taking place.

Children are not permitted to record any part of the lesson on any device.

### **Links with other School Policies**

This policy is linked to our:

- Child Protection & Safeguarding Policy
- Behaviour Policies
- Data Protection Policy and privacy notices