



St Thomas More Language College

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Remote Learning Policy



Introduction and Scope

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to students in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- A student who is absent from college for 3 or more days for a pre-agreed reasons e.g. taking part in a sporting tournament (see Section 2)
- Student exclusion (see Section 2)
- Students unable to attend school due to a period of advised self-isolation but who otherwise remain well (See Section 2)
- An extended period of college closure (see Section 3)

This policy does not apply in situations such as:

- A student who absents themselves from college without prior authorisation from the college, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their child/children as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

Individual Remote Learning

This section of this policy applies in situations where the college remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of 3 or more days but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the college in advance.

In these cases, the college will provide the following, coordinated in the first instance by the student's Form Tutor or PAL.

- The office will request that subject teachers provide a suitable task or tasks and will share these with parents or students via an appropriate means e.g. email or Google Classroom.
- If an absence of this sort continues for more than one week, additional work should be requested and provided on a weekly basis until the student is able to return to college

A Period of School Closure

Our college is committed to providing continuity of education for its students in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our students during any period of closure in the following ways:

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- The provision of relevant, developmental written work for each subject area and each year group which enables students to make continued progress.
- Regular, live instruction from staff, with the ability for students to ask questions of their teachers in real time.
- The opportunity for students to have their work assessed by their teachers and receive feedback on it.

Any provision of remote learning to achieve these three aims assumes that students and staff have access to the internet at home. Within reason, those without devices will be provided with Chromebooks which they can use to access any of the services by which remote learning will be provided. However, we cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

Work will be set, submitted for assessment and assessed through a combination of the following online platform: Google Classroom and Google Meet.

These are collaborative platforms which allow for contemporaneous, real-time communication and sharing of resources between teachers and their classes. Every member of the STMLC community has been pre-registered to each of their classes. There is no expectation for staff or students to broadcast audio or video using Meet, though the software has this functionality should some colleagues wish to use it.

(a) Short-Term Closure

For short-term closures (up to five working days), departments will set tasks via dedicated pages in Google Classroom. Tasks will be set for each year group in each subject, and will be designed to last an equivalent amount of time as that subject's timetabled lessons and homework times during one calendar week.

The pages containing these tasks will become live in the event that a college closure is announced, and students and parents will be notified of this by email.

(b) Longer-Term Closure

In the event that the college is closed for longer than 5 working days, we will move to a model by which academic departments will set work for classes via an agreed timetable, supported by 'live' contact with teachers via Google Meet.

The college reserves the right to vary the methods described below in the light of developing situations surrounding the reasons behind any closure.

- Tasks will be set by individual teachers to their own classes.

The work described above will be made available to students via Google Classroom at the beginning of each week's lesson while the college remains closed after the initial period of 5 days described in Section 3(a) above.

(i) Live Sessions

Students are expected to work on these tasks during the week in which they are set. During this time, teachers are expected to have an online presence via Google Classroom at the time they would normally have a lesson with that year group to be available for students to ask questions in real time. There is no expectation for staff or students to broadcast audio or video using Meet, though the software has this functionality should some colleagues wish to use it.

Students are encouraged to take part in the live sessions that are available if they are well enough to do so.

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(ii) Assessment and Feedback

The work that is set will, as far as is possible, include one piece of work in each subject each week (though with varying demands depending on how frequently a particular subject is taught) which is to be submitted for teacher assessment and feedback.

Work should be submitted to teachers via Google Classroom. Teachers will assess the work and return it to students with feedback attached in a timely fashion.

Expectations of Students

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submitting work which is requested for feedback promptly
- Check emails and posts regularly and read and respond to communication from the school
- Ensure that their device is fully charged at the start of each day. Where students experience problems with IT systems they should proactively inform ICT support by emailing ICTsupport
- Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in college. This includes but is not limited to:
- Ensuring appropriate language is used in Meet comments or emails, and that any comment is on-topic and relevant to the task in hand.
- Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that clothing is appropriate, following the same guidance as a normal “non-uniform” day in college.

Expectations of Staff

Assuming they are well enough to work, staff are expected to:

- Ensure that work is set and made available on Google Classroom at the start of each timetabled lesson, and that sufficient resources are made available to students via electronic means to allow them to carry out this work at home. Where textbooks are required and students are not in possession of these books, staff should at the very least scan relevant pages and share them with students along with the resources for that week’s lessons.
- HoDs are responsible for overseeing the setting (or delegation) of tasks. Individual class teachers are responsible for lessons for their classes. Additionally, HoDs are required to maintain oversight of the appropriateness and quality of the work set across their Department.
- To be familiar with the use of Google classroom and Meet, and to be available online through these platforms at the times they would usually have lessons to engage in live support with their students.
- To set, assess and return work to students promptly by electronic means.
- HoDs are required to liaise with their Departmental staff through regular (at least weekly) contact to ensure that:
- Sufficient work is being set to cover ongoing periods of closure
- Students causing concern through a lack of engagement with live lessons or assignments requiring submission are flagged with PALs and Line managers on a weekly basis.

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Any online contact between students and staff must only take place through official school channels, which are:

- STMLC email address only. No personal email addresses must be used by either staff or pupils
- Google Meet (through STMLC email address only)
- GroupCall messaging

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited.

While there is no requirement or expectation on staff to use video conferencing or live audio to communicate with students, this functionality is available within Google, and its use is encouraged if staff wish to and feel confident to do so.

Staff Illness

When staff are unwell during a period of school closure, they should notify the school by emailing DHO as usual. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Head of Department or designated delegated colleague.

Learning Support

Learning Support sessions will also be available via the same systems as subject-based lessons. Students will be able to contact the Learning Support Department via Google Classroom or via email at the times they would normally have their lessons, or by email at any time to seek specific help and advice with their remote work.

Pastoral Care

STMLC is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.

During such periods the normal channels of communication regarding pastoral care remain open; students can contact their Form Tutor, PAL, or indeed any member of staff should they prefer, by email. The school counsellor will also be available for consultations and to provide support where appropriate.

Safeguarding

During any period of school closure, the Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement.

Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from students' STMLC email addresses.

Links with other policies

This policy is linked to our:

- Behaviour for Learning policy

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- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Person responsible for policy: J. Page

Policy adopted by the Full Governing Body on: December 2020

Policy Scheduled for ongoing review and a review: December 2021 or as deemed needed – it is worth noting that this policy is kept under ongoing review.