



REMOTE LEARNING STRATEGY

Reviewed Feb 2021

It is our hope that all pupils, in all year groups, will attend school full-time. However, there may be instances where a partial or whole school 'Lockdown' is necessary and the Remote Learning Strategy ensures that provision remains high-quality, safe and aligns as closely as possible with in-school provision should circumstances require it.

In developing contingency plans, we will:

- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback
- make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognize that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum
- ensure all plans are consistent with school policies e.g. safeguarding, data protection
- Run risk assessments and develop systems to monitor remote learning




When teaching remotely, we will:

- Use a blended approach: live sessions and prerecorded content.
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with clarity about what is intended to be taught and practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos. This work will be accessible at times that work for pupils and their families.
- We will provide live sessions using a predetermined rota, that will be based on pupils' timetable.
- Live tutorials will focus on pastoral issues and live lessons will focus on the curriculum.
- A register will be taken in live sessions. They will be recorded, so absent pupils can access them later. Recordings will be retained for 30 days.
- use agreed online tools (e.g. TEAMS, Spiral, loom etc) consistently across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- make sure teachers are available to support- through TEAMS or email
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks
- set a clear expectation on how regularly teachers will check work. Work will be acknowledged within 3 days. Work will be fed back on every 5 lessons. Parents will be contacted if pupils have not completed assessed work or 3 non assessed pieces.
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school.
- Establish an infrastructure where teachers have ownership of their classes and can monitor (with HoDs support) the engagement of their pupils (using insights). Parents will be informed if pupils are falling behind.
- Set lessons on the day they are timetabled in school.
- Avoid using long projects

- Ensure pupils have 4 hours of work daily.

1. Lockdown Tiers and Timetables

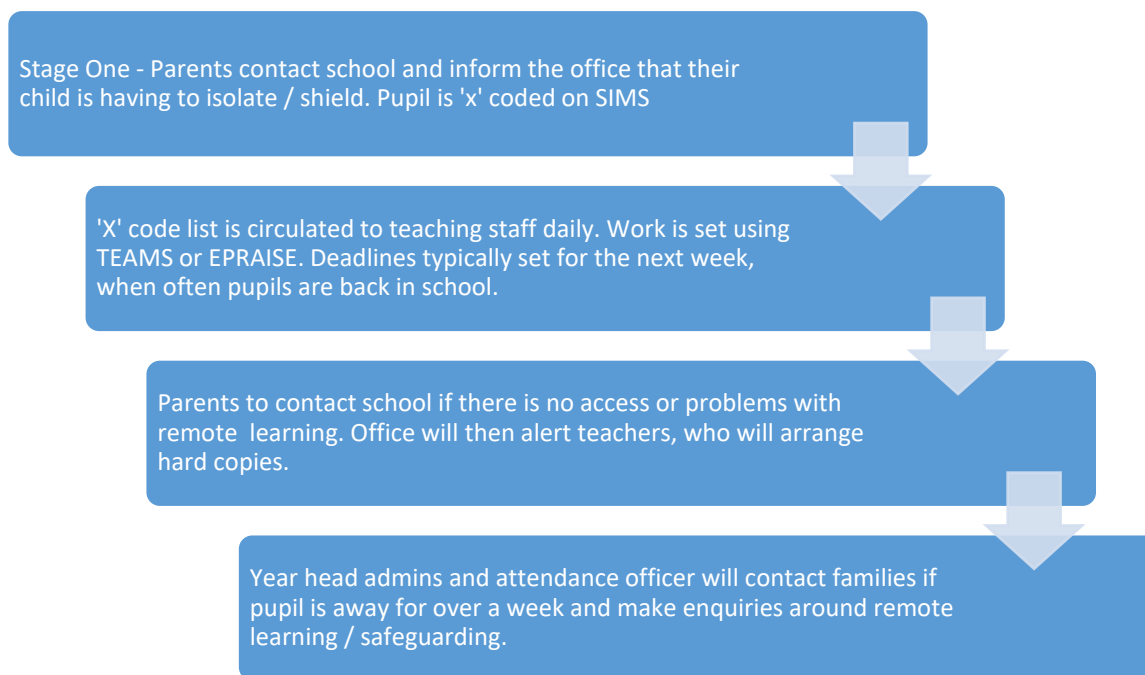
In preparation for a potential 'Lockdown' (either partial or whole school), we will use the following strategies to support remote learning.

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|  | <p><u>Small groups of self isolating pupils</u></p> <p>Heathfield will remain open to all pupils.</p> <p>Where pupils are isolating or shielding, work will be set using EPRAISE or TEAMS. Teachers will not be available online during lessons.</p> <p>Face coverings should be worn when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Bubbles will be maintained using year groups.</p> |
|  | <p><u>Partial lockdown</u></p> <p>Heathfield will continue to allow full-time attendance for vulnerable pupils and the children of key workers, with all other pupils subject to a rota</p> <p>The face coverings requirement will also be in place.</p> <p>Year groups in school will be taught as normal and other year groups will be taught using TEAMS or EPRAISE. Teachers will be on site and available online during remote lessons.</p> |
|  | <p><u>Full lockdown</u></p> <p>Heathfield will allow full-time on-site provision only to vulnerable pupils and the children of critical workers. Staff will be in school on a rota system. Teachers will be available online during lessons.</p> <p>All other pupils will stay at home and be provided with remote education.</p> <p>The face coverings requirement will also be in place.</p> |

1a. For individual pupils isolating or shielding

If rates of the disease rise in the local area and children are advised (by government) to shield or need to isolate, meaning they may be temporarily unable to attend school, Heathfield will provide work in line with curriculum expectations and with regard for the child's health and wellbeing. Teachers will use a variety of

resources, shared on TEAMS and EPRAISE e.g. work sheets, videos, scans, Oak National Academy <https://www.thenational.academy/> to support learning. The following flowchart outlines the process:



4. Safeguarding online

The following guidance will be sent to students, parents and staff (as appropriate)

Staff Guidance

Rules to safeguard staff:

1. TEAMS is the only platform to be used for online conversations.
2. On every TEAM, remind students that despite the online platform, normal school expectations in terms of behaviour apply. Anyone that you feel are not adhering to the behaviour expectations should be given a warning and comments deleted. Your HoD should be informed.

Ultimately, despite the distance between us and our students, we still have a safeguarding responsibility to them. Therefore, you should still follow the same safeguarding procedures you would follow if you were in school, face-to-face with the students.

Safeguarding reminder/guidance

It's likely that you will chat to pupils on teams or answer questions by email. It's possible that you'll talk to parents on the phone.

1. If you have any safeguarding concerns log on CPOMS and / or let the DSL know. This will need some degree of professional judgement – what appears out of the ordinary? Is this out of character? Does it allude to other potential issues the student is having? If you have any nagging concerns, report them.

2. If a student expresses that they are struggling with mental health, physical health or emotional health issues, you must report this as soon as possible. If a student expresses that they feel they are in immediate physical danger, call the police directly and give the students address and the information they have given you. Tell the student to make themselves as safe as possible until the police arrive. Use your professional judgement in dealing with students who express mental health issues to you during sessions. Consider the advice you would normally give to students if you were face-to-face. Report your concerns on CPOMs and / or to the DSL and they will decide who is best placed to speak to the student – that may be a tutor or a member of the pastoral support team or Safeguarding.

Student Guidance

- All students receive a letter with their login details and instructions on how to access TEAMS.
- We have a dedicated email address for technical support:
teamssupport@heathfieldcommunityschool.co.uk
- The core messages for pupils around online learning are:
 - a) **TEAMS is a closed environment- only Heathfield staff and pupils can access. It is therefore safe.** Students will not share images or recordings of the session outside the school environment. Do not repost images online or on social media.
 - b) **Normal classroom expectations apply.** Be aware that there are issues unique to remote education e.g. are you wearing appropriate clothing / in an appropriate place? The default at the start of a call should always be camera off and microphone muted.

That message in more detail:

During this difficult time, it is important that we focus on the future and what we can do once the current crisis is over. That means, focusing on your school work. This may be difficult during lockdown – you may only have limited numbers of computers that parents need to use to work, you only have mobile phones to access work, you may have to look after younger siblings whilst parents work...you just be struggling to stay focused and work from home! It is very normal to find new ways of working challenging to start of with. As with all new technology (like a new phone), you'll be amazed how quickly you work it all out.

We are here to help. If you are struggling, for any reason, let us know. If it's an academic issue, your teacher will be in touch. If it's social or to do with health, it's more likely to be your Tutor or a member of the pastoral / safeguarding team.

Remember to stay safe online. Teachers will only contact you from a Heathfield email or through TEAMS and EPRAISE. They will never ask for a password or ask you to 'meet' them on other sites. If you feel uncomfortable: stop, talk to your parents and contact the school.

Extract from the letter sent to all parents (with login details):

We should emphasise that we have chosen Microsoft teams to replicate, as closely as possible, the way we work in classrooms at Heathfield. Therefore, our expectations of pupils online are as high as they are of pupils in school. If either pupils or parents are unsure of our expectations, please refer to the 'acceptable use policy' on the main school website. Pupils who do not meet our expectations will be dealt with as if they were at school and risk losing access to teams and the wider Microsoft 365 environment. By logging onto teams, pupils are accepting these terms.

Reminder posted on TEAMS when they were activated:

It is worth being clear that we have chosen 'teams' to be as close to your classroom at Heathfield as possible. Therefore, normal classroom rules apply. Any rudeness or silliness will result in sanctions and could result in your account being locked. It's a great resource, let's make the most of it.