

# ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



## REMOTE LEARNING PROTOCOL

Autumn 2022

Next Review: Autumn 2023

Quality of Education Committee

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## **MISSION STATEMENT**

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum, equipping students with the ability to meet the challenges of the 21st Century confidently and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community, which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive, Catholic girl's secondary school meeting high academic standards, promoting spirituality, pastoral care and the Catholic community.

We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.

***'Act justly, love tenderly, walk humbly with your God.'***

## **REMOTE LEARNING**

Throughout the year there may well be occasion where some or all of the student-body will need to self-isolate or work consistently from home. The protocol below outlines what will happen in cases such as these.

### **SELF-ISOLATING STUDENTS**

In the case of a student having to self-isolate who would otherwise have been well enough to attend school, St Anne's will do all that it reasonably can to continue to deliver the planned curriculum. Teachers will upload the content of their lesson to Microsoft Teams to enable clarity for the student working from home. A blend of remote learning, classroom teaching or online resources, using various teaching formats, will be undertaken.

### **WHOLE CLASSES SELF-ISOLATING**

In the case of a whole class or year group having to self-isolate, we will do all that we reasonably can to continue to deliver the planned curriculum. Teachers will use a variety of teaching methods to deliver the curriculum. Sometimes, it may be more effective to deliver remote education through worksheets or a textbook. St Anne's has access to Microsoft Teams and teachers make a judgement on the most appropriate method they use for each class and topic.

These lessons could take the form of:

- A live lesson using Microsoft Teams
- A pre-recorded lesson using PowerPoint with pre-recorded material plus class discussion
- An Interactive discussion-based lesson with work set on Microsoft Teams
- Task work/project work for individual completion
- Individual work set for an assignment due on Teams
- A combination of the above

Teachers should always be available online, during the allocated lesson time, to answer questions to ensure that the curriculum is covered and queries from students answered. Where a teacher is absent due to sickness, the usual cover system at school will remain in place. Teachers will not be able to answer queries, emails etc. until they return back to work.

### **Students who are self-isolating and are well enough are expected to:**

- Be available during the hours of the school day, which may be amended under certain circumstances.
- Register with their Pastoral Leader
- Check notices on Microsoft Teams regularly and read and respond to communication from the school where necessary.
- Where students experience problems with IT systems, they should proactively inform their Pastoral Leader.
- Submit completed work by the deadline set by the class teacher.
- Work on their subjects at the times specified on their timetable.
- Contact a member of staff, with questions, via the Teams chat function
- and only during the school day work hours.
- Work to the best of their ability to respond to the class via the audio function or post answers via Teams.

- All students must ensure that they are wearing suitable clothing, appropriate for the working day.
- Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school.
- Ensure appropriate language is used in Teams comments and that any comment is on-topic and relevant to the task in hand.
- Ensure full engagement with the tasks in hand.
- It is the students' responsibility to ensure they attend all scheduled sessions on time.
- Students must sign in using their school account.
- Students will follow the teacher's directions as to when their cameras should be on.
- No sessions are to be recorded or photographed by students in any way.
- Students should mute their microphone until asked to speak.
- The chat function should only be used to ask and answer questions and discuss the work, not for general chat.

### **SELF-ISOLATING TEACHERS**

If a teacher is well but self-isolating they will work from home and teach remotely. This may be in the form of work set for cover staff to deliver the lesson or could take the format of a live Microsoft Teams meeting. Teachers will be available online to answer questions to ensure that the curriculum is being covered. Usual cover arrangements, as provided in school, will be put in place. Where a teacher is absent due to sickness, the usual cover system at school will remain in place. Teachers will not be able to answer queries, emails etc. until they return back to work.

### **MARKING AND FEEDBACK**

Teachers will do one or a combination of the following:

- Acknowledge work posted
- Mark assignments via Teams
- Where possible question, check or assess for understanding each lesson in various ways
- Feedback on common issues relevant to the whole class
- Feedback individually via the assignments function or on submitted work in another format
- Feedback verbally during class or 1-to-1 chats/meetings
- Any combination of the above

### **SAFEGUARDING**

The safeguarding of both students and staff must be maintained in remote spaces. Our policies, rules and guidelines remain in place. Staff must be vigilant to signs of abuse or neglect as well as signs of deteriorating health, including mental health and wellbeing. Any concerns must proactively be reported to the Pastoral Leader /DSL as a matter of urgency. Remote lessons must be planned and delivered with safeguarding in mind. Live lessons are therefore not recorded.

### **BEHAVIOUR AND CONDUCT**

All students are expected to conduct themselves online and on Microsoft Teams in the same way that they are expected to do in school. The School's relevant policies e.g. Positive Behaviour, Code of Conduct etc. will remain in force.

## **REMOTE TEACHING AND LEARNING: SOFTWARE AND POLICY**

The main vehicle for delivering remote learning will be Microsoft Teams. This enables staff to set lessons online and keep up-to-date via their own Teams. Students can access the work set via assignments. They have access to their own classrooms, folders, files and any other curriculum content set by the teacher. Students also have access to other online Teams such as: KS areas, online library, BMG sessions, Wellbeing pages and much more. The work set will be in-line with that delivered during normal school days/weeks/terms. This means that lessons will stop during the published school holidays but homework and holiday tasks may be set.

## **PARENTAL SUPPORT**

Remote teaching obviously requires a different form of support from our parent body and we will very much appreciate the support you can offer. Please do not hesitate to contact the relevant staff if you have any questions about your child's remote learning experience.

In order to support your child, parents/carers should:

- Make yourself aware of your child's Microsoft Teams environment and lesson timetable.
- Ensure that your child logs in at the correct time and follows her timetable.
- As far as possible ensure access to a computer/smart device or network.
- Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus.
- Consider the background where your child is sitting; ideally ensure it is plain and blank. It should not include any personal information (e.g. photos).
- Face-to-face sessions are for students and teachers only. All parent/teacher communication should be via the usual procedures.
- Parents/Carers may not record, share or comment on public forums about individual teachers.
- Contact school or the relevant Pastoral Leader if your child is having issues accessing the work.

## **Links with other policies**

This policy links to the following policies:

- Positive Behaviour Policy
- Child Protection and Safeguarding Policy

## **Modification history**

| <b>Version</b> | <b>Date</b>    | <b>Description</b>  | <b>Revision Author</b> |
|----------------|----------------|---|------------------------|
| 0.1            | Spring 2021    | New policy in light of Covid  | J Sanders              |
| 0.2            | September 2022 | Reviewed and updated to ensure it continues to reflect current guidance | K. Hyland              |