PUTNEY
HIGH SCHOOL
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Remote Learning Policy

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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 school for **3 or more days** for a pre-agreed reason 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 school closure (see Section 3)

This policy does not apply in situations such as:

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their daughters 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 school 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 school in advance.

In these cases, the school will provide the following, coordinated in the first instance by the student's Form Tutor or Head of Year, and the Junior School will be coordinated in the first instance by the student's Class Teacher.

- Form tutors will request that subject teachers provide a suitable task(s) and will share these with parents and the student via an appropriate means e.g., email or Teams.
- In the Junior School, Class teachers will coordinate the relevant material and liaise where applicable with Specialist teachers. These tasks will be shared with parents via an appropriate means e.g., email/ Firefly. When appropriate, the pupil will connect in with their class via Microsoft Teams.
- 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 school.

A Period of School Closure

Putney High School 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, the school will endeavour to provide continued learning for the students during any period of closure in the following ways:

- The provision of relevant, developmental written work for each subject area and each year group which enables students to make continued progress.
- Regular instruction from staff, with the ability for students to ask questions of their teachers in real time either through live questioning or a live call (Senior School).
- The opportunity for students to have their work assessed by their teachers and receive feedback.
- Within the Junior School, the preceding three points apply although would be age appropriate. Please refer to the sections below for more information.

Any provision of remote learning to achieve these three aims assumes that students and staff have access to the internet at home. All Senior School students and staff are provided with iPads 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.

All members of Junior School staff are provided with an iPad / Laptop to enable remote working. Students in the Junior School do not take their iPads outside of school and the expectation is that any remote learning can be accessed on parental electronic devices; however, in exceptional circumstances and at the school's discretion, iPads will be made available to students to support remote working.

Senior School: Work will be set, submitted for assessment and assessed through a combination of the following online platforms:

- Microsoft Outlook (using school email)
- Firefly (https://putneyhigh.fireflycloud.net)
- Microsoft Teams (from iPad application or http://teams.microsoft.com/)

Microsoft Teams is a collaborative platform which allows for contemporaneous, real-time communication and sharing of resources between teachers and their classes. Every member of the Putney High School community has been set up on Teams.

The Junior School uses Firefly currently as its primary method of setting remote learning. Email may also be used for an individual on a case-by-case basis. The marking of work will be made clear by the class teacher via these platforms.

Contingency arrangements for Short and Long-Term School Closure

The below outlines our policy and procedures should we move back to a situation whereby the government mandates a whole school short term or long-term closure. Were the school to move to short or long-term closure, the arrangements below would be adapted to reflect the situation.

(a) Short-Term Closure

The following scenarios would be followed depending on the level of closure announced by the government:

Students isolating at home (individual(s)/whole year)

In a pandemic situation, where senior school students are too ill to work, they will not be expected to engage in Hybrid learning. If, however, they are experiencing very mild symptoms and are isolating as a form of protection to the school community, they can engage with Hybrid Learning. A list of students is released daily to all staff. Resources should be shared on Teams and students should be supported to catch up with these materials in the usual manner.

Where an individual student or a group of students are isolating at home but are well, they will be expected to follow their usual timetable. Staff should ensure all students have access to the necessary materials to enable them to learn effectively at home. These materials should be shared via Teams for every lesson. Where appropriate, staff should also ensure students can follow the lessons live; this can be done by setting up a meeting so students can follow the PowerPoint and listen to the teacher's voice. Where possible students should be able to ask questions and see either the classroom, whiteboard and/or teacher. Where this is not possible, any questions that students ask should also be answered either via the chat function, or after the lesson, if it is not possible to answer them during the lesson.

Where a whole year group is isolating, staff should teach their lesson remotely from the classroom in which the lesson is timetabled. Resources should be shared on Teams and at least 15 minutes of the lesson should be live face to face contact with the students. It is expected that staff should also be available throughout the lesson to answer questions via the chat function on Teams.

Staff isolating at home

In a pandemic situation, where staff are unwell, they will be expected to set cover in the usual way by calling the cover line and emailing cover@put.gdst.net.

Where staff are isolating at home but are well, they will be expected to teach their lessons live, remotely via Teams. Special circumstances should be discussed with their line manager.

For students in KS3 and 4, a cover supervisor will be arranged to sit with the class, but they will only be responsible for classroom management and will not be distributing or explaining resources. All resources should be available for students on Teams and the lesson should be conducted live with at least 15 minutes of face-to-face contact. Staff should be available

throughout the lesson to support students with their learning, either face to face or via the chat function on Teams.

Sixth Form students will not have a cover supervisor sitting with them. Their lessons should be taught live via Teams on students' iPads or, where staff wish, they can ask a student to project the lesson or Teams meeting onto the board.

In the Senior School, for all the above 'Short-Term' closure scenarios, departments will set tasks via Microsoft Teams or Firefly / Microsoft Teams

In the Junior School, for a short-term closure (up to five working days) class teachers will follow the Longer – Term closure plan.

(b) Longer-Term Closure – Senior School

If the school is instructed to close, the school will move to full Guided Home Learning for all year groups.

During Guided Home Learning students will be expected to follow their normal timetable and staff will be expected to teach students who are learning remotely live from their usual timetabled classroom, or from home. All resources should be available for students on Teams and the lesson should be conducted live with at least 15 minutes of face-to-face contact. Staff should be available throughout the lesson to support students with their learning, either face to face or via the chat function on Teams.

Methods for setting work may include but will not be exclusive to:

- Years 7-10 will be taught in real time via the Teams platform by their class teacher.
- Alternatively, for Years 7-10, one task will be set per year group per subject to cover their lesson and homework time or staff may set project-based work which covers a number of lessons at a time.
- For years 11, 12 and 13, teachers will teach these classes in real time via Teams, or tasks will be set by individual teachers to their own classes.

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

(i) Live Sessions

Students are expected to follow their normal timetable. Teachers are expected to have an online presence via Microsoft Teams at the time they would normally have a lesson with that year group to be available for students to ask questions. There is an expectation that at least 15 minutes of the lesson will involve face to face contact with the group via a call, but this may not take place in one time clock. The remainder of the time, staff are expected to be available to live chat via the Teams channel or small group calls etc. Staff may also wish to pre-record audio to send for the group to use in conjunction with a PowerPoint, or written instruction.

Students are required to take part in the live lessons, with their camera on, *if they are well enough to do so.*

(ii) Homework, Assessment and Feedback

Homework, Assessment and Feedback, for all closure scenario's will be set and returned electronically. Common platforms include but are not limited to Microsoft Teams, Firefly, email. Staff will communicate clearly with students what platform they will set work for each task.

Students and staff should follow the homework timetable as normal, unless instructed otherwise. If a decision to move away from the homework timetable is taken, 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.

The method by which assessment will be set will vary according to department and may include (but will not be exclusive to) individual and peer assessment, using both written and online channels.
Work should be submitted to teachers via Microsoft Team, and/or Firefly or email.
Teachers will assess the work and return it to students with feedback attached in a timely fashion.

(iii) General Expectations of Students

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

- Complete all work set for them and submit work which is requested for feedback within the deadline provided.
- Check emails regularly and read and respond to communication from the school.
- Register each morning via Firefly. An email reminder with a link is sent each morning.
- Ensure that their school iPad is at home with them and is fully charged at the start of each day. Where students experience problems with IT systems, they should proactively inform ICT support either via Firefly or by emailing ICTsupport@put.gdst.net.
- Where possible, try to ensure a suitable working environment (working in a quiet area without distraction) and have good Wi-Fi connection.
- Be on time for lessons and ready to learn.
- Have their microphone and camera on during lesson time, unless directed otherwise by their teacher.
- Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:

- Ensuring appropriate language is used in Teams 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 school.

(iv) General Expectations of Staff

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

- Ensure that work is set and made available on Microsoft Teams and/or Firefly and Foldr at the start of each 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 not available online, staff should scan relevant pages and share them with students along with the resources for the lesson.
- Ensure a suitable working environment (e.g., consider whether the background on camera is appropriate; use 'blur' function via Microsoft Teams if required).
- HoDs are responsible choosing whether to set (or delegate) whole-year-group tasks for Years 7-10 (some departments may wish to set work by individual class teacher); individual class teachers are responsible for lessons for their classes in Years 11, 12 and 13.
- Additionally, HoDs are required to maintain oversight of the appropriateness and quality of the work set across their department. As such they should be added to the Teams of their department members to allow them to support and monitor.
- To be familiar with the use of Firefly and Microsoft Teams and actively engage with professional development opportunities made available to develop online teaching practice, as well as be available online through Teams 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.
- Offer a variety of live and non-screen time lessons and activities.
  - Ensure there is a live element within every other lesson for KS4+5 and one in three lessons for KS3.
- 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 SLT on a weekly basis. These concerns should be raised on this form: https://forms.gle/yfiuxzedraMDYGCM7
  - HoYs are required to use the student cause for concern list to follow up with students relevant to their year group.

(c) Longer-Term Closure – Junior School

In the event of a longer-term closure, the school would follow a Hybrid Learning Guide

This would be amended as appropriate and dependent upon current government / DoE advice.

Expectations of Students

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

- Complete all work set for them and submit work which is requested for feedback promptly

Expectations of Staff

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

- Ensure that work is set and made available on Firefly by 4pm on Thursday of the preceding week to cover the calendar week ahead, and that sufficient resources are made available to students via electronic means to allow them to carry out this work at home
- Provide feedback to students on their learning, either via the weekly phone call (where applicable), email or by responding within Firefly (using tasks or assignments) or during Teams calls. Model answers should be made available, e.g., via Firefly, to support student/ parental marking of learning
- JSLT (Junior School Leadership Team) are required to maintain oversight of the appropriateness and quality of the work set across the school
- Liaise with their allocated member of JSLT each week and report any concerns to them immediately
- To be familiar with the use of Firefly and to be available during usual working hours to engage in live support with their students
- Students causing concern, through a lack of engagement with tasks set, should be highlighted to the relevant JSLT member

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

- Putney High School (@put.gdst.net) email address only. No personal email addresses must be used by either staff or students.
- Microsoft Teams chat or video conference (through Putney High email address only). If calling a student via Teams on a one-to-one basis this should be recorded for safeguarding purposes.
- Firefly 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.

Junior School staff will be notified if/when this line of communication is to be used, by a member of JSLT.

Staff Illness

Senior School: When staff are unwell during a period of school closure, they should notify the school by emailing cover@put.gdst.net 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.

Junior School: staff should follow the usual absence procedure and contact the Deputy Head (Pastoral) of the Junior School via telephone call, before 7am.

Learning Enrichment

Senior School: Learning Enrichment support sessions will also be available via the same systems as subject-based lessons. Students will be able to contact the Learning Enrichment Department via Microsoft Teams 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.

Junior School: The Head of Learning Enrichment will liaise with Class/Specialist Teachers and contact, when relevant, any students who are receiving / requirement additional support.

Pastoral Care

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

Senior School: During such periods, the normal channels of communication regarding pastoral care, attendance and wellbeing remain a priority. Students can contact their Form Tutor, Head of Year, Assistant Head Pastoral or Deputy Head Pastoral, or indeed any member of staff should they prefer, by email or through Teams.

The school counsellor will also be available for consultations and to provide support for the students. Appointments can be made through the normal channels.

The full programme of pastoral care is available on the Firefly parent page and includes:

- Tutor time and registration systems
- Safeguarding matters linked to remote learning
- Wellbeing guides
- A wealth of co-curricular opportunities
- Online learning policy

Junior School: Parents and students should follow the usual channel of communication starting with their Class Teacher followed by Assistant Heads, Deputy Heads, and Head of Junior School.

Junior School parents are also encouraged to refer to the Pastoral Care page on Firefly.

The school counsellor will also be available for consultations and to provide support to students. Class teachers are to liaise with the Pastoral Deputy Head directly.

Safeguarding

During any period of school closure, the "Safeguarding and Child Protection – 215" 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' xxx@put.gdst.net email address.