



**APPLEFORD SCHOOL**

**REMOTE LEARNING POLICY**

**This policy applies to the whole school, including boarding**

In the event of an enforced school closure, the following procedures are in place for remote learning. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, pupil progress should not be negatively impacted. This document should be read in conjunction with Appleford's current COVID-19 Risk Assessment.

Signed:

Mr David King  
Headmaster

Date: September 2021

Review Date: September 2022

### **Remote Learning**

In the event of Remote learning, pupils will work from home, following a set timetable of lessons. This also should include access to Speech and Language Therapy, Occupational Therapy, Counselling, ELSA support and Pastoral Care via Microsoft Teams and telephone calls.

Pupils will continue to be supported by a member of staff every morning, where register will be taken and pupils will have opportunity to be informed about the plan for the day.

Pupils will have set tutor time within their school day where they will have the opportunity to interact with peers over Microsoft teams and the pastoral tutor.

### **Teachers**

1. In the event that the School is closed to pupils, all teaching staff will be expected to be present at School unless the government issues advice to the contrary. Teaching staff should only teach from home in the following circumstances:
  - If the government closes the School to all pupils and staff, or if they separately advise everyone to work from home
  - If members of staff are self-isolating in line with government guidance;  
or
  - Members of staff need to be at home for other reasons (e.g. childcare arrangements or a shielding letter from their GP) There is no expectation or requirement for staff to teach if they themselves fall ill.

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2. A daily post on Microsoft Teams should be made to outline the subject set for each timetabled lesson. Enough work should be set (by Planners) to fill the lesson time. (Not applicable to Prep School). The lesson should be clearly labelled in assignments as such in the task description. This should be posted as early as possible on the day of the lesson, and at the very latest, by the time of the lesson. Or, teachers may continue to deliver their own timetabled lessons.
3. There is an expectation that each Tutor will meet their Tutees face to face via Microsoft Teams at least once per week, preferably during Tutor time of 9.30am-10am. The nature and length of these sessions may vary between different year groups, but it is important that pupils are given this chance to interact with their Tutor who is their teacher for all subjects during the e-learning period. These slots may replace the need for work to be completed, unless the Tutor is helping the Tutee with lesson materials, for that period.
4. Invitations to pupils for extra sessions via Teams by Therapists, Tutors or other Teachers, should be sent out by the end of the previous day at the latest. This is so that pupils can see these when they check their emails at 9am each morning and/or when they have their Tutor session each morning between 9.30am-10am.
5. If staff are unwell or unable to offer sessions via Teams for any other reason, they should follow the usual absence procedure by contacting HR. If staff experience technical issues, they should contact a member of the IT team for help in the first instance ([itsupport@appleford.wilts.sch.uk](mailto:itsupport@appleford.wilts.sch.uk)). It is worth remembering that buffering issues can sometimes be improved by turning off video and switching to audio only.
6. Lessons that are provided via Teams should be recorded and made available to all pupils by following the instructions shared in training. Teachers must be dressed professionally if they can be seen on camera. There is no expectation to register pupils for these individual lessons, only for the Tutor period in the morning. By recording the lessons, the teaching staff are giving their consent for the lesson to be recorded and for that recording to be retained by the School. The Prep School teach live, so lessons are not recorded.
7. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.
8. In Senior School and 6<sup>th</sup> Form it is each pupil's responsibility to complete the work set or communicate to their Tutor why they cannot do so. Teachers are expected to make the Head of Year and the Curriculum Lead aware of a pupil who does not complete work.
9. Teachers are asked to ensure that all pupil queries are dealt with inside 24 hours (excluding Sundays or other non-teaching days).
10. Teachers should consider adaptations to home learning for pupils specific learning difficulties, ensuring they are able to access the work and that there are appropriate expectations of the work they will produce.
11. Teachers should ask for work to be submitted as appropriate via Teams and Century (or an alternative way as agreed with the Tutor if this is not possible). This can be accessed by selecting the task set. Pupils who have submitted work will have 'File received' written under their name.
12. Work should be marked as normal. For Senior School and 6<sup>th</sup> Form this can be done via Teams (and other alternative platforms) by following the instructions in the previous point, then selecting a pupil and clicking on 'Add Mark, Grade or Feedback'. Prep School feedback will be through tutor, using Dojo, emails and Teams.

13. In the event that our chosen IT based system (Microsoft Teams) is not available for any reason then alternative systems will be employed. These include Dojo, Zoom, Skype, Century, email or telephone.

### **Heads of Department**

1. Should regularly check in with their teams to ensure that staff are able to use Microsoft Teams and are consistent in their approaches, and pick up on any potential concerns early on.
2. Should provide support to colleagues in their subject to ensure that work is provided as required.

### **Tutors (supported by Heads of Department, Heads of Year & Curriculum Lead)**

1. Should post a personal tutor group message on Microsoft Teams to offer support, then follow up on any concerns raised.
2. Should check in and register each member of their tutor group once a day using Teams. This can be done as a whole group. It is recommended that this takes place once at the beginning of the day. These 'meetings' should be recorded if possible for safeguarding purposes, but not shared in the way that lessons are. Prep School Tutors will record registration at the beginning of their lesson.
3. Should be guiding students through their work and be prepared to follow up on anyone who has not been completing work. The appropriate Head(s) of Year and the Curriculum Lead should also be made aware of any concerns you may have about incomplete work. This is likely to entail contacting the pupil and/or parents. You will also need to make the Pastoral team aware of any real concerns you may have.
4. Should be mindful of tutees who may feel particularly isolated or anxious during this period. This is likely to mean having additional contact with these individuals. The Pastoral team can also be contacted to provide additional support for these pupils. Support can also be provided for parents that may require additional support during this time by emailing [pastoral@appleford.wilts.sch.uk](mailto:pastoral@appleford.wilts.sch.uk).

### **Pupils**

1. Senior School and 6<sup>th</sup> Form pupils Should check their emails a minimum of once every school day, at 9am (exceptions may apply – e.g. pupils who are overseas). This is important in order to receive lesson invitations via Microsoft Teams, task notifications via Teams, and for other communication with staff. They should also login to Teams for their Tutor periods wherein Tutors will give them an outline of their day's lessons.
2. Should follow their normal timetable as far as possible, completing tasks set on Teams and attending any teacher times and tutor periods arranged via Teams. Where pupils are unable to learn a lesson at a set time, attend a session or tutor period live via Teams (e.g. for pupils in a different time zone), they should view the recording as soon as possible afterwards. (Recording is not applicable to Prep School).
3. Should be fully dressed in appropriate clothes (not pyjamas), it is recommended to support students to continue with their routine that they wear either their school uniform or PE kit. and in an appropriate space if they can be seen on camera via Teams. Pupils may choose not to be seen on camera if they wish.

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4. Should submit any work requested via Teams by clicking on the task set, followed by 'Send a File'. Prep School can also submit work using dojo for photos and emails.
5. Should communicate with their teachers and ask questions if they do not understand, either via email or via a Chat or Video Conversation that has been set up for a lesson via their Tutor or suchlike in Teams. Prep School can also use DoJo.
6. Should not record or share any meetings conducted via Teams.
7. Should also make use of subject-specific online learning extension tasks, if given or as appropriate to supplement their learning. A list of these will be posted on Teams. (Not applicable to Prep School).
8. Should email the IT department if they experience technical issues with Teams (itsupport@appleford.wilts.sch.uk)
9. Should read and adhere to the School's home learning agreement (included in this document as 'Appendix A').
10. Any new pupil that has not accessed remote learning previously will be supported and given guided information so that he/she is confident in accessing remote learning.
11. Pupils without computer access at home for remote learning, will be provided, where possible, with a school laptop.

## **Parents**

1. Can help to encourage and support their children's work by ensuring they have an appropriate place to work, checking that work set on Teams is completed by the end of each day, and ensuring that the e-learning school timetable for the day is followed as far as possible.
2. Should contact the Tutor/Curriculum Lead in the first instance if there are any concerns.
3. Should not attend or view any meetings conducted via Teams. These are for pupils only. Unless previously arranged with the Tutor/Teacher/Therapist (Prep School pupils may need assistance from parents).
4. Should contact the school as soon as possible to let them know if they do not have access at home to the internet or a suitable device (e.g. PC, laptop, tablet or smartphone), or are otherwise unable to complete any of the work set.
5. Where a pupil is too unwell to access learning, the parent must contact the school. The communication should be repeated each day of absence. Email: secretary@appleford.wilts.sch.uk

## **Appendix A: Online Home Learning Responsible Use Agreement**

These rules are an extension of the School Code of Conduct and the School Rules, Rewards & Sanctions. All pupils are expected to follow these rules and guidelines and all other existing School policies continue to apply.

### **Rules**

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house or they know I am using it.
- I will not reveal my passwords to anyone, other than to my parents and Teacher or school Administrator.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and Other interactive applications); this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my parent or to the school.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not use Teams as a form of social media to communicate with peers or create group chats. I understand that this is an educational platform.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed then School sanctions will be applied and my parents may be contacted.

### **Guidelines**

When participating in a video conference on Microsoft Teams, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom.

#### **This includes:**

- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom)
- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions

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- You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.