

**Southlands School Remote Learning Policy**  
**(Updated for Melrose School Nov 2020)**

*No child will be left behind as a result of the impact of Covid 19*

**Whole School Aims**

- All students will access education whether remotely or in school
- Students will continue to access education when they are not able to attend school due to covid 19 linked absence
- Students will continue to follow the curriculum as far as possible
- Students will access high quality paper and online resources
- Students will access new content wherever possible and appropriate to individual student needs
- Students will be expected to make progress
- Students will receive support, from Southlands staff, as required
- Students will continue to develop independent work skills- they will know that their education is important
- Staff will work alongside parents to encourage and support their children to work from home- we expect parents to show an improved understanding of the importance of their child's education
- Some learning activities will be shared via Facebook and Twitter to enable more students to gain access

**Who is this policy applicable to?**

A student who is absent because they are awaiting test results/ has a positive covid test or lives with someone who does and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

A student's whole / part of bubble are not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

**Home and School Partnership**

At Southlands, we are committed to working in partnership with families and recognise each family is unique. As a result of this, remote learning will look different for each family/ student in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. When required to learn remotely, designated staff will contact families in order to support them to keep this routine.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work.

Upon receiving notification of a child's isolation, work which focuses on key skills practice will be sent at the first opportunity. Teaching staff will provide work linked to their curriculums as promptly as possible.

Staff are aware of the technology available to students at home and can use this to inform their planning. This information has been gained through collaborative data collection and has been shared with all staff.

### **Staff availability**

If staff are working remotely, they will be available for contact and duties during their regular contracted hours.

### **Isolation of a key stage/ bubble/ class/ individuals or other partial closure (two weeks for most students)**

### **Senior Leader Responsibilities**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement
- Monitoring the effectiveness of remote learning through regular feedback from curriculum leaders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Intervention teacher made available to English and Mathematics departments to support with the catch up of understanding linked to key concepts

### **Curriculum Leader Responsibilities**

- To ensure that all staff teaching within their department are made aware of the contingency planning linked to their subject's curriculum.
- Monitor the effectiveness of the remote learning within their subject and feedback to senior team.
- Work with teaching staff to identify when a student has missed learning and/ or has misconceptions which have arisen as a result of remote learning. Develop a plan to support students to catch up.

### **Teacher responsibilities**

- Teachers will continue to plan for and provide work for the lessons they would usually teach
- *If it is required that a teacher/ teachers isolate with their bubble, they will continue to plan for their usual lessons. They will provide remote learning opportunities for those students at home and will provide cover lessons for staff who are teaching their lessons in school (unless they are poorly themselves)*
- Teachers/ TAs who are isolating will contact a designated group of students (as directed by SLT) and be available to support the students' learning throughout the school day

- As per safeguarding training on School Bus, staff will be expected to follow identified protocols for safe working
- Upon return to school, teaching staff will assess the students' learning and address any misconceptions, re-teaching as necessary
- Coordinate with curriculum leaders to raise concerns linked to students' learning

### **Teaching Assistant Responsibilities**

- Teaching assistants will support students and teachers as directed

At the beginning of a period of isolation for a teaching assistant, a member of SLT will notify the TA which member of teaching staff they are to support and report to.

### **Additional provision for individual students who are self isolating**

- M.Clark/ C. Maberly will take these students as a temporary form class. Students will be called/ asked to join an NTLTP meeting to sign in for the day
- M. Clark/ C. Maberly will be available to support these students at set points throughout the day

### **Temporary (full) school closure as a result of local/ national lockdown**

All staff will be available for either remote work, in school work or a mixture of both. Staff in school will teach/ support students who are still in attendance as well fulfilling logistical roles linked to the delivery of paper homework. Staff will be timetabled and notified by SLT as to what their role will entail each day.

*In the event of a school closure, available work will be sent to those students learning remotely, at the first opportunity.*

### **Senior Leader Responsibilities**

- See responsibilities for key stage/ bubble isolation
- Draw up a list of priority students who must continue their education on site
- Arrange for parents to be notified about whether their child will learn remotely or in school
- Timetable staff to fulfil in school and remote responsibilities and notify staff of these

### **Curriculum Leader Responsibilities**

- See responsibilities for key stage/ bubble isolation

### **Teacher Responsibilities**

- See responsibilities for key stage/ bubble isolation
- Utilise the rewards system in place to encourage (remote learning) students to work as hard as they can. **Online points system available <http://tiny.cc/bqhjsz> to monitor student's daily engagement. Students receive 0- no homework, 1- homework**

**complete, 2- homework completed well. System will collate daily scores and give a weekly total as well as a cumulative score**

- Report issues with engagement to SLT/ curriculum leaders

### **TA Responsibilities**

- Teaching assistants will support students and teachers as directed

**Full school closure due to a number of confirmed covid cases. All staff and students are isolating. Staff are not available to print/ pack and deliver homework.**

*Staff have developed packs containing two weeks' worth of work. This work is linked to their curriculum and reflects the knowledge and skills they would require each student to learn. These packs are available (in room 5) to post immediately/send home with students, should this situation occur.*

For other responsibilities, see, 'Isolation of key stage/ bubble' section.

Update Jan 2021;

- Students will have an online timetable in google drive
- Weekly work packs produced by teachers to support the online timetables are delivered home weekly.
- Any students in school also work on this timetable and through the weekly work pack
- The student timetable is available to all students with open share setting, school will provide the link
- The online timetable will include links to resources, instruction, recorded lessons (video/audio recordings made by teachers) and some live teaching
- Students have additional access to this through NTL P where gmail and google drive is available.
- Two work related email addresses are available for parents and students to help correspondence;
- southlands.ks4@ntlp.org.uk
- southlands.ks3@ntlp.org.uk
- A limited amount of limited devices for online work are available and school will audit and be in touch with student requirements
- School has the facility to explore online access through mobile providers and BT hotspots if families are struggling to get online.
- School or families can get in touch to request access or the continued home school communication will also pick this up.
- Safeguarding the students is paramount, and as such all remote learning will be discussed fully prior to being used to ensure the safety of our students is not compromised.
- We expect students to follow roughly the remote timetable.
- Workpacks will be collected in the following week, work will be marked.
- Report cards will be distributed the following week based on the amount of engagement the previous week giving students feedback from school staff
- Certificates and rewards will also be earned by students who will gain a reward and be entered into raffle for a star prize.

**Melrose Update:**

- ❑ Work to be issued online on at least a 2 week basis, providing to correct number of lessons covered in this two week period.
- ❑ Work should be emailed to the parents/guardians of the child, as well as to their ntlp account.
- ❑ In order to track engagement, children should email screen shots of end of lesson tests and any work that they have completed to the subject teacher's school email account. Teachers should provide feedback appropriately.
- ❑ Teachers to record the date of work submitted and RAG rate their attainment. Students that appear to be having difficulty will be identified and appropriate steps put in place to support the student.
- ❑ The Melrose recognises the compartmentalisation of many students with autism. This can make working on school work in a different environment to school very challenging and the pressures that this can place on a family. In these situations, The Melrose will work with families to encourage engagement and overcome these difficulties in a sensitive manner. This may require a more individualised approach needed with alternative arrangements being made. This will be done on a case by case basis.
- ❑ Any online learning should not rely on the printing of worksheets at home. Any required worksheet will be posted out or hand delivered.
- ❑ For students unable to access online learning, an alternative work pack will be provided.
- ❑ Students who are in school will complete the same work as students working from home.
- ❑ Certificates will also be issued for work completed with will feed into the Nice One's reward system