JARROW SCHOOL

Excellence in Education

Policy Title: **Remote Learning Policy**

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Remote Learning Policy

1. Background

This policy is to ensure the ongoing education of Jarrow School students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote Learning Lead

The Faculty Leader of Technology is responsible for formulating and overseeing Jarrow School's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Faculty Leader of Technology in the first instance.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Jarrow School. We would expect that there will be future benefits to putting these plans into place.

Jarrow School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes, and that these are set up
- Students within classes have access to the relevant Microsoft Team
- Students will receive Teams refresher sessions (and specific Teams Meetings instruction) in Computing lessons for the first two weeks of the academic year and refreshers during computing lessons when relevant.
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

Jarrow School should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the ICT team to the situation

4. Continuity of Education in Event of a Closure

Jarrow School will make provision for remote contact with students on a daily basis in two forms:

- Students will have access to work that allows them to continue to progress while at home
- Students will have the opportunity for face-to-face interaction with a member of staff when possible

In as far as is possible, Jarrow School should attempt to replicate the timetable that students follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with their Curriculum Leader if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

5. Remote Learning Practice and Recommendations

- Microsoft Teams will be the single hub for all Remote Learning interactions.
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Class Team).
- Teachers should record the Meeting for easy cloud access at a future date and time - particularly for those students who may need to revisit this information.
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class.

- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary.
- Classwork that can be handed in online will be set through Teams and marked online (as well as being set through the VLE).

6. Information for parents

Parents will find the following useful information already on the VLE:

- Email contact details for their child's teachers
- Resources for all lessons
- Parents will also receive additional information via the MCAS app.

7. Summary

The primary purpose of this policy is the continuity of education for students at Jarrow School.

Using existing school systems (Microsoft Office 365 and, specifically, Teams) means this provision can be put into place quickly and students only need their existing login details of school email and password.