



Remote Learning Guidance

This guidance operates alongside all of our existing policies (T&L / Assessment Behaviour / Safeguarding) and may apply to:

- A student who is absent from school for a pre-agreed reasons e.g. taking part in a sporting tournament
- Student suspensions
- An extended period of school closure or partial school closure.

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 children 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.

Introduction

This document sets out the guidelines of the school in respect of use of technology for distance or remote teaching and learning.

In all cases students must use their @pchs.cheviotlt.co.uk account to log in. Students are not to use any other account under any circumstances for the purposes of Remote Learning within the school.

The list of applications that will be used for remote learning will primarily be:

Google: GMail (e-mail), Google Classroom and Google Meet (for specified groups of students)

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. Examples may include Maths watch, Educake, Languagenut, Seneca learning.

Students should only communicate through their @pchs.cheviotlt.co.uk account only. The use of any other account or e-mail address is expressly prohibited. Teachers will not engage in communications with any account other than an @pchs.cheviotlt.co.uk

Remote learning

- Work will be set via google classroom
- Live lessons will take place when appropriate
- Students will be expected to complete and submit work to the class teacher - this will be checked and returned.

- Students not accessing the work set or attending live lessons will be contacted
- Students are expected to follow the guidelines communicated to them regarding registering. Registers may be taken in each live lesson or a check in system may be set up via email depending on the circumstances/length of closure. Absences will be followed up.
- Whenever possible face to face in person sessions will be arranged. This may be on a rota system.

Live Online Classes

When appropriate teachers may deliver lessons “live” using Googlemeet.

Googlemeet Protocols:

- The Googlemeet link is intended for the students of that class only. Students must not forward links to anyone else.
- Students must always follow the direction of their teacher just as in the classroom
- Y9-11 students should have their cameras turned off, Post 16 students may have their camera on at the request of teachers.
- Microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone. Students may be invited to unmute their microphone to contribute to discussion or answer questions.
- The ‘chat’ option can also be used for any questions and for students to offer answers.
- PCHS classroom expectations are the same online. Students are expected to demonstrate the same positive behaviours online. Any students unable to do this will be challenged. Repeated disruptions will be addressed with students and parents.
- Lessons must not be recorded by students.