



Context

Remote learning refers to the teaching and learning that will occur when students are unable to attend school. This will include learning activities, assessment, feedback, coaching and assemblies.

This policy will apply when

- Individual students are unable to attend school due to a period of advised absence but remain well.
- A period of school closure.
- Pupil exclusion.

Access to ICT Resources

If any students do not have access to the ICT resources required to access their learning eg Laptop, Phone, WiFi Access please contact school. School will try to support where possible.

Principles of Remote Learning

- Teaching and Learning will continue to be quality first
- Students will have meaningful and ambitious work each day in line with their timetable
- Students will continue to have access to planned and well sequenced curriculum
- Teachers will continue to gauge how well pupils are progressing through the curriculum.
- Work will be checked, and feedback will be given through Google Classroom.
- Teachers will adjust the pace or difficulty of what is being taught.

Procedures during remote learning

Google Classroom is a collaborative learning platform which allows real-time communication and sharing of resources between teachers and their classes. Every member of Shevington High School has been set up and registered to Google Classroom.

- Learning should be accessed via google classroom.
- Students should access their lessons during the day following their timetable at the time it is being taught in school (synchronous learning) where possible.
- Students will have a mixture of lesson formats, live master classes, seminars , lectures, and coaching sessions. These live inputs could last from 5 minutes upwards.
- Some live lessons on Google Meet may be used.
- All live lessons should be created using google meet, using a nickname and share via classroom stream. **This needs to happen live at the lesson time.**



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- Coaching should be attended remotely via google classroom at 8.30 am
- Students will be expected to submit written work as directed by the classroom teacher. This could be by email or uploaded to Google Classroom.
- Teachers will assess and mark submitted work and give feedback via Google Classroom.

Learning Expectations of Students

During remote learning sessions, all students are expected to:

- Log onto Google Classroom every day
- Attend coaching sessions every week at 8.30
- Attend Year Assemblies if scheduled at 8.45
- Complete all work set by the deadline requested by the class teacher.
- Use contact information below if they require help.

Telephone 01257 400990 or email enquiries@shevingtonhigh.org.uk

Online Safety, Safeguarding and Behaviour

It's important that students participate in all aspects of remote learning and parents support us with this. To meet safeguarding requirements we therefore ask for your support in relation to the following:

Students:

- Must use their school Google Email to access Google Meets
- Must be in appropriate clothing and not in pyjamas when joining a Google Meet.
- Be prepared for the lesson and have equipment and resources available.
- Try to find a quiet and appropriate place for google hangouts and google classroom.
- If possible wear headsets / headphones to reduce background noise.
- When on a Google Meet join on MUTE and only UN MUTE when directed by the teacher.
- When joining a lesson they must do so by turning on their camera. This is required for both safeguarding purposes and to facilitate effective learning. The teacher may request that students switch off their camera during periods of independent work to reduce screen time.
- Must not record or take images of any part of the session.
- When engaging in google hangout pupils must not talk unless directed by the teacher. Students must use appropriate language and remember to treat everyone with dignity and respect.
- Must upload completed lesson activities through Google Classroom



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Staff teaching from School:

- The member of staff must set all work on Google Classroom and share the lesson activities, rubric and feedback.
- All live lessons should be created using google meet, using a nickname and share via email or classroom stream. **This needs to happen live at the lesson time.**
- The blended learning lesson plan must be used, clear objectives and outcomes must be shared with the class.
- The member of staff in the classroom will remove a child from a lesson if they feel they are in breach of the remote learning policy.
- All live lessons / Google Meet will be recorded by the teacher for safeguarding reasons.
- Staff may mute and unmute students at different times throughout the lesson. The default for students will be mute.
- The member of staff will be in the timetabled classrooms to supervise the lesson which will be taught remotely.

Staff teaching from home:

- If there are still students in school. A cover supervisor will be in the classroom and monitor behaviour and engagement and the lesson will be facilitated remotely by the subject teacher.
- When delivering live lesson / Google Meet from home please use the blur tool for the background.

One to one sessions:

- The school will use live one to one sessions when appropriate in some circumstances, eg to support students with SEND in collaboration with the SENCO and parents and carers.
- The school may use live remote sessions for meetings about a child whether it be safeguarding, wellbeing behaviour or other situations. Other agencies working with the daily will also be invited to join if appropriate.

School:

- During the period of remote learning, the school will maintain regular contact with students, parents and carers to:
 - Reinforce the importance of engaging in learning activities.
 - Reinforce the importance of children staying safe online.
 - Support families and students.

Parents:

- Should not attend the lesson with their child. We understand that this is not always easy, but hope that parents appreciate the importance of trying to facilitate this for safeguarding reasons.
- Normal protocols for contacting staff remain. Queries and questions should be addressed via school telephone or using school emails eg enquiries@shevingtonhigh.org.uk



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- On no occasion must a parent use Google Classroom to make contact with a teacher.
- Parents can subscribe to Google Guardian for daily or weekly email updates on the following:
 - Missing work—Work not turned in when the summary was sent.
 - Upcoming work—Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
 - Class activity—Announcements, assignments, and questions recently posted by teachers.

School lesson times are all slightly different in each year. This is due to staggered breaks and staggered lunchtimes. Students will need to follow the times bellow when Remote Learning

Year 7	
Coaching	8.30- 8.45
Base Group / Assembly	8.45 - 9.15
Lesson 1	9.15 - 10.15
Lesson 2	10:15 - 11:30
Breaktime	<i>10:15 - 10:30</i>
Lesson 3	11.30 - 12.30
Lesson 4	12.30 - 2.00
Lunchtime	<i>12.30 - 1.00</i>
Lesson 5	2.00 - 3.00



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Year 8	
Coaching	8.30- 8.45
Base Group / Assembly	8.45 - 9.15
Lesson 1	9.15 - 10.15
Lesson 2	10:15 - 11:30
Breaktime	<i>10:35 - 10:50</i>
Lesson 3	11.30 - 12.30
Lesson 4	12.30 - 2.00
Lunchtime	<i>1.00 - 1.30</i>
Lesson 5	2.00 - 3.00

Year 9	
Coaching	8.30- 8.45
Base Group / Assembly	8.45 - 9.15
Lesson 1	9.15 - 10.15
Lesson 2	10:15 - 11:30
Breaktime	<i>10:35 - 10:50</i>
Lesson 3	11.30 - 12.30
Lesson 4	12.30 - 2.00
Lunchtime	<i>1.00 - 1.30</i>
Lesson 5	2.00 - 3.00



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Year 10	
Coaching	8.30 - 8.45
Base Group / Assembly	8.45 - 9.15
Lesson 1	9.15 - 10.15
Lesson 2	10:15 - 11:30
Breaktime	<i>10:55 - 11.10</i>
Lesson 3	11.30 - 12.30
Lesson 4	12.30 - 2.00
Lunchtime	<i>1.30 - 2.00</i>
Lesson 5	2.00 - 3.00

Year 11	
Coaching	8.30 - 8.45
Base Group / Assembly	8.45 - 9.15
Lesson 1	9.15 - 10.15
Lesson 2	10:15 - 11:30
Breaktime	<i>10:15 - 10:30</i>
Lesson 3	11.30 - 12.30
Lesson 4	12.30 - 2.00
Lunchtime	<i>12.30 - 1.00</i>
Lesson 5	2.00 - 3.00