



Redlines of Remote Learning Guidance

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Red lines of Remote Learning

The purpose of this section of the guidance is to outline the systems and processes in place to support a variety of given scenarios during these challenging times including a partial closure and a full closure.

Staff expectations

There are four different scenarios:

- 1) If a member of staff is absent due to illness, then normal processes will be followed to support a full return to work.
- 2) If a member of staff is absent due to testing for Covid19, the expectation is to remotely teach all classes for a proportion of the lesson. There will be a cover teacher in the room to support with the activity/work provided for the lesson.

To enable remote learning all staff must ensure that they have the necessary technology to facilitate this such as Zoom. Technology within the academy will be organised by the IT team.

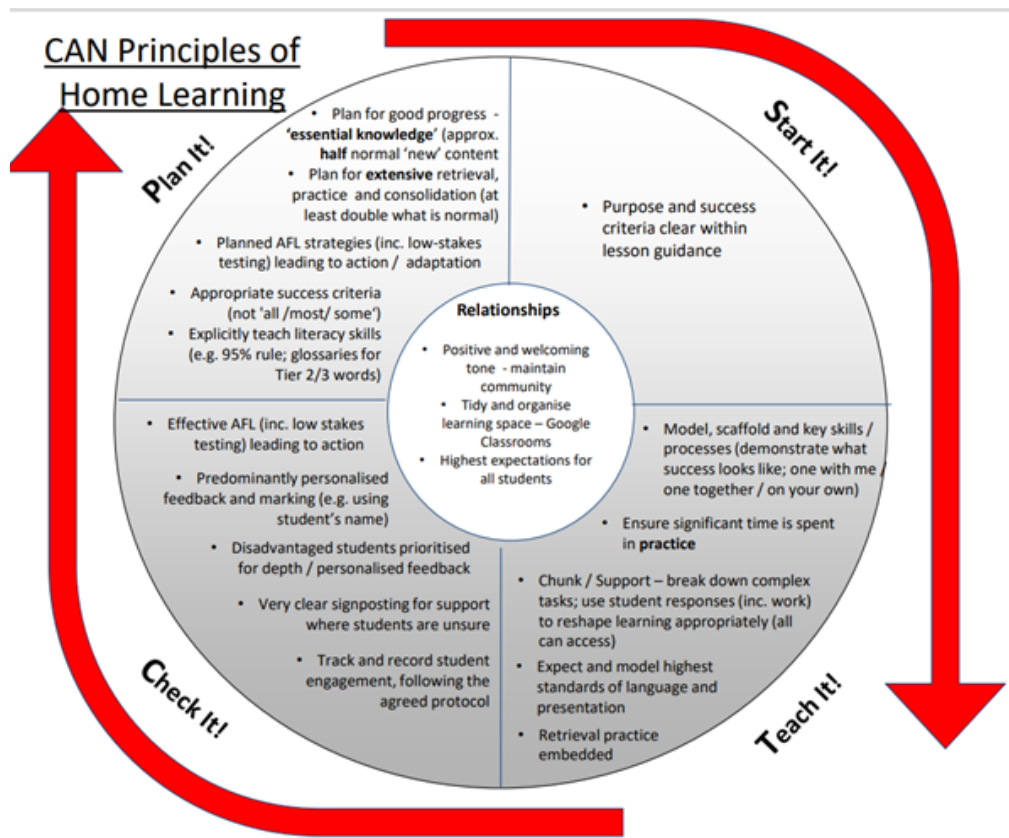
- 3) If a member of staff teaches a group that is currently isolating due to a positive case within their year group, they will deliver a live lesson using Zoom once per week per the schedule. This will be for a duration of 30 minutes. For any remaining lessons in the week, work must be provided via google classrooms.
- 4) If an individual student is isolating, remote learning is put in place through google classroom. Staff must regularly monitor progress of the students and provide feedback where necessary.

Student expectations

- 1) All students within the Academy will have an induction session focused on accessing and actively completing an assignment in google classroom.
- 2) Students will have the opportunity to access live learning in the event of a year group isolating. Permissions will be given from parents/carers via the recent parent/carer survey.
- 3) Students will complete work set on google classroom to their best ability and respond to any teacher feedback given.

Curriculum and planning

To our best ability the integrity of our curriculum planning should be upheld to support the gains the team has made over this term. Within departments please ensure that the principles of home learning are followed alongside your Covid Curriculum Scenarios.



Partial closure

A partial closure may constitute with one or more year groups needing to be isolated due to a positive case of Covid19 within their year group.

In this event, students will complete their normal timetable with staff delivering live lessons. They will also be expected to complete work set on google classrooms as per their home learning timetable.

Full closure

In the event of a full closure, students will then access the remote learning timetable used during the lockdown period as shown below:

(Y7)

	Mon	Tues	Wed	Thurs	Fri
9-9.20	Lexia	Lexia	Lexia	Lexia	Lexia
9.20 – 10.20	English	History & Geography	History & Geography	English	Drama / Music
10.20 – 11.20	Science	English	Science	Reading	History & Geography
11.20-11.40	Break	Break	Break	Break	Break

11.40 – 12.40	Maths Hegarty	Maths Hegarty	MFL	Maths Hegarty	Science
12.40 – 1.00	Hegarty Quiz	Hegarty Quiz	Hegarty feedback	Hegarty Quiz	Hegarty feedback
Afternoon	UCAN / Wellbeing	Creativity / wellbeing	UCAN / Wellbeing	UCAN / Wellbeing	PE / wellbeing

(Y8)

	Mon	Tues	Wed	Thurs	Fri
9-9.20	Lexia	Lexia	Lexia	Lexia	Lexia
9.20 – 10.20	English	History & Geography	History & Geography	English	Drama / Music
10.20 – 11.20	Science	English	Science	Reading	History & Geography
11.20-11.40	Break	Break	Break	Break	Break
11.40 – 12.40	Maths Hegarty	Maths Hegarty	MFL	Maths Hegarty	Science
12.40 – 1.00	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz
Afternoon	UCAN / Wellbeing	Creativity / wellbeing	UCAN / Wellbeing	UCAN / Wellbeing	PE / wellbeing

(Y9)

	Mon	Tues	Wed	Thurs	Fri
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9-9.20	Lexia	Lexia	Lexia	Lexia	Lexia
9.20 – 10.20	English	History & Geography	Option B	English	Option C
10.20 – 11.20	Science	English	Science	Option A	History & Geography
11.20-11.40	Break	Break	Break	Break	Break
11.40 – 12.40	Maths Hegarty	Maths Hegarty	Reading	Maths Hegarty	Science
12.40 – 1.00	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz
Afternoon	UCAN / Wellbeing	UCAN / Wellbeing	UCAN / Wellbeing	UCAN / Wellbeing	PE / wellbeing

(Y10)

	Mon	Tues	Wed	Thurs	Fri
9-9.20	Lexia	Lexia	Lexia	Lexia	Lexia
9.20 – 10.20	English	History & Geography	History & Geography	English	PE Coursework
10.20 – 11.20	Science	English	Science	Option C	History & Geography
11.20-11.40	Break	Break	Break	Break	Break
11.40 – 12.40	Maths Hegarty	Maths Hegarty	Option A	Maths Hegarty	Science
12.40 – 1.00	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz
Afternoon	DofE / Wellbeing	Option B	DofE / Wellbeing	DofE / Wellbeing	Creativity / wellbeing

(Y11)

	Mon	Tues	Wed	Thurs	Fri
9-9.20	Lexia	Lexia	Lexia	Lexia	Lexia
9.20 – 10.20	English	History & Geography	History & Geography	English	PE Coursework
10.20 – 11.20	Science	English	Science	Option C	History & Geography
11.20-11.40	Break	Break	Break	Break	Break
11.40 – 12.40	Maths Hegarty	Maths Hegarty	Option A	Maths Hegarty	Science
12.40 – 1.00	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz	Hegarty Quiz
Afternoon	UCAN / Wellbeing	Option B	UCAN / Wellbeing	UCAN / Wellbeing	Creativity / wellbeing

Staff Expectations and Training for Live lesson delivery

For all staff, the thought of delivering content live through a digital platform may be daunting. With the correct training and trailing this system, we are confident that all staff can engage with zoom content delivery.

Grasping the basics – This video is a great starting point for grasping the basic functions of delivering content via zoom.

<https://www.youtube.com/watch?v=9guqRELB4dg&vl=en>

Scheduling a Zoom - Video demonstrating how to schedule a zoom lesson for your students and correct settings for safeguarding.

* <https://www.loom.com/share/a5140abe21a14cfda991bd8388c8495e>

* *Please note that in response to the trial run we now advise that the video function is on for all when you set up the zoom to confirm student identity. This can then be turned off by the teacher leading the zoom.*

Expectations when leading a zoom

1. Sign into zoom using only your school Gmail account. Do not use personal accounts
2. Students enter a waiting room until the teacher admits them into the virtual classroom. **Students need to have their camera on in order to prove identity.** This can then be turned off.
3. Do not allow attendees to join before the host
4. Mute attendees on joining
5. Turn off the student's video function after identity confirmed and turn on when/if appropriate.
6. Do not publicise your meetings link on any platform apart from the students google classroom
7. End the meeting for all participants when the virtual lesson has finished
8. Use the screen sharing function to show content. i.e. a PowerPoint etc.
Watch how to do it here: <https://www.youtube.com/watch?v=YA6SGQIVmcA>
9. Establish a hands up (using the built in function) or the written text box for students to ask questions. Students can also communicate via the

What is zoom bombing?

Unfortunately, Zoom bombing has become a genuine safeguarding threat linked to the delivery of zoom based remote learning. This involves the secure link shared via google classroom being shared on unsecure platforms by our students. This has led to the change in policy to ensure video is on initially to confirm identity. Please report any experiences of zoom bombing directly to Hannah Boag / IT Services via Zendesk.

Safeguarding considerations for staff

- Live Streaming should never be 1:1; group sessions only. *(The only exception to this would be pre-arrange and consented sessions via My Tutor authorised by SLT member)*
- Staff must wear suitable clothing, as should anyone else in the household.
- Computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- The live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed. This also enables pupils to access the lessons at a later date. Once saved to your laptop, upload to your G-Drive and store in the cloud if you need to free up space on your laptops. Never delete a zoom lesson without knowing it has successfully saved in G-Drive,
- Lessons should be no longer than a half of a standard single period in-school lesson (i.e. up to or less than 30 minutes). Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day. We recommend using zoom to introduce the lesson or bring students together for a plenary to assess the learning and challenge misconceptions.
- Language must be professional and appropriate, including any family members in the background.
- Pupil video functionality should be on initially to prove identity and then switched off in most circumstances. Voice can be enabled, so pupils can participate in discussion and/or ask questions. Teachers have the ability to mute students, which should be the default setting (see Loom above)

Safeguarding considerations for students, parents & carers

- Live Streaming should never be 1:1; group sessions only.
- Students must wear suitable clothing, as should anyone else in the household.
- Computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.

- Please be aware that live lessons will be recorded and stored for safeguarding reasons. Please contact your child's teacher if you do not wish for them to be in the zoom learning environment.
- Lessons will be no longer than a standard single period in-school lesson, and are more likely to be used to introduce the lesson or bring students together for a plenary to assess the learning and challenge misconceptions.
- Language must be professional and appropriate, including any family members in the background.
- Pupil video functionality will be on to prove identity and then switched off. Voice can also be enabled by the teacher, so pupils can participate in discussion and/or ask
- questions. Teachers have the ability to mute students and enable video function if required.
- Students should not download the zoom app, and should only access zoom through the links shared on your child's google classroom. If students already have the zoom app the link will automatically open through the app. We do not recommend students having the app as it is age restricted to 16yrs.

General Data Protection Requirement (GDPR)

- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products).
- The use of personal email and technology accounts should be prohibited, in order to maintain integrity and standard professional boundaries
- The school should continue to promote the use of internet safety measures including strong safe passwords.

Teaching through zoom – Top tips from experiences across the trust

From Phil Avery's (Trust director for Teaching and Learning) experiences:

- Good AfL prior to the lesson to know where they are
- Establishing routines (regarding questions on chat, how to put hands up etc.)
- Using cold calling
- Making sure the students are appropriately prepared prior to the online lesson so that you can maximise teacher instruction and/or discussion, rather than going over stuff that they could have learnt from an article, video or podcast
- Making sure that what you're doing in the live lesson is really appropriate for that medium, not something that could have been done over email, through a task on google classroom etc.
- Make it fun!
- Build in interaction as that's what is missing from non-live, remote teaching

An example of synchronous online teaching can be seen in the blog below from 'teach like a champion' which is worth a read before launching your first live lesson.

<https://teachlikeachampion.com/blog/alex-barbas-bio-class-an-example-of-a-synchronous-online-lesson/>

SOURCES

We produced this guidance based on the following sources (all information is up to date as of 4 September 2020):

- [COVID-19 contain framework: a guide for local decision-makers](#), GOV.UK - DHSC
- [How schools can plan for tier 2 local restrictions](#), GOV.UK - DfE
- [Guidance for full opening: schools](#), GOV.UK – DfE