



Remote Learning Plan 2020-2021 Academic Year

Expectations and requirements for a local or national lockdown

Purpose:

The purpose of this document is to set out expectations and requirements for remote learning if a local or national lockdown was to occur. The intended outcome is that we focus on the quality of learning to ensure student progress with as little interruption as possible, whilst keeping motivation and enthusiasm for learning. Arrangements will include face-to-face lessons via Microsoft teams through Firefly or pre-recorded audio/video lessons and tasks set on Firefly. Appropriate safeguarding guidance will be provided to enable this to happen. Our internet provision is now greatly improved to cope with the demand. Training will be provided to all teaching staff to be able to do this.

Following successful trials with Year 10 classes, we know that further refinements are needed to successfully enable this teaching methodology. We have to be aware that not all staff and students may have the technology/WIFI capacity to fully participate. We are looking at how best to improve our technology for staff – which is difficult given financial limitations. However, disadvantaged students will be able to have access to loan laptops if needed, and some have already been provided.

During periods of remote education –

Teachers will

1. Use Firefly to set a task(s) for each lesson. The task should be posted as early as possible on the day of the lesson, and at the very latest, by the time the lesson starts. It will make clear in the title which day, subject and lesson the task relates to. Tasks should be set for every day of the week.
2. Teachers in KS4 subjects will do either a 15-20 minute live streamed lesson or a pre-recorded/audio introduction at least once a week for each class taught. Note, where multiple teachers share the teaching of a single subject only *one teacher* will deliver the live streamed lesson.
3. Teachers in KS3 subjects will do either a 15-20 minute live streamed lesson or a pre-recorded/audio introduction at least once a fortnight for each class taught. Note, where multiple teachers share the teaching of a single subject only *one teacher* will deliver the live streamed lesson.
4. Work set should be sufficient to occupy students for the length of the lesson. To keep this manageable – please set work for about 40-45 mins. This gives some flexibility within the hour.
5. Work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting. Please do not set activities that involve printing/cutting/sticking/editing a PDF. Please limit the number of tasks that require Office based Apps (PowerPoint, Word etc) as many students struggle to access Office from home/are working from a smartphone.
6. Teachers will clearly identify the intended outcome of the task. For example, 'by the end of this lesson students should have completed X.'
7. Where work is set for a mixed ability class particularly in lower school, you will use objectives for 'All, Most and Some' to assist with your differentiation.
8. Teachers will not set additional 'home learning' during periods of remote learning.
9. Teachers must be careful in their tone when communicating with students. We do not want to increase the anxiety that some students will be facing. There may be underlying reasons why a student has not completed work i.e. technology not working effectively. Please also do not communicate any specific exam/coursework deadlines with Year 10 unless agreed by SLT.

10. Teachers will consider adaptations to tasks for students receiving SEND support and the most able, ensuring they are able to access the work at home and that there are appropriate expectations of the work they will produce.
11. *If a student is consistently failing to complete tasks in your subject, please first view the 'Tracker-Students Failing To Complete Tasks' file at SharePoint>Teaching&Learning. If you are one of the first 3 staff members to report the child and there is no relevant pastoral information on the tracker, please make home contact after checking the list of students without Firefly access at home (SharePoint at Admin>'Students without Firefly access'). Please record your name/date/the nature of the contact on the tracker. If a consistent problem (flagged by 3 + staff members) the Head of Year will make home contact. Please note, a list of all student contact details is on SharePoint at Admin>'All student contact details'.*
12. Teachers will ask for student work via Firefly, prioritising Year 10 & 11. Where work is provided, regular feedback will be given via Firefly. Students should expect general feedback from a teacher at least every two weeks. For a long-term lockdown, students will also receive detailed feedback on an assessed piece of work at least once a term.

Heads of Department

1. Will regularly check in with their department to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
2. Will provide support to colleagues to ensure that resources/academic material is provided as required.
3. Will monitor* the quality of work being set by the teachers within the department.
4. Will monitor* the quality and frequency of feedback being given by the teachers within the department.
**Heads of Department now have Firefly 'view site' access with which to do this.*

Heads of Year

1. Will send Firefly messages to their year group once a week with relevant information and advice.
2. Will communicate with students and parents/carers who are not completing work across three or more subjects, liaising with Heads of Lower/Upper School, and will record this information on the 'Tracker-Students Failing To Complete Tasks' file at SharePoint>Teaching&Learning.
3. Will communicate with parents/carers of students who are not accessing firefly based on login data shared by Charlie Pierce and will liaise with Heads of Lower/Upper School.
4. Will maintain/update the register of students without Firefly access at home (on SharePoint at Admin>'Students without Firefly access') in conjunction with Heads of Lower/Upper School.
5. *Will record relevant pastoral information that may impact upon a student's ability to complete tasks (i.e. a bereavement) to the 'Tracker-Students Failing To Complete Tasks' file at SharePoint>Teaching&Learning.*
6. Will continue, alongside other named teachers, to provide welfare check-ins and record feedback for allocated students as directed by Andy Dunnett.
7. Will track, record and contact home, where necessary, any inappropriate use of Firefly, for example in messages or submission of work, and will liaise with Heads of Lower/Upper School.
8. Will keep Firefly wellbeing pages updated in conjunction with Heads of Lower/Upper School.
9. Will deliver a pre-recorded assembly at least once a fortnight.

Tutors

1. Will send Firefly messages to their tutor group with relevant information and advice.
2. Will record relevant pastoral information that may impact upon a student's ability to complete tasks (i.e. a bereavement) to the 'Tracker-Students Failing To Complete Tasks' file at SharePoint>Teaching&Learning.
3. Will at least once a fortnight hold a live streamed tutor session or alternatively do a pre-recorded/audio introduction.
4. Will also be expected to ring home once a month when asked to do so by SLT.

SEND Support

1. Will connect with parents and/or students who receive one-to-one SEN support to check their progress with remote learning.
2. Will reach out to students/staff and provide guidance/feedback as necessary.

Students (*where ICT access is available)

1. Will follow their normal timetable.
2. Will check Firefly to see the posts for each lesson*.
3. Will participate in live streamed lessons in accordance with rules set out at the beginning of each lesson.
4. Must complete all set work and submit it by the stipulated deadline.
5. Must use Firefly/Outlook to communicate with their teachers and ask questions if they do not understand or have not been able to complete the work set*.
6. Must communicate with staff in appropriate manner.
7. Those students without internet access will receive a pack from school with a range of subject tasks to complete.

PE Department

They will be setting a 10-15-minute core PE exercise programme for students to participate in everyday, rather than a longer session in their normal timetable lesson. This should not require any equipment.

Parents/Carers

1. Should encourage and support their children's studies by finding them an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
2. Please be aware that not all activities set on Firefly will require device access. If you have more than one child at home and only one device to access Firefly from, you will need to schedule the usage of the device. In this instance, encourage students to spend their scheduled time noting down tasks to complete that do not require a device/internet, which can then be completed whilst a sibling accesses the device.
3. Should refer to the sequence of learning for each subject on the departmental pages of the school website.
4. A 'Parent Timetable Tracker' is also attached to help you support your child. This will help you to monitor the progress your child is making with the tasks set by teachers.
5. Please try to encourage students to read independently for at least 30 minutes a day.
6. Please remember that you can only do your best to support your son/daughter's learning – it may not be perfect – please don't worry!
7. If you have any issues in accessing the Firefly Parent Portal please email:
fireflyparent@kingsmead-school.com

Mark Williams
Headteacher
14th September 2020