



Remote Learning Plan - Updated
2021-2022 Academic Year
Updated 17.09.21

1) Purpose of this document:

The purpose of this document is to set out expectations and requirements for remote learning during a local or national lockdown *and* for students who are required to self-isolate. 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 may include tasks on Firefly, live streamed lessons using Microsoft Teams via Firefly, pre-recorded audio/video lessons or Covid School pages on Firefly.

Appropriate safeguarding guidance has been provided to enable this to form of Remote Education. Training has been and will continue to be provided to all teaching staff to ensure that our students are able to access the best possible Remote Education experience.

2) Remote work for students during their period of self-isolation when school is open to all students.

Work is to be accessed in one of 3 ways.

- a) Firefly tasks sent to individual students

For students that are self-isolating when the majority of students are in school, individual tasks will be sent via Firefly. Paper copies will be provided where there is no internet access at home.

- b) The Firefly 'Covid School' page

For most subjects, students should complete the activities at the relevant subject page within 'Covid School' unless they are set a Firefly task for a specific lesson.

Students will find this page under 'Resources' on Firefly, under Covid-19. Alternatively, it can be accessed via the 'COVID School' link on the dashboard (Firefly home page).

Firefly tasks are set for all mathematics lessons and will not be on Covid School. This is because students in mathematics are set by ability from Year 7.

- c) Firefly Tasks for whole classes

In situations where it is possible to teach whole tutor groups sent home to self-isolate, e.g. a proportion of Year 7 & 8 lessons in KS3, teachers will for one period per fortnight offer a 15-20 minute live streamed lesson or a pre-recorded audio/video introduction to a task. This enables improved contact and explanation of learning.

3) Remote work for students during a full or partial school lockdown/closure

Teachers

1. **Every day** - students will receive **individual Firefly tasks**, with 1 task per lesson, which will take approximately 1 hour to complete. The day, subject name and lesson will be clearly visible in the task title. Tasks will be posted by at least 8.30am on the day of the lesson and should follow the 'normal' timetable.
2. Teachers of *all subjects* will deliver 15-20 minute **live streamed lessons** in accordance with the frequency below:

Subject Area	No of lessons per fortnight (approx.)	No of live 'Teams' lessons per fortnight (minimum)*	Subject Area	No of lessons per fortnight (approx.)	No of live 'Teams' lessons per fortnight (minimum)*
Year 7-8 English, Maths, Science	7	3	Year 9-11 English, Maths, Science	7	3
Year 7-8 Languages	6	3	Year 9-11 Languages	6	3
Year 7-8 additional subjects (non-core)	2	1 lesson in 3	Year 9-11 Option Subjects	4	2
Year 7-8 Games	4	1	Year 9-11 Games & RE	4	1

Please note, where there is staff absence, live lessons may not be possible. This frequency of live streamed lessons may change fortnightly in accordance with curriculum need but should meet the requirements of the table above across a 4-week period. Teachers may use pre-recorded/audio introduction lessons as they see fit. These still have a place in our provision, but no set quantity of them is required.

3. Work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting and will not involve printing/cutting/sticking/editing a PDF. The number of tasks that require Office based Apps (PowerPoint, Word etc) will be used in moderation as many students struggle to access Office from home/are working from a smartphone.
4. Teachers will clearly identify the intended outcome of the lesson. For example, 'by the end of this lesson students should have completed X.'
5. Teachers will not set additional 'home learning' during periods of remote learning.
6. Extension tasks will be shared with students by staff members.
7. 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.
8. 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.
9. *If a student is consistently failing to complete tasks in a subject, please first view the 'Tracker-Students Failing To Complete Tasks' file at SharePoint>Teaching&Learning. As per the instructions on each tracker sheet, teaching staff should only record concern for a student on the spreadsheet if they have made no engagement with set tasks on a regular basis, with no communication from the students with a valid reason - none within a fortnight for example or very rare and/or sporadic completion of tasks. If a staff member is adding a student as a concern, they must have made the initial contact with home by phone call or email. When more than 3 concerns are recorded, the Head of Year will make contact. If the Head of Year is unable to establish home contact, this should be passed to the relevant Assistant Headteacher + DSL/DDSL.*
10. Teachers will ask for student work via Firefly. Where work is provided, regular feedback will be given via Firefly. Classes should expect general feedback from a teacher at least every two weeks and can be in a variety of forms

e.g. verbal feedback during live lessons or whole class feedback attached to Firefly tasks. 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 given by the teachers within the department.
5. Where multiple teachers share the teaching of a single subject, the Head of Department will oversee the frequency of live streamed lessons.

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 Assistant 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 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.
4. Will continue, alongside other named teachers, to provide welfare check-ins and record feedback for allocated students as directed by Andy Dunnett.
5. 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 Assistant Heads of Lower/Upper School.
6. Will keep Firefly wellbeing pages updated in conjunction with Assistant Heads of Lower/Upper School.
7. Will deliver a live streamed or pre-recorded assembly at least once a fortnight.
8. Will support the Assistant Heads of Lower/Upper School in monitoring Remote Learning attendance.

Tutors

1. Will update weekly the Record of Tutor contact, outlining and tracking a weekly tutor challenge, communication and live stream tutor sessions. 'Record of Tutor contact' on SharePoint>Teaching&Learning. Tutors to follow up if there is no engagement with two of these tasks.
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. **Tutor contact** – tutors will deliver **one-live streamed afternoon registration** per week. Tutors will **call** fortnightly to speak to both tutees and their parents/carers, to discuss remote learning progress and wellbeing, and any reference to the student on the praise tracker. Before this they will check the 'relevant pastoral information' comment on the 'Tracker-Students Failing To Complete Tasks' and add information to it after the call if relevant.

SEND Support

1. Will connect with parents and/or students who receive one-to-one SEN support to check their progress with remote learning once a week.
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 each school day to see the posts for each lesson*.
3. Will complete the daily attendance check via Firefly task as required.
4. Will participate in live streamed lessons in accordance with rules set out at the beginning of each lesson.
5. Must complete all set work and submit it by the stipulated deadline.
6. Must use Firefly or their Kingsmead email to communicate with their teachers and ask questions if they do not understand or have not been able to complete the work set*.
7. Will not access/complete any tasks which are a component of a live lesson in advance of the teacher input.
8. Must communicate with staff in an appropriate manner.

9. Those students without internet access should contact the school for support.

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. For periods of self-isolation; Parents/Carers and Students should complete the remote learning feedback form which seeks to improve our remote learning provision based on parent feedback and inform staff regarding learning progress.
8. Will periodically check their children's Firefly task submission.
9. Will contact Kingsmead School if they do not have sufficient ICT resources for Remote Learning.
10. If you have any issues in accessing the Firefly Parent Portal please email:
fireflyparent@kingsmead-school.com

4) Guidance on live streamed lessons:

Please note the following information to make sure that all live streamed lessons are safe and productive:

- Staff will alert students/parents/carers to forthcoming live streamed lessons via Firefly tasks.
- Invitations to live streamed lessons will only be issued through Firefly using Microsoft Teams and using the students' school accounts. We will not use Zoom or personal email addresses.













To join a live streamed lesson, student can:

- Join through the invitation the teacher will send via a Firefly task.

Live Streamed Lessons are subject to the conditions of the Acceptable Use Policy they have signed to gain access to the School network. We will take strong action against any student who misuses the live streamed lessons environment, and this may affect their eligibility to take part in future Teams learning provision. We would also expect the same levels of courtesy and engagement from students as we would in a normal classroom setting. A PowerPoint slide that runs through Learning Expectations for live streamed lessons is available to all staff.

This must be shown by staff at the start of every Live Streamed Lesson.

Live Lessons using Microsoft Teams - Expectations

Sound	Video	Chat
 <p>Just like in the classroom, it is rude to talk at the same time as the teacher.</p>	 <p>Start the lesson with your camera turned off.</p>	 <p>You can use the chat feature to make relevant comments or ask questions <u>ONLY</u>.</p>
 <p>When your lesson begins, please ensure that your microphone <u>starts</u> muted to avoid feedback/ echo.</p>	 <p>Please don't be silly with it. You are in a lesson, so behave nicely!</p>	 <p>Emojis are OK but please limit them! <u>Don't</u> post <u>anything</u> not relevant or your teacher won't see the comments and questions.</p>
 <p>Then <u>keep</u> your microphone on mute unless the teacher asks you to turn it on to answer a question.</p>	 <p>If you do not want to be seen, that's fine. Keep it turned off.</p>	 <p>Please use language in the chat that your teacher would understand – not teenage 'chat'!</p>
 <p>If you are given <u>permission</u> to speak, turn on your microphone to speak, but don't forget to turn it <u>off</u> when you have finished.</p>	 <p>Dress appropriately – you don't have to wear school uniform but please be presentable.</p>	 <p>The teacher will try and have a look at your comments and answer any questions you have.</p>

For safeguarding purposes, we would ask that all live streamed lessons take place in a downstairs/living area and not in students' bedrooms. It is also important that students are dressed appropriately. No other family members should join the live streamed lessons. We would also ask families to be mindful of what is on display in the background. Microsoft Teams allows the background to be blurred or changed to maintain privacy.

Students will have limited access to the functions in Teams. They will be able to join a live streamed lesson, but not set up live streamed lessons. They can join whole class chat but not privately message one another. On entry to a live streamed lesson students will wait in the lobby until the teacher starts the lesson. All live streamed lessons will be recorded within Microsoft Teams and be available within the 'chat' window for all participants of the live streamed lesson for up to 21 days after the lesson. Staff may choose to download the recording. If a teacher feels the guidelines are being breached, they will close the live streamed lessons immediately and refer the incident to a senior member of staff.

Mark Williams
Headteacher