

# *Remote Learning Policy*

*March 2022*



## **Rationale**

Remote learning must be made as simple as possible for staff to facilitate, and as effective as possible for students. This policy provides guidelines for the setting and assessment of remote learning over any period, whether it be a single missed lesson or several weeks.

## **Setting Work**

Work will be set by each teacher through Microsoft Teams. Teams is the single portal for students to access all remote learning.

Work set is best when it follows the existing curriculum. Therefore, adapting resources that would have been used in the classroom is often the most efficient and effective way of setting work remotely.

In setting work teachers should:

- Provide clear and concise instructions. This might involve a voice or video recording, or the recording of a screen to guide students through the learning.
- Provide clear instructions about how the work should be completed and submitted. This might include editing an attached file, starting and submitting a new file, or work on paper that is then photographed or simply brought into school.
- Provide a clear deadline.

Teachers should set a volume of work that is reflective of the contact time they would usually have with their class in a normal week and should schedule assignments so that students can follow their timetable at home.

## **Assessing Learning**

Teachers are expected to assess remote learning with the same frequency and quality as learning in the classroom, in line with the school's assessment policy.

## **Non-completion of Work**

Teams will automatically record which students have failed to complete the assignments set. Teachers should make calls home for any student failing to complete an assignment, with a maximum of one phone call a week. Teachers should also inform their Head of Department about which students have not completed assignments.

Heads of Department will alert the Heads of Year and Pastoral Assistants, who will arrange catch-up classes for students who have not completed work on their return. These catch-up sessions will take place before school, at break and at lunch, until the work has been completed. The Head of Department and class teacher will be responsible for signing off completed work to signal the end of the catch-up programme.