REMOTE LEARNING POLICY

Approved by:	
Ownership:	IT Manager
Reviewed:	February 2021
Next Review:	as required

Remote Learning Policy

1. Introduction

This policy is to ensure the ongoing education of Sherborne Prep pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

2. Remote Learning Lead

The SLT is responsible for formulating and overseeing Sherborne Prep's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the SLT in the first instance.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Sherborne Prep. We would expect that there will be future benefits to putting these plans into place.

Sherborne Prep will be proactive in ensuring that:

- Staff have access to a device that is capable of hosting a Microsoft Teams Meeting (video and/or audio) with their classes either from their classrooms or from home.
- Staff have access to Microsoft Teams for Classes, and that these are set up
- All staff and pupils have access to Teams and know how to use it.

- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive Teams refresher sessions (and specific Teams Meetings instruction) in computing lessons and during tutor periods for the rest of the school
- Staff are familiar with the main functions of Microsoft Teams
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Sherborne Prep should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school by using one of these methods: Remote Desktop, OneDrive, Microsoft Teams
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the SLT and IT dept. to the situation

4. Continuity of Education in Event of a Closure

Sherborne Prep will make provision for remote contact with pupils daily in two forms:

- Pupils will have access to work that allows them to continue progress while at home. This will be primarily via Teams
- Pupils will have the opportunity for email interaction with their class teacher on a daily basis, and face-to-face contact on pre-arranged timetabled basis.

In as far as is possible Sherborne Prep should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Head if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic
- Some subjects and activities do not lend themselves well to remote learning

5. Remote Learning Practice and Recommendations

- A combination of Microsoft Teams meetings and email will be used for all Remote Learning interactions.
- Microsoft Teams allow teachers to host video and audio lessons and automatically

invite members of their classes (pupils join by clicking the relevant meeting invite sent to them via email or posted on Microsoft Teams Calendar)

- Teachers should record the Meeting for review\access at a future date and time- particularly for those pupils who are unable to attend the live lesson. The recordings should be stored on the staff members' school OneDrive. The recording may be shared to pupils to view for revision purposes. The exception to this is if there is a safeguarding concern. In this situation the recording will be made available to the DSL for review and may be kept as evidence for as long as required.
- Where possible, we recommend the staff use microphone headsets to improve the quality of audio on the calls
- We recommend that all pupils wear headsets (If possible) during calls to improve their listening experience and also engagement with remote learning sessions (we can recommend suitable headsets)
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary
- Classwork and prep that can be handed in online will be set through Microsoft Teams Assignments and marked online.

6. Information for parents

Parents will find the following useful information already on the iSAMS Parent Portal:

- A copy of their child's timetable
- Email contact details for their child's teachers

7. Summary

The primary purpose of this policy is the continuity of education for pupils at Sherborne Prep.

Using existing school systems (Microsoft Office 365 and Teams) means this provision can be put into place quickly and pupils only need their existing login details of school email and password.