



Remote Learning Policy

All students, although not in school, are expected to fully engage in their online learning and **complete all tasks** set by their teachers until they return to face to face teaching. It is important students wherever possible maintain a normal school routine and continue to make progress in their studies.

Throughout this period, we will undertake wellbeing calls to identify students who are not on-site on a weekly basis. This has proven very popular for both students and staff. Furthermore, every week students will be expected to:

- Use Microsoft Teams to join their whole school or year group assembly when allocated to their Teams calendar. This will take place at 8.45am.
- Attend all lessons during their lesson time within the timetable. Teaching staff will send a meeting schedule on Teams for students to join the lesson at the allocated time. Students should wait in the waiting room until they have been admitted by a member of staff.

When on Teams, students must

- Follow our expectations in live lessons just as they would normal lessons:
 - **using appropriate language**
 - **engaging with one another in a kind manner**
 - **only use the chat bar when requested by the teacher**
- Ensure their cameras are turned off for the lesson
- Ensure appropriate clothing worn (this may not be school uniform, but it is helpful for students to get up and dressed to help keep a routine)
- Be aware that all live lessons will be recorded via the Microsoft Teams App and shared within the chat at the end of the lesson
- Students who do not attend registration sessions will be contacted by staff to ensure they are able to engage in their remote learning.

The purpose of this is to help students get into the rhythm of the school day and these brief sessions will commence from **Tuesday 5th January 2021**.

Every subject has a dedicated Teams group where learners can access live content from their teacher, class notes and resources as well as a chat function where the teacher can be contacted. The Assignment page within Teams where assessed work will be set and submitted.

Your child should follow their usual timetable from Tuesday 5th January

Lesson One	9.05-9.50
Lesson Two	9.50-10.40
Break	
Lesson Three	10.55-11.45
Lesson Four	11.45-12.35
Lunch	
Lesson Five	13.05-13.55
Lesson Six	13.55-14.45

The blend of learning will consist of:

- Some live lessons using Microsoft Teams. It is important all students follow the clear guidance above.
- If a lesson is scheduled to be live, the teacher will write a message in the class Team and the students will see a scheduled lesson in their Teams calendar.
- Some pre-recorded material from staff to explain and set the scene for the lesson;
- A variety of tasks, some of which can be completed on line, others will be more independent and completed off line;
- Some collaborative learning experiences, where students can work with their peers and /or join into classroom discussion with students in and out of school;
- Teacher support for learners through the Teams chat function. This is actively monitored during their timetabled lesson and the teacher will write a message in the chat to show they are 'there'.

When accessing learning from home students should as far as possible:

- Access learning in the lesson by taking part in the lesson and being available to join into class discussion and or direct questions with their teacher;
- Use the hands up feature to ask direct questions
- Hand in work at the end of each lesson, to help the class teacher to measure progress and plan for subsequent lessons. If unable to do this please make your teacher aware through the 'private message' function.

There is no expectation that parents or guardians should 'home school' their children. Students should work independently on the tasks provided and if they get stuck they could:

- Ask their class teachers for support through Teams;
- Ask a friend. Some of our students have independently set up study support groups using social media such as WhatsApp;
- For any IT issues please contact colleagues on the 'live chat' feature on the website
- <https://pewseyvale.org/school-life/covid-19-school-closure-information/>

The partnership between home and school is a key ingredient in making sure your child feels secure in school and their learning. Once again can we thank you all for your on-going support and look forward to welcoming you back to school for face-to-face teaching.