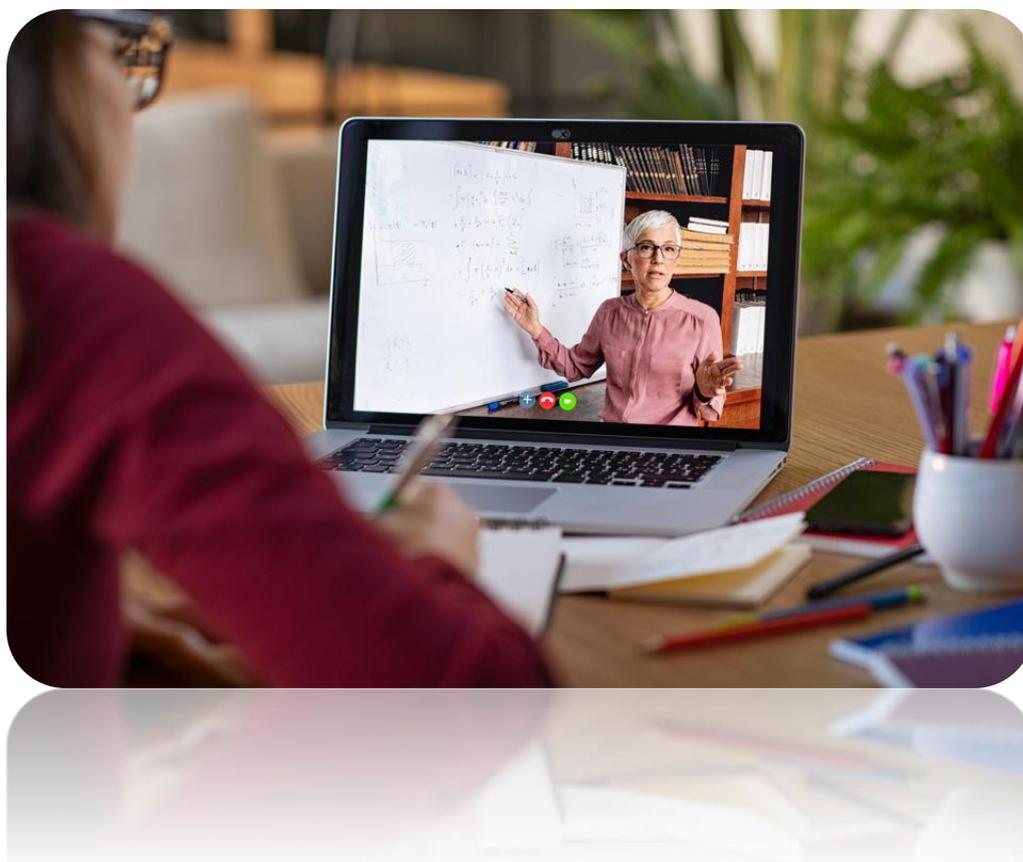




The Cottesloe School

# Remote Learning Plan and Procedures



## 1. Background

The purpose of this plan is to ensure the ongoing education of The Cottesloe School students under unusual circumstances. This set of procedures will future-proof against closures that could happen at any time: due to school closure from local or national COVID related closures, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open. This plan should be read in conjunction with the Contingency Plans for Coronavirus Tiered Restrictions which details the specifics of different scenarios when there may be a full or partial remote learning of the school.

## 2. Remote Learning Lead

The Assistant Headteacher – Teaching and Learning together with the Deputy Headteacher – Curriculum is responsible for formulating and overseeing The Cottesloe School's Remote Learning Procedures. Any questions about the operation of these procedures should be addressed to the Assistant Headteacher – Teaching and Learning in the first instance.

## 3. Preparing for Remote Learning

Many of the steps below are already in place with most staff within The Cottesloe School. The Cottesloe School will be proactive in ensuring that:

- Staff have access to Google Classrooms for each of their teaching groups – these will be the same Classrooms as those currently used for Homework and Classwork
- Students within classes have access to the relevant Google Classroom
- Students will receive Google Classroom refresher sessions (and specific Google Meet instruction) to ensure they are confident in how to access their learning remotely.
- Staff are familiar with the main functions of Google Classroom and continuous training is provided to extend colleagues' skills throughout the academic year
- Staff have the ability to host a Google Meet live lesson (video and/or audio) with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education should a closure be imminent
- A summarised overview of procedures and FAQs for parents and students can be viewed on the school website

The Cottesloe School 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 and seek support if they need further training beyond that offered to the whole staff.
- That their computer- based teaching resources are available outside of school (this is most likely to be Google Drive or if not, another accessible source)
- 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 Business Manager and Assistant Headteacher – Teaching and Learning to the situation

#### **4. Continuity of Education in Event of a partial or full Closure**

The Cottesloe School will make provision for remote contact with students in two forms:

- Students will access learning tasks that will allow them to continue to make progress while at home
- Students will have the opportunity for face-to-face interaction with their subject teachers according to their usual timetable. However this may be impacted if the school experiences partial closure and staff have to continue to deliver lessons at school or have to take on additional responsibilities teaching vulnerable students or children from key worker families. Similarly this could be affected if staff are absent due to illness themselves.
- Students will also access learning through pre-recorded teaching episodes which provides the information for students to continue their studies.

As far possible, The Cottesloe School will attempt to replicate the timetable that students follow during 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 Headteacher – Curriculum as well as their Curriculum Leader if this is not possible.

We are mindful of the challenges of operating in the remote environment in that:

- online learning operates on a very different dynamic.
- remote learning lends itself more to some subjects and activities than others and teaching staff will manage tasks and learning to the best of their ability given the demands of their particular subject.
- students' home environments will vary and not all will have access to a computer or device for their sole use throughout the day. Teachers will work to adapt their expectations accordingly.
- teachers and other staff may be working from home and caring for their own children at the same time due to other school closures and/or the need to self-isolate. They will manage to the best of their ability.
- all parties should use the messaging service within Google Classrooms to communicate but should recognise that there will often be delays in response because staff may have to prioritise live teaching.

#### **5. Continuity of Education in Event of an individual student needing to self-isolate or be absent from school following a positive Covid test**

- Where a student is waiting for a test result without confirmation of the need to self-isolate, they should access their usual Google Classrooms to complete homework and online based activities following their usual schedule. No specific self-isolation work will be provided.
- Where a student or family member has had a positive test and the student is required to self-isolate for 14 days or more (or whatever the guidance from PHE or the NHS has been specific to their circumstances) and school has been informed of this absence, the student will be added to a Year group Google Classroom where work will be set from each of their subjects for them to complete during the period of isolation. This work will be linked to their current study but may not follow exactly the work being completed by peers in school.
- Where a student is unwell with Covid-19, there is no expectation that work should be completed at home. Their priority is to look after their physical and mental wellbeing so they

can return to school as soon as they are well enough and the isolation period has ended. They will be added to the Year group Google Classroom and can complete some work only if they feel well enough to do so and their symptoms allow them to do so. Support will be given upon their return to school where needed to help them begin their learning journey once more.

## 6. Remote Learning Practice and Recommendations

- Google Classroom will be the single hub for all Remote Learning interactions.
- Google Meet allows teachers to host video and audio lessons and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Google Classroom)
- Teachers and students are encouraged to use microphone headsets if available to improve the quality of audio
- We recommend that all students wear headsets during lessons to improve their listening experience and also engagement with remote learning
- Screen sharing will allow teachers to broadcast their screens and open documents during the lessons for discussion and sharing with the class
- Classwork and Homework tasks should be submitted via Google Classroom for feedback and
- online marking.

## 7. Information for parents

Parents will find the following useful information, already on Go4Schools:

- A copy of their child's timetable.
- Email contact details for their child's form tutor.

## 8. Summary

The primary purpose of this plan is the continuity of education for students at The Cottesloe School. Using existing school systems (Google Classroom and Google Meet) means this provision can be put into place quickly and students only need their existing login details of school email and password.

### **This plan is linked to our:**

- Behaviour for learning policy
- Child protection policy
- Data protection policy and Privacy Notice
- Home-school agreement
- Teaching for Learning policy
- Computer Resources policy for students and staff
- E-safety policy
- Contingency Plans for Coronavirus tiered restrictions (published on the school website)

# Remote Learning FAQs for Parents

## **What are the expectations of students when they are working remotely?**

Students should, if possible, follow their usual timetable which provides a structure to the day and helps to ensure an even amount of time is dedicated to each subject as it would be if students were present at school. However, we appreciate that owing to shared devices across family members, this may not always be possible.

We recognise that students will respond in different ways to this new working arrangement. Many will take to it very smoothly. However, those who find independent work difficult will find this challenging and need more support. Our tips and FAQs are designed to help all families during these trying times. The FAQs include additional ways to contact the school should the need arise.

## **Where is my child's work?**

All work (including homework when school is operating on a normal basis) can be accessed via a student's Google Classrooms. Students need to log in to their school Google account, as they have been using since Easter 2020. Parents can sign up to receive daily emails about work set so that they can track their child/ren's learning. If a child is self-isolating (rather than partial or whole school tiers of restriction closures) they will be added to a year group specific Google Classroom to access learning whilst they cannot attend school.

## **What happens if an individual student needs to self-isolate or shield for a set period?**

Once the school has been made aware that a student is self-isolating, the student will be added to a year group specific Google Classroom for the duration of their isolation period. This 'Covid' classroom will contain appropriate online lessons to cover the period of time that the student will be absent from school. Students should follow their usual timetable to complete the relevant lessons on the same day as if they were attending school.

Where a student is unwell, rather than simply isolating because a family member is suspected to have or is a confirmed case of Covid-19, they are not expected to complete online learning.

## **How should work be submitted?**

Submitting work should be done via the Google Classroom for each subject. Teachers will provide instructions about how they would like the work to be submitted, along with any deadlines.

### **When will my child's learning activities be available?**

Work will be set according to the usual school timetable. In some instances, several lessons will be set per subject in one go rather than setting work for a single one-hour lesson, so students will need to learn to manage their time well during the day. Work is therefore likely to be set in advance, particularly if we are operating the rota system of learning, but all teachers will be aiming to have lesson activities uploaded to the relevant Google Classroom and ready for students by 8.30am every day at the latest.

### **Where should my child complete the learning activity?**

This will vary for each subject and each task. Instructions will be in the lesson activities and all work should be completed online. However, if this is difficult, students can do it on paper or in their exercise book.

### **My child does not understand what to do. How can they get help?**

Teachers will be using Google Classrooms to keep in touch with classes. Students can send messages to their teacher via the Google Classroom message system, this will be sent via the student's school email address. Students should make sure that they use their school emails if they want to contact their teacher. Teachers won't reply to student's personal email address. Teachers and other staff will be communicating regularly with you over any period of school closure.

### **How do I get in contact with someone if I have a question?**

If you know the email of the member of staff you need to get in touch with, please contact them.

Alternatively, email [office@cottesloe.bucks.sch.uk](mailto:office@cottesloe.bucks.sch.uk) clearly stating who your email is for.

Please respect wherever possible the school's working hours when sending emails. If an email is sent out of hours, it will almost certainly not be opened and responded to until working hours resume.

Please be mindful that a move to online learning will bring about a significant change for teachers as well as students. We will all adapt as quickly as possible, but the more enquiries we receive, the longer it will take to respond to them. If your enquiry is essential, please don't hesitate to contact us. If it is not urgent and it can wait until we reopen, this would be even better.

### **What do I do if I have a safeguarding issue that I want to discuss?**

You can contact the school's [Safeguarding Team](#) and one of the Safeguarding team will contact you to discuss and offer support.

Should you have an emergency, you should follow the [advice here](#) to take the appropriate next steps.

The Safeguarding Team will be in contact with Children's Services and will continue to support your child if such support is already in place and is required.

### **How will my child access support from Team HUB?**

We will follow a similar process as we did during Lockdown, with students able to seek support as necessary from their form tutor, Head of Year or Team HUB. These adults will be in touch with students regularly to offer support as necessary.

### **How will SEN support operate now?**

TAs will work alongside teachers to provide resources for the students they would normally be supporting in class and these resources will be available alongside all other work on Google Classroom.

SEN students will be allocated a TA who will then regularly contact students via email and/or Google Classroom to ensure they are accessing work and to support them however they can, in a similar way to when we were in Lockdown.

### **My child is eligible for Free School Meals. Can you help?**

The school is currently providing free school meals on site as normal though with a slightly amended menu. If the school is required to move to Tier 2, 3 or 4 then the arrangements for free school meals will be updated.

The provision will reflect the latest Government Guidance and any national initiative such as the Food Voucher Scheme and this section will be updated accordingly.

### **When will you reopen fully as normal if Tier 2, 3 or 4 are put into place?**

We are in frequent contact with the Local Authority and Health Officials.

We will share reopening plans on our website as advice becomes available. We very much look forward to having everyone back with us as soon as possible.

### **E-Safety**

Please discuss e-safety with child/ren before they start our online learning programme. Childline have produced [an excellent resource](#) to help you with this.

## Other useful tips for Parents and Students

- **Establish routines and expectations:** start times, breaks and lunch at school are at clear times. Maintaining this routine can help maintain a positive work ethic. Avoid spending the day in your pyjamas!
- **Identify a clear physical space in which to work:** this will make it easier to focus on your learning, without other distractions.
- **Talk about the plan for the day, and the lessons ahead:** spending extended time working at home is unfamiliar territory. Talking about how things are going can help pre-empt any problems.
- **Set times to be on and offline:** There will be more screen time than normal whilst working at home. You may have to share devices with family members, and setting time limits in advance can help manage this successfully. Equally, spending time offline is important to maintain a sense of balance in the day.
- **Remember to exercise:** Your wellbeing is enhanced by physical activity, so do make time for this. The PE team have planned some excellent activities. This can really help if you are feeling anxious, which is completely normal whilst you are working from home.
- **Talk about things on your mind:** it will be a big adjustment working from home every day. Talk about how things are going. The international situation is highly changeable. It is normal to feel uncertainty about this too. Be conscious of how much of the news you watch and talk about what you are watching.
- **Read a book:** Escape, relax, unwind. Look after yourself.

## Sources

This document was produced using the following sources (all information is up to date as of 04/09/2020):

- [COVID-19 contain framework: a guide for local decision-makers](#), GOV.UK - DHSC
- [How schools can plan for tier 2 local restrictions](#), GOV.UK - DfE
- [Guidance for full opening: schools](#), GOV.UK – DfE