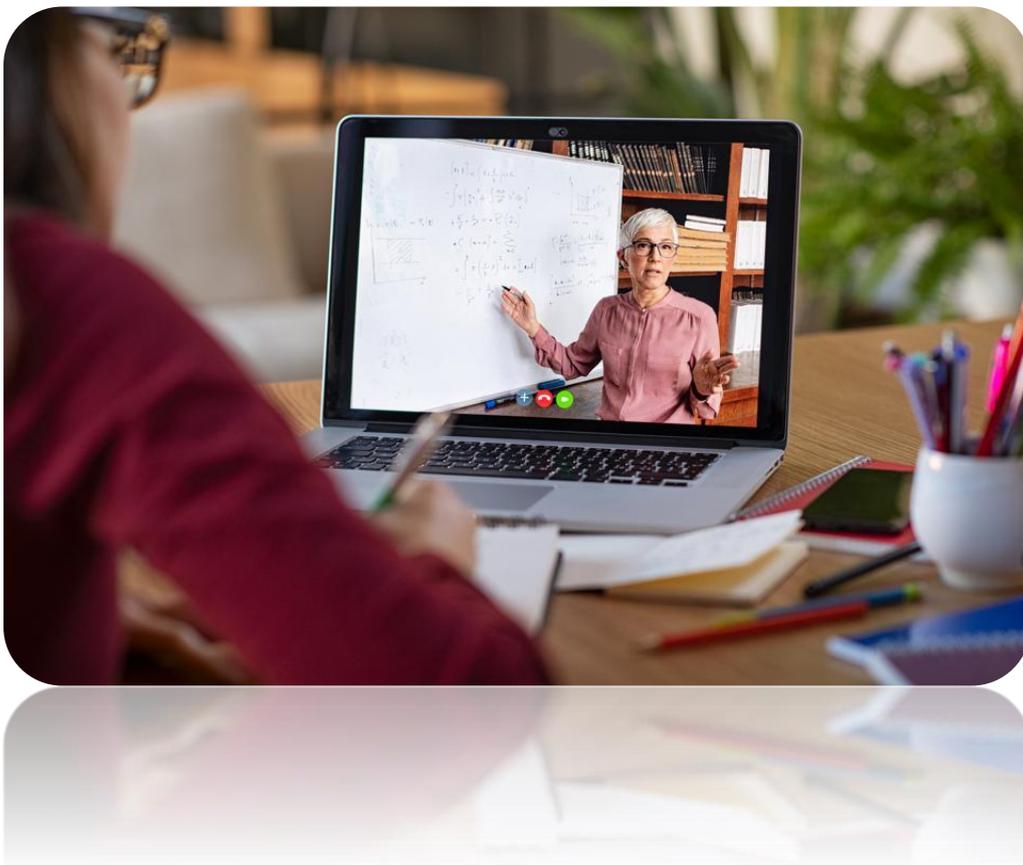




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Remote Learning Plan and Procedures



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 which detail 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 has symptoms and is **waiting for a PCR 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 for this time period.
- Where a student has had a **positive PCR test and is required to self-isolate** according to current government and PHE guidance and where school has been informed of this absence they will be set work to complete whilst at home.

Work set will vary according to the student's year group:

- For **students in years 7, 8, 9 and 10**, the student will be added to a Covid year group Google Classroom. In this classroom work will be set by each of their subjects for them to complete during the period of isolation. This work will be linked to current topics but may not follow exactly the work being completed by peers in school.
- For **students in years 11, 12 and 13**, personalised work should be accessed through their normal Google Classrooms. They will be expected to continue to access specific work for their KS4 and KS5 courses as set by their class teacher.
- 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 Covid Google Classroom and *can complete 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 (published on the school website)

Sources

This document was produced using the following sources (all information is up to date as of 01/10/2021):

- [What parents need to know about early years providers, schools and colleges during COVID-19](#) GOV.UK - DfE
- [Contingency framework: education and childcare settings](#) GOV.UK - DfE
- [Actions for schools during the coronavirus outbreak](#) GOV.UK – DfE
- [Back to School - what you need to know](#) GOV.UK - DfE

FAQs for Parents – updated 05/10/2021

What are the expectations of students if they are working remotely?

Students should follow their usual timetable as far as possible 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 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 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?

Once the school has been made aware that a student is self-isolating due to a positive Covid PCR test, the student will be added to a year group specific Google Classroom for the duration of their isolation period (**years 7, 8, 9 and 10**). 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. This will vary according to the student's year group, for example, students in **sixth form and year 11** will be expected to continue to access specific work for their KS4 and KS5 courses as set by their class teacher.

Where a student is unwell, 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?

The amount of 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 manage their time well during the day. Work is therefore likely to be set in advance. Should a whole class be at home, teachers will be online at the usual teaching time to support and facilitate the learning via the relevant Google Classroom.

The work seems to be taking my child longer than the usual one-hour lesson. What do I do?

If you have any concerns regarding the actual work your son or daughter has been asked to complete, please contact the subject teacher that has set the work in the first instance. You will receive the fastest and specific response by doing so. The work set by teachers should be the equivalent of their usual one-hour lesson. Some students may find working at home in the peace and quiet, that they are getting through the work more quickly than one hour. If this is happening on a regular basis, please make the class teacher aware so they can adjust tasks accordingly. If the work is taking considerably longer, students should only work for the hour and then make the teacher aware that they have not managed to finish. They should not keep working and working to complete a task so that they then miss the next lesson on their timetable.

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. 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 a student's personal email address.

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 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 normal working hours resume.

Please be mindful that online learning brings significant change for teachers as well as students. We are all adapting, 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.

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

With the move to the local restriction tiers, there has been NO change in the processes and procedures for Safeguarding matters and the role of the school's Designated Safeguarding Lead, Chloe Hankin. You can contact the school's [Safeguarding Team](#) and one of the Safeguarding team will contact you to discuss and offer support.

Should there be 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?

Students will be 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 SEND 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.

Students with SEND 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.

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

The school is currently providing free school meals on site as normal. If your son or daughter is required to self-isolate, then the appropriate arrangements for free school meals will be undertaken.

The provision will reflect the latest Government Guidance and any national initiative such as the Food Voucher Scheme.

If the school closes, when will you reopen?

We are in frequent contact with the Local Authority and Health Officials. We will share reopening plans as advice becomes available.

E-Safety

Please discuss e-safety with child/ren before they start our online learning programme. Childline has 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. Get dressed!
- **Identify a clear physical space in which to work:** this will make it easier to focus.
- **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 when working at home. You may have to share devices with family members, setting time limits in advance can help manage this. Spending time offline is important to maintain a sense of balance in the day.
- **Remember to exercise:** Wellbeing is enhanced by physical activity, so do make time for this. The PE team has 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 has been a big adjustment for everyone to manage working from home every day. Talk about how things are going. 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.