Remote Education Policy for Barking Abbey School

September 2020

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1. Statement of School Philosophy

Barking Abbey has always strived to be creative, innovative and support our parents/ children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this. "Give and Expect the Best".

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos.

- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning.

- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support

- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)

- Support effective communication between the school and families and support attendance

3 .Who is this policy applicable to?

- A child is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at the start of the week

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for KS3, KS4, KS5 *(Show my Homework, school email, Google forms, My Maths, Active Learn, Seneca Learning, Microsoft Teams), as well as for staff CPD and parents sessions.*

- Use of Recorded video (*or Live Video if used*) pre-recorded and live lessons, instructional videos and assemblies

- Phone calls home via 3CX secure phone network

- Printed learning packs

- Physical materials such as story books and writing tools

- Use of BBC Bitesize and Oak Academy to support the department resources/online platforms

  The detailed remote learning planning and resources to deliver this policy can be found here:

5. Home and School Partnership

Barking Abbey School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Barking Abbey School will provide a refresher online training session and induction for staff and students on how to use Microsoft Teams/email/Show My Homework/Seneca Learning and, where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure i.e. Year 7 and 8 students should follow their normal timetable when completing online work.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

Barking Abbey School will provide a refresher training session and induction for new staff on how to use **Microsoft Teams/email/Show My Homework/Seneca Learning**

When providing remote learning, teachers must be available between 8.15am and 3.15pm

Teachers and Key Stage leads should ensure lesson resources and materials are on SMH at the start of each week should a class need to self-isolate at short notice.

All class teachers to ensure absent pupils receive resources for any lessons missed during the school week (self-isolating, general sickness, appointments)

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the pupils in their classes. This includes those responsible for Key Stages i.e. KS3 lead will oversee lesson content from class teachers and may set work for whole year groups or bubbles.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Weekly tasks will be set on SMH to check pupil understanding and progress
  - Half termly assessments will take place on SMH in line with department curriculum plans

- Providing feedback on work:
    - Students will provide feedback on SMH or school email
    - Assessed work will be given targets for improvement in line with school and dept. policy
- Keeping in touch with pupils who aren't in school and their parents:
    - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
    - All parent/carer emails should come through the school office account (office@barkingabbeyschool.co.uk)
    - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT or Head of Year– for any safeguarding concerns, refer immediately to the DSL

Teaching Assistants

Teaching assistants must be available between 8.15-3.15.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by their Line Manager.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning –checking attendance on Teams and pupil engagement with online learning on Show my Homework, regular meetings with teachers and subject leaders, reviewing work set, checking progress on SIMS, or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support

The SBM

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers

- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work

- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding

- Behaviour policy

- Child protection policy

- Online safety acceptable use policy

Appendix

PLAN B HOME LEARNING Action Plan

- Meet with Hods to outline Plan B 9th Sept
- Collate successful online strategies to share with staff by 21st September
- Whole school CPD on online strategies and Live Teaching on Teams (22nd September)
- PHU/JBL to attend Getting Started with Microsoft Teams and Going Further with Microsoft Teams and feedback to staff

	Teacher Prep	Student Prep
KS3	• Hods given overview of Oak Academy resources 9th Sept • Hods to receive guidance on available Online resources, Oak Introduction and next step plan • Hods to complete brief overview on DDP Area B for meeting with TRO/PFL – w/b 21st • Hods to complete Remote Learning Curriculum Plan sent by CJO by 30th September • RWR to prepare SMH guide for staff and students by 23rd September • Departments to prepare other resources (powerpoints/Pixl/My Maths/Active Learn) include paper packs for disadvantaged students 30th September	• TRO to email plan to parents • Year 7 IT accessibility Audit • Update Year 8 Audit • Students to receive SMH tutor demonstration in Pastoral time w/b 28th • Students to receive Oak academy demonstration in lesson time by departments w/b 28th • One half hour section of IT lesson to be used to ensure email, SMH, MyMaths, ActiveLearn logins are operable and to browse Oak resources. Students also shown how to attach and send resources on SMH and Email w/b 28th • Email etiquette guide produced by PHU and delivered in English lessons w/b 28th (Year 7 IT Lesson in LA41) (Year 8 LR LB08) (Year 8 SR….)
KS4	• Students to receive SMH tutor demonstration in Pastoral time w/b 28th • Students to receive Microsoft Teams Demonstration in lesson time by departments w/b 28th • One half hour section of IT lesson to be used to ensure email, SMH, MyMaths, ActiveLearn, Teams logins are operable and to access Teams.	• Update IT accessibility audit for Years 9-11 • Email etiquette guide produced by PHU and delivered in English lessons w/b 28th • Hods to complete brief overview on DDP Area B for meeting with TRO/PFL – w/b 21st

	Students also shown how to attach and send resources on SMH and Email w/b 28th	• RWR to prepare SMH guide for staff and students by 23rd September • Departments to prepare other resources (powerpoints/Pixl/My Maths/Active Learn/Seneca) and to include paper packs for disadvantaged students 30th September
KS5	• Students to receive SMH tutor demonstration in Pastoral time w/b 28th • Students to receive Microsoft Teams Demonstration in Pastoral time w/b 28th	• Update IT accessibility audit for Years 12-13 • Email etiquette guide produced by PHU and delivered in tutor time w/b 28th • Hods to complete brief overview on DDP Area B for meeting with TRO/PFL – w/b 21st • RWR to prepare SMH guide for staff and students by 23rd September • Departments to prepare other resources (powerpoints/Pixl/My Maths/Active Learn/Seneca) and to include paper packs for disadvantaged students 30th September

Plan B Live Teaching Timetable

Monday

	Year 9	Year 10	Year 11	Year 12	Year 13
P1	English	Maths	Science	Block A Business BTEC Business Dance History Maths x2 PE Sports BTEC Sociology	Block A Business BT/BT DP History Maths x2 PE SB Sociology
P2	Maths	Science	English	Block B Business BTEC Business Chemistry Economics English RE Sports BTEC Sociology	Block B Business BT/BT Chemistry Economics English F. Maths RE SB Sociology
P3	Science	English	Maths	Block C Biology Business Dance Economics History IT Mathsx2 Psychologyx2 Sports BTEC Sociology	Block C Biology Business Economics History IT Mathsx2 Sports BTEC Sociology
P4				Block D Art Biology BTEC Business Chemistry Computer Science Dance DT English Geography RE	Block D Art Biology BTEC Business Chemistry Computer Science Dance DT English Psychology RE

Tuesday

	Year 9	Year 10	Year 11	Year 12	Year 13
P1	Option A Art Business Dance French Geography History RE Triple Science	Option B Art Business x2 SR Economics French x2 SR History X2 SR Music RE Triple Science Extra English	Option C Dance Engineering x3 Frenchx2 Graphic Design x2 Geographyx2 Historyx2 Hospitality Sports BTEC	Block A Business BTEC Business Dance History Maths x2 PE Sports BTEC Sociology	Block A Business BT/BT DP History Maths x2 PE SB Sociology
P2	Option B Art Businessx2 Economics French History RE Triple Science	Option C Engineering (LR only) French x2SR Geography Graphic Design x2 SR Health and Social Care History x2 SR Sports BTEC Sociology	Option A Artx2 Businessx2 Drama Geography Historyx2 Health and Social RE Triple Science	Block B Business BTEC Business Chemistry Economics English RE Sports BTEC Sociology	Block B Business BT/BT Chemistry Economics English F. Maths RE SB Sociology
P3	Option C Engineering French Graphic Design Geography Health and Social Care History Sports BTEC Sociology	Option A Art Business Dance Drama French LR only Geography x2 SR History RE Triple Science	Option B Art Businessx2 Frenchx2 Historyx2 Music RE Sociology Triple Science Extra English	Block C Biology Business Dance Economics History IT Mathsx2 Psychologyx2 Sports BTEC Sociology	Block C Biology Business Economics History IT Mathsx2 Sports BTEC Sociology
P4				Block D	Block D
				Art Biology BTEC Business Chemistry Computer Science Dance DT English Geography RE	Art Biology BTEC Business Chemistry Computer Science Dance DT English Psychology RE

Wednesday

	Year 9	Year 10	Year 11	Year 12	Year 13
P1	Option D Engineering French Graphic Design Geography History Hospitality RE Sociology	English	Maths	Block A Business BTEC Business Dance History Maths x2 PE Sports BTEC Sociology	Block A Business BT/BT DP History Maths x2 PE SB Sociology
P2	English	Option D Engineering x2 SR French X2 SR Graphic Desgn GeographyX2 LR History Hospitality RE Sociology	English	Block B Business BTEC Business Chemistry Economics English RE Sports BTEC Sociology	Block B Business BT/BT Chemistry Economics English F. Maths RE SB Sociology
P3	Maths	Science	Option D BT Drama Frenchx3 Geography Music tech Rex2 Sociologyx2 Triple Science	Block C Biology Business Dance Economics History IT Mathsx2 Psychologyx2 Sports BTEC Sociology	Block C Biology Business Economics History IT Mathsx2 Sports BTEC Sociology
P4				Block D	Block D
				Art Biology BTEC Business Chemistry Computer Science Dance DT English Geography RE	Art Biology BTEC Business Chemistry Computer Science Dance DT English Psychology RE

Thursday

	Year 9	Year 10	Year 11	Year 12	Year 13
P1	Option B Art Businessx2 Economics French History RE Triple Science	Maths	Science	Block A Business BTEC Business Dance History Maths x2 PE Sports BTEC Sociology	Block A Business BT/BT DP History Maths x2 PE SB Sociology
P2	Option A Art Business Dance French Geography History RE Triple Science	Option B Art Business x2 SR Economics French x2 SR History X2 SR Music RE Triple Science Extra English	Option C Dance Engineering x3 Frenchx2 Graphic Design x2 Geographyx2 Historyx2 Hospitality Sports BTEC	Block B Business BTEC Business Chemistry Economics English RE Sports BTEC Sociology	Block B Business BT/BT Chemistry Economics English F. Maths RE SB Sociology
P3	Science	Option A Art Business Dance Drama French LR only Geography x2 SR History RE Triple Science	Option B Art Businessx2 Frenchx2 Historyx2 Music RE Sociology Triple Science Extra English	Block C Biology Business Dance Economics History IT Mathsx2 Psychologyx2 Sports BTEC Sociology	Block C Biology Business Economics History IT Mathsx2 Sports BTEC Sociology
P4				Block D	Block D
				Art Biology BTEC Business Chemistry Computer Science Dance DT English Geography RE	Art Biology BTEC Business Chemistry Computer Science Dance DT English Psychology RE

Friday

	Year 9	Year 10	Year 11	Year 12	Year 13
P1	Option D Engineering French Graphic Design Geography History Hospitality RE Sociology	English/Maths	Option A Artx2 Businessx2 Drama Geography Historyx2 Health and Social RE Triple Science		
P2	English/Maths	Option C Engineering (LR only) French x2SR Geography Graphic Design x2 SR Health and Social Care History x2 SR Sports BTEC Sociology	Option D BT Drama Frenchx3 Geography Music tech Rex2 Sociologyx2 Trip le Science		
P3	Option C Engineering French Graphic Design Geography Health and Social Care History Sports BTEC Sociology	Option D Engineering x2 SR French X2 SR Graphic Desgn GeographyX2 LR History Hospitality RE Sociology	Maths/English		