

# Wellington School



Honesty

Community

Excellence

Fairness

Endeavour

## Remote Learning Policy

**Updated:** October 2022

**Review Date:** October 2023



INVESTORS  
IN PEOPLE



# Wellington School



<b><i>Policy Title</i></b>	<b>Remote Learning Policy</b>
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## ***Summary of Contents***

This document outlines the responsibilities of the school with regards to Remote Learning.

<b><i>Date of Update</i></b>	<b>October 2022</b>
<b><i>Review Date</i></b>	<b>October 2023</b>
<b><i>Status</i></b>	<b>Statutory</b>
<b><i>Member of SLT Responsible</i></b>	<b>C Holt</b>

## **Remote Learning Policy**

### **Purpose**

The purpose of this booklet is to provide both students and parents with key information relating to home learning. During the COVID-19 pandemic, it is possible that at some point individual students or groups of students may have to self-isolate and engage in home learning.

There are a range of different scenarios which may lead to both students and staff having to self-isolate with the most extreme being a whole-school closure enforced by Government. Perhaps more likely, is a part or whole year group bubble self-isolating, and most likely, an individual student self-isolating. Wellington School is prepared for all such eventualities.

From a teaching and learning, as well as a pastoral perspective, remote education will be achieved primarily through the use of two workflow solutions; ClassCharts, which has been embedded in our practice for several years, and a far wider implementation of Microsoft Teams.

### **Remote Pastoral Support**

Our pastoral systems will continue to provide the necessary support for all students who are self-isolating. Pastoral Managers and Form Tutors will monitor the welfare of all students who may be self-isolating.

#### ***Whole class or year group bubble isolation***

In the event that whole class bubbles are required to self-isolate, students will have daily contact with their Form Tutor through a live Form Period on Microsoft Teams.

- Students are expected to attend Form Period remotely each day from 8.40am to 9.00am. Each student will receive an initial email invitation to their Form Group Team Meeting via their Wellington School email account. This will also appear in their Outlook calendar. Students should then log into Microsoft Teams at 8.35am each morning and join their Form Group Team Meeting for Form Period
- Students should join their Form Group Team Meeting with their video and audio switched ON. This will allow Tutors to take an accurate register.
- Additionally, Form Period will be used to ensure pastoral contact, share notices, celebrate success and ready students for learning.

#### ***Individual student self-isolation***

In the event that an individual student is forced to self-isolate, Pastoral Managers will be in contact with parents and the student to ensure pastoral contact and check on the health and well-being of the student. Should an isolating student be well enough to work at home, work will be set by subject teachers on Microsoft Teams and can be accessed remotely (see pages 5 and 6).

### **Remote Teaching and Learning**

When delivering remote learning, The Department for Education expects schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

**The characteristics of good teaching are more important than the medium of delivery. As such, not all lessons will be delivered entirely 'live'.** Rather, teachers will utilise a blended approach of live interaction and task / assignment setting in order to ensure high quality learning.

Appropriate feedback will be given to students and will depend upon the amount of lesson time missed. Immediate feedback may be given during the live elements of a lesson. Feedback on work completed may be given during the next live lesson or once work has been submitted.

### ***Class or Year Group Bubble Self-Isolation***

In the event that any whole class or year group bubble is asked to self-isolate, the following measures to support remote learning will be implemented:

- Students will be expected to use Microsoft Teams to take part in their lessons each day
- Each student will receive an initial email invitation to each Class Team Meeting via their Wellington School email account and Outlook calendar. They will then be expected to log into Microsoft Teams and join each Class Team meeting following their normal timetable
- Should students not be in possession of their class exercise book, they should use paper which can be stuck in their class book when they return to school
- With the exception of Form Period, students should join each Class Team Meeting with their camera and microphone switched OFF. It is at the discretion of class teachers as to whether these should then be switched on
- Students should join a Teams meeting ready to learn. This means they should be sat in a quiet, public space and be dressed appropriately. Students should be equipped for each lesson
- In order to allow adequate time for students to log in and join each Class Team Meeting, the times of each lesson in the school day have been adjusted. All students in all year groups will follow the timetable below:

<b>Form Period</b>	<b>8.40am to 9.00am</b>	Students join meeting at 8.35am
<b>Periods 1 &amp; 2</b>	<b>9.15am to 11.00am</b>	Students join meeting at 9.10am
<b>Periods 3 &amp; 4</b>	<b>11.35am to 1.20pm</b>	Students join meeting at 11.30pm
<b>Period 5</b>	<b>2.15pm to 3.00pm</b>	Students join meeting at 2.10pm

- In addition to the provision of remote lessons above, students will also be directed to appropriate homework tasks through ClassCharts. This will equate to over five hours of learning per day

### ***Individual Student Self-Isolation***

In the event that an individual student is forced to self-isolate we will ensure that the following measures are implemented to support remote learning:

- Classwork and homework will be posted on ClassCharts and will be accessible to the student
- Students will be supported by teachers on their return to school to ensure that they are not disadvantaged by time missed

## **Microsoft Teams**

In order to enable high quality teaching and learning we will be using Microsoft Teams. While for many this may be a new platform, additional support will be made available in the form of guidance papers and videos on our website.

As Microsoft Teams is an integrated element of Microsoft Office365, as teachers add students to their Class Teams, they will receive email notifications to their Wellington School email account.

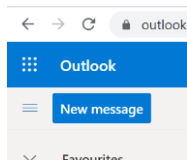
### **Downloading the Microsoft Teams Desktop Application**

In order to get the very best from Microsoft Teams, students are advised, wherever possible, to download the desktop application. However, please be reassured that using the mobile application on a tablet or smartphone will not preclude any student from engaging in learning through Teams.

1. To download the desktop application of Microsoft Teams, begin by visiting [www.office.com](http://www.office.com)
2. Students should enter their login credentials to open Microsoft Office365
3. If you are directed to the Microsoft Office landing page with the choice of all applications, select Teams

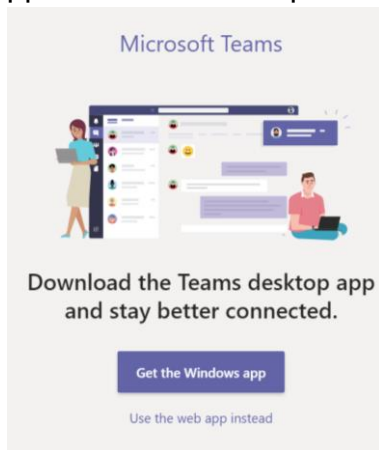


4. If you are directed straight into Outlook, select the 9 dots in the top left corner of the screen



5. From the menu that appears, select the Teams icon (shown in 3.)
6. Once the Microsoft Teams App has opened, click on the initials in the top right hand corner. From the drop down menu select 'Download the Desktop App'

Alternatively, you may see the screen below. In this case, click 'Get the Windows App' and it will appear on the desktop



## Opening Teams and Joining a Meeting for a Lesson or Form Period

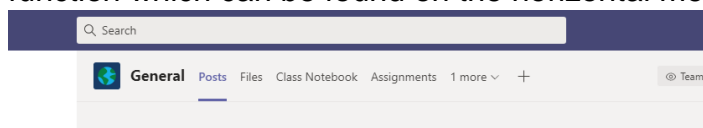
In the first instance, students will be informed of the first lesson or form period in advance via a notification to a student's Wellington School email address and Outlook calendar. This notification will indicate the date and time of the lesson. In order to join this lesson, the student will need to join the Teams Meeting.

1. Open Microsoft Teams as either the desktop or mobile application
2. Select the Teams icon from the left hand vertical menu
3. A window will appear showing all of the Class Teams a student has been made a member of. Students will see a separate tile for each Team they are a part of
4. Select the tile for the correct Team (class) to open it
5. Click the 'Posts' tab within this Team which will display details of the scheduled lesson.
6. Click on the purple meeting bar. This will open the meeting details, then select the 'Join' button in the top right hand side. **With the exception of Form Period, students should join meetings with camera and microphone switched OFF. It will be at the discretion of the teacher as to whether cameras can be switched on.**

## Access to Recorded Lessons and Tutorials

We are aware that not every student will be able to access live lessons as and when they are broadcast. As such, wherever possible, the instructional elements of Teams lessons will be recorded in order that they be available to students in their own secure learning platform.

1. In order to access previously recorded material, students should click on the 'Posts' function which can be found on the horizontal menu at the top of the screen:



2. Recorded video can now be found and accessed by scrolling up to the date on which the lesson was first broadcast.