

**Brixham College**

# Remote Access to Learning Policy

Academic year 2020-2021

Date Adopted	December 2020
Prepared by	John Townsend
Ratified by	The Trustees
Review date	December 2021



A Values Led College

## **1: Policy Statement and Rationale**

What is Remote Learning?

'Remote Learning' is the provision of work, teacher support, assessment and feedback from teachers to students in the event that normal lessons are unable to be delivered at Brixham College as normal.

Situations where this policy may apply include:

- Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well
- An extended period of school closure
- This policy does not apply in situations such as:
- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their daughters as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

Brixham College is committed to providing continuity of education for its students in the event of an extended school closure we will endeavour to provide continued learning for our students during any period of closure in the following ways:

- The provision of relevant, developmental work for each subject area and each year group which enables students to make continued progress.
- Regular, video instruction from staff.
- The opportunity for students to have their work assessed by their teachers and receive feedback on it.

Any provision of remote learning to achieve these three aims assumes that students and staff have access to the internet at home.

All Key Stage 4 and Key Stage 5 students and staff are provided with Chromebooks and Tablets which they can use to access any of the services by which remote learning will be provided. However, we cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

## **2: The Role of the Brixham College Innovation Group**

The Brixham College Innovation Group was created in July 2020 in order to address the need for providing meaningful, robust Remote Learning in the event of either individual isolation or Cohort Isolation. The Role of the Innovation Group includes, but is not exclusively:

- Spot checking work that is being sent home as a means of Quality Assurance
- Providing help and guidance to any staff member with regards to the creation of remote video lessons
- Liaising with individual teachers in their faculty to ensure that work is being sent home
- Liaising with John Townsend to report any areas for development and successes
- Meeting once a fortnight as an innovation group to develop and explore remote learning

## **3: Role of ICT Support Team**

IT staff are responsible for:

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

## **4: Individual Student Remote Learning**

This section of this policy applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of 5 or more days but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the College in advance.

In these cases, Brixham College will provide the following, coordinated in the first instance by the Assistant Principal John Townsend and The Brixham College Innovation Group

Work will be set, submitted for assessment and assessed through a combination of the following online platforms:

- Microsoft One Drive and Microsoft Outlook

#### **4.1: Short-Term Absence**

For short-term absence (awaiting test results - up to five working days), students will be expected to use their Brixham College Knowledge Organisers in order to continue their learning.

#### **4.2: Longer-Term Absence**

In the event that absence is longer than 5 working days, Individually isolating students will receive their work via their Brixham College Email accounts – shared by teachers via One Drive. These lessons will take the format of 10-15 minute pre-recorded video lessons followed by a series of tasks. The frequency of these lesson must mirror the content and match the number of lessons that the student is missing during their isolation.

The Innovation Group will request that subject teachers provide 10-15 minute video teaching episodes and will share these with students via One Drive and Microsoft Outlook.

#### **4.4: Assessment and Feedback**

Assessment and feedback will continue to follow the Brixham College Assessment and Feedback policy.

#### **4.5 Expectations of Students**

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submit work via Microsoft Outlook as instructed by the teacher.
- Check emails regularly and read and respond to communication from the College
- Where students experience problems with IT systems they should proactively inform ICT support by emailing [helpdesk@brixhamcollege.co.uk](mailto:helpdesk@brixhamcollege.co.uk)
- Students are expected to uphold the same standards of conduct and behaviour online during a period of isolation as they would be expected to in school.

#### **4.6 Expectations of Teachers**

Assuming they are well enough to work, staff are expected to:

When providing remote learning, teachers must be available between 8:30 am and 3:30 pm to answer any questions from students or parents/carers.

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

The teacher must set work that would be equivalent to the number of lessons that the student is missing in any 14 day period of absence.

On notification of 14 day isolation, John Townsend will contact the Parent/Carer to ensure understanding of the Remote Learning process.

The first lessons must be set within 24 hours of the reported absence

For individual students – work will be shared directly with student via Brixham College One Drive and Microsoft Outlook

John Townsend and The Innovation Group will liaise with their Faculty areas through regular (at least weekly) contact to ensure that:

Sufficient work is being set to cover ongoing periods of closure

Students causing concern through a lack of engagement or assignments requiring submission are flagged with John Townsend on a weekly basis via Email.

### **4.7: Pastoral Care of Individual Isolating Students**

Brixham College is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning. In the event of an individual Student having to isolate for a 14 day period the following actions will take place

- John Townsend will contact parents/carers in order to check well being and access to online Learning within the first 6 hours of notification
- Form Tutor will make a well being phone call one week into isolation
- Year Head will make a well being phone call on the day prior to return to Brixham College
- All contact logged on ClassCharts

### **5: Year Group/Large Cohort Remote Learning**

This section of this policy applies in situations where school remains open and working as normal, but a Year Group or large number of Students have been advised to Isolate for a 14 day period as per the instruction of Public Health England.

Any provision of remote learning to achieve these three aims assumes that students and staff have access to the internet at home.

All Key Stage 4 and Key Stage 5 students and staff are provided with Chromebooks and Tablets which they can use to access any of the services by which remote learning will be provided. However, we cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

## **5.1: Expectations of Students**

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submitting work via Microsoft Outlook or the Brixham College Digital Classroom as instructed by the teacher.  
<https://brixhamcollege.sharepoint.com/SitePages/Classroom.aspx>
- Check emails and The Brixham College Digital Classroom regularly and read and respond to communication from the College
- Where students experience problems with IT systems they should proactively inform ICT support by emailing [helpdesk@brixhamcollege.co.uk](mailto:helpdesk@brixhamcollege.co.uk)
- Students are expected to uphold the same standards of conduct and behaviour online during a period of isolation as they would be expected to in school.

## **5.2: Expectations of Teachers**

Assuming they are well enough to work, staff are expected to:

When providing remote learning, teachers must be available between 8:30 am and 3:30 pm to answer any questions from students or parents/carers.

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

The teacher must set work that would be equivalent to the number of lessons that the student is missing in any 14 day period of absence.

On notification of 14 day isolation, John Townsend will contact the Parents/Carers via GroupCall to outline the expectations accessing work.

The first lessons must be set within 24 hours of the reported absence

For whole cohorts of students – work will be shared directly with students via class folders on the Brixham College Digital Classroom

John Townsend and The Innovation Group will liaise with their Faculty areas through regular (at least weekly) contact to ensure that:

Sufficient work is being set to cover ongoing periods of closure

Students causing concern through a lack of engagement or assignments requiring submission are flagged with John Townsend on a weekly basis via Email.

### **5.3: Pastoral Care of whole Year Groups**

Brixham College is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning. In the event of a whole Year Group having to isolate for a 14 day period the following actions will take place

- John Townsend will contact parents/carers via Group Call in order to check well being and access to online Learning within the first 6 hours of notification
- Form Tutor will make a well being phone call one week into isolation
- Form Tutor will make a well being phone call on the day prior to return to Brixham College
- All contact logged on ClassCharts

### **6: Staff Illness**

When staff are unwell during a period of school closure, they should notify the College by emailing [absence@brixhamcollege.co.uk](mailto:absence@brixhamcollege.co.uk) as usual. If they are able to set work for any lessons that require it then they should do so, otherwise responsibility for work falls to the Faculty Lead to delegate this responsibility to another member of staff

### **7: Safeguarding**

Any online contact between students and staff must only take place through official school channels, which are:

- Brixham College (@brixhamcollege.co.uk) email address only. No personal email addresses must be used by either staff or pupils
- Brixham College Office 365 online tools.

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited.

### **7: Pastoral Care**

Brixham College is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.

During such periods the normal channels of communication regarding pastoral care remain open; students can contact their Form Tutor, Head of Year, or Student Support services as normal or indeed any member of staff should they prefer, by email.