

Madeley Academy



Remote Learning Policy

Prepared by: Jeanette Furlong

Date: September 2020

Review Date: September 2021

Aims

This remote learning policy aims to:

- Ensure that students will have access to work that allows them to continue academic studies while at home in the event of any authorised Covid-related absence
- Ensure consistency in the approach to remote learning for students who are not in the Academy due to Covid-19 related reasons
- Set out expectations for all members of the Academy community with regards to remote learning

Introduction and Scope

Madeley Academy is committed to providing continuity of education to its learners in the case of any Covid-19 related absence. This will be delivered through a system of remote learning that is facilitated through a range of resources including Microsoft Teams software.

Remote Learning refers to the provision of work, teacher support, assessment and feedback between teachers and students in the event that normal lessons are unable to be delivered face-to-face. The aim is to enable students to access a broad and ambitious curriculum remotely to facilitate their on-going education and to minimise the impact of any form of closure on their educational progress.

In the context of the Covid-19 pandemic, this policy applies to students unable to attend the Academy due to a period of advised self-isolation or in the event of a student rota system being implemented or a period of Academy closure. These are classified as Tiers 2 to 4 of the most recent government guidance as are detailed as a staged response to any potential local outbreaks.

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks>

It does not apply in situations where a parent decides to absent a student contrary to the official medical advice of Public Health England. All students are expected to attend the Academy in line with current government guidance. In the event of any closure, please refer to the Academy website for updates.

Learning Remotely

All students have an Academy email address and can link to their Academy user area remotely via the Virtual Office system which can be accessed directly from the Academy website or via the following link <https://vpn.madeleyacademy.com>. Students have been issued with guidance on this system and given advice on ways of working.

From September 2020, **Microsoft Teams software** is being introduced which is their main learning platform to enable the sharing of resources between staff and students in the Academy. This enables staff to post the planned curriculum resources, to assess students' work and to track student progress. In Maths, Years 7 to 11 students will continue to work and communicate with staff via the **Mathswatch** learning platform and guidance is available in their exercise books <https://vle.mathswatch.co.uk/vle>

Progress Point reports will be issued electronically to parents in line with published deadlines.

Due to the social context of the Academy, we are also aware of the need to not rely wholly on ICT-based systems for remote learning. To this end, all students have been equipped with paper-based resources to enable them to continue working at home including online textbooks and stationery. All subjects have shared medium term schemes of work with students and have linked these to high quality resources such as the video tutorials from the Oak Academy website or BBC Bitesize resources. These lists of topics and resources can be found in students' exercise books. Some subjects have issued textbooks, work packs and other paper-based resources to students. The extent to which different methods of instruction are employed is likely to be determined by the nature and length of any Academy closure and the ability of both learners and teachers to participate in remote learning. The Academy reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the Academy employ remote learning. Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided. Possible methods may include:

- Providing whole class feedback rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research
- Using the “Comments” function on online documents
- Sending a direct email to learners with specific feedback/targets

Scenarios

Whilst we aim for all students to remain in the Academy, we are also well-prepared to help them learn at home if they need to self-isolate or if the Academy is subject to any form of closure. There are a range of possible scenarios when remote learning will need to be implemented should normal working have to be adapted:

- 1. Students who are self-isolating at home** and who are well, will be directed by staff as to which work to complete whether that be using Microsoft Teams, work packs to be sent home or via email. Year Managers will maintain an overview of these students to ensure a coordinated response.
- 2. National Tier 2: Secondary schools move to rotas** with students alternating a fortnight attending and a fortnight at home – students will utilise Microsoft Teams to access virtual lessons and be able to communicate with staff and to upload work for assessment. During the two weeks within the Academy, staff will make practical adaptations to the Schemes of Work to get the most from face-to-face sessions to underpin the time to be spent at home. Work will be set in line with a student’s timetable and the planned scheme of work.
- 3. National Tier 3: Most secondary students learn from home and National Tier 4: All schools switch to remote learning.** Students will utilise Microsoft Teams to continue with their full curriculum and to access materials in line with the subject schemes of work. Mathswatch will be used for Maths lessons. Students will be able to communicate with staff and to upload work for assessment. Alongside this, students will also have paper-based resources to enable them to continue with their learning so that there is not a total reliance on ICT-based systems. For example, all students have been issued with a paper-based Science resource pack covering the whole year’s work. Assessment will be incorporated in line with the marking policy and schemes of work and feedback will be issued to students. Staff will monitor that students are completing work and will report any concerns to parents and the Personal Tutor. Continued or multiple concerns will be passed onto the relevant Year Manager.

Expectations of staff

- To read the Top Tips for Remote Learning document
https://www.madeleyacademy.com/Uploads/documents/top_tips_teachers.pdf
- To ensure work is set in line with the scheme of work and is set in a timely fashion with links to relevant resources. Middle Leaders will oversee the departmental resources
- Assessment opportunities and feedback are built into the work in line with the relevant Academy policies
- Any standardisation of BTEC work would be carried out remotely by staff in line with assessment plan deadlines
- Any student queries are dealt with in a timely manner

REMOTE LEARNING POLICY

- Staff only collect, use or share personal data as part of the remote learning system and for Academy-related work issues. Staff should hold as little data as possible
- Concerns over non-completion of work are raised initially with both the parent and the Personal Tutor. Ongoing concerns are then raised with the Year Manager
- Safeguarding matters are considered in all communications and concerns are raised in line with Academy policy
- If staff are unwell this needs to be reported in the usual way to Line Managers and Mr A Johnson
- If teachers require support with any aspects of remote learning, they are encouraged to consult their line managers or the Senior Leadership team.

Expectations of students

- Students to read the Top Tips for Remote Learning guide
https://www.madeleyacademy.com/Uploads/documents/top_tips_students.pdf
- Students will complete all work set for them by the deadlines
- Students will look at the overview of topics issued by the staff to make sure they keep on track (these may be stuck into exercise books)
- Students will check emails regularly and communicate with staff in a professional manner when seeking support or submitting work
- Students will ask staff for help if they have difficulties with the work or need any support
- Any ICT issues should be reported to ithelpdesk@madeleyacademy.com

Expectations of parents

- Parents should read the Top Tips for Remote Learning guide to familiarise themselves with relevant issues https://www.madeleyacademy.com/Uploads/documents/top_tips_parents.pdf
- Parents are expected to encourage and support their children's work - including: finding an appropriate place to work, checking that set work is completed and submitted on time
- Parents should contact the Personal Tutor or Year Manager within Academy hours if there are any concerns or if support is required
- If students are unwell and unable to work, parents need to inform the Attendance Team either via the attendance hotline 01952 527715 or via email attendance@madeleyacademy.com.

Safeguarding and Pastoral Support

Students will be able to communicate with teachers via the Academy email and also on Microsoft Teams. This communication should be professional and formal and should take place during normal Academy hours of 8.15am to 4.15pm.

If creating their own videos, staff should pre-record visual learning material and publish it in advance saving it on the planet estream resource area. For live learning, staff should link students to the published video resources such as those available on the Oak Academy and BBC Bitesize websites. In the rare event that staff need to communicate in a real-time format, permission must be sought from line managers and safeguarding guidelines must be adhered to. Communication should only be by formal Academy channels outlined above. No 1 to 1 sessions should take place and recordings should be taken of any approved group sessions to form a record.

Students should only communicate with staff via their Academy emails or on the Microsoft Teams platform. This should be polite and work-related and should be within normal Academy hours. The use

of personal accounts or third party messaging software (eg WhatsApp or gmail accounts) is strictly prohibited. Private email addresses must not be used by staff or students.

Pastoral Support will be available from the Personal Tutor, the subject teachers and the Year Managers – please refer to their contact emails below. RSE resources are also available on Microsoft Teams to support students’ well-being.

Important Links and Support

| | |
|---|--|
| To access your emails remotely | https://mobile.madeleyacademy.com |
| Guide to accessing your Academy user area and shared area | https://www.madeleyacademy.com/Uploads/documents/Useful%20Documents/Remote%20Working%20Staff.pdf |
| To access Office 365 or download a copy at home | www.office.com |
| Accessing Microsoft Teams | https://teams.microsoft.com/ |
| Help sheets for Microsoft Teams | TBC |
| Parental Guide to security and privacy using Microsoft Teams | https://www.madeleyacademy.com/Uploads/documents/ms_teams.pdf |
| Years 7 to 11 Access to Mathswatch for Maths work. Any problems, please contact Mrs Kelly | https://vle.mathswatch.co.uk/vle nkelly@madeleyacademy.com |
| To access videos saved by your teachers and referred to in your set work | https://estream.madeleyacademy.com |
| ICT Help and Support | ithelpdesk@madeleyacademy.com |
| Contacting Years Managers | Year 7 : Mr Hall rhall@madeleyacademy.com Year 8: Mr Williams dwilliams@madeleyacademy.com Year 9: Mr Reaney dreaney@madeleyacademy.com Year 10: Mr Jones gjones@madeleyacademy.com Year 11: Mrs Dobson ddobson@madeleyacademy.com Years 12/13: Mrs Furlong jfurlong@madeleyacademy.com |

Useful Tips on Remote Learning

| | |
|---|---|
| Remote Learning – Top Tips for Students | https://www.madeleyacademy.com/Uploads/documents/top_tips_students.pdf |
| Remote Learning – Top Tips for Parents | https://www.madeleyacademy.com/Uploads/documents/top_tips_parents.pdf |
| Remote Learning – Top Tips for Teachers | https://www.madeleyacademy.com/Uploads/documents/top_tips_teachers.pdf |
| Online Safety Resources | https://nationalonlinesafety.com |