



WROTHAM SCHOOL

Remote Teaching Policy

Document Review

Governors approval Date:

September 2024

Committee Responsible:

Local Governing Body

Next Review Date:

September 2025

Rationale

This document is intended to give clear, systematic approach to the use of online resources and infrastructure to ensure that learning can continue for all students in any and all instances in which school closure or staff isolation presents a significant barrier.

The Remote Teaching Policy already assumes that all staff are well versed in the functionality of Microsoft Teams, and it will be the responsibility of the Teaching and Learning Lead to distribute the relevant materials to ensure students are able to access and engage with this platform remotely.

General Remote Teaching Expectations/Processes

One off/short term site closure	What we are committed to provide	What you need to do to provide it
In the event of a short term site closure (1-2 days) due to adverse weather, issues on site (boiler, drainage etc.).	Independent work will be set for all timetabled subjects across all year groups on Satchel One. This work will give students who are able to engage in the work (not also impacted by said adverse conditions) the opportunity to learn and progress in relevant subject areas linked to prior learning.	<ol style="list-style-type: none">1) MCA will inform parents of the site closure and where/when to expect the work to be set on Satchel One.2) Teachers are then to prepare challenging, adapted and robust work, preferably with specific task timings and expectations to post on satchel one.3) Possible misconceptions are to be addressed ahead of time, with any further resources such as vocabulary banks, writing frames etc to be offered alongside the work to eliminate obstacles to learning at home.4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set.

Longer Term Remote Teaching Expectations/Processes

Lockdown Designation	What we are committed to provide	What you need to do to provide it
<p>Full lockdown and closure of school. This part of the policy is in place in case of a mid to long term closure of the school. Expectations for a single day at short notice (for example, in the case of extreme weather) is covered in an earlier part of the policy.</p>	<p>Consistent remote teaching for all subjects across all year groups in a regular timetable across teams, email and Satchel One.</p> <p>It is expected that this form of mid to long term teaching commitment will take several days to fully establish into a regular routine with all students and staff online and engaging.</p> <p>In circumstances where the technology to engage in online learning cannot be accessed by a student or staff member, every effort will be made to source the appropriate resources, be it loaned equipment or local technology hubs (libraries etc) to assist.</p>	<ol style="list-style-type: none"> 1) Contact your classes reminding them of their lesson times (the same timetable as in school), set up a class team and add the lesson to the Teams calendar, let students know the equipment they will need to engage with their learning and your expectations. 2) Ensure you prepare appropriate resources for online learning with clear adaptations in place as well as self-assessment and opportunities for Q and A feedback. 3) Run your teams lessons as per the agreed timetable from home, getting online 5mins early and recording all sessions wherever possible. 4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set.

<p>Isolation of an entire year group</p>	<p>Consistent remote teaching for all subjects across said year group(s) in a regular timetable across teams, email and Satchel One.</p> <p>It is expected that this form of mid to long term teaching commitment will take several days to fully establish into a regular routine with all students and staff online and engaging.</p> <p>In circumstances where the technology to engage in online learning cannot be accessed by a student or staff member, every effort will be made to source the appropriate resources, be it loaned equipment or local technology hubs (libraries etc) to assist.</p>	<ol style="list-style-type: none"> 1) Contact your classes informing them of their lesson times, set up the lessons on your calendar if possible, let them know the equipment they will need to engage with their learning and your expectations. 2) Ensure you prepare appropriate resources for online learning with clear differentiation, outcomes, self-assessment and opportunities for Q and A feedback. 3) Run your teams lessons as per the agreed timetable from school, getting online 5mins early and recording all sessions (then downloading them from teams after 20 days to save them from deletion). 4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set.
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<p>Isolation of a member of staff (who is well enough to teach)</p>	<p>Consistent remote teaching from that staff member for all of their classes in a regular timetable across teams, email and SMHW.</p>	<ol style="list-style-type: none">1) Contact FFE and your HOD, informing them of any details they need to know about the class and attaching your PPT with task timings should any technical issues occur.2) Ensure your resources are of usual, classroom learning quality with clear differentiation, outcomes, peer and self-assessment and opportunities for Q and A feedback.3) Run your Teams lessons from home, getting online 10mins early to allow for cover supervisors to log in and get the technology working beforehand (they will call you on teams to start the lesson so be logged in and ready).4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set.
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<p>Partial isolation of a year group/class</p>	<p>Consistent teaching, both remote and in person for both those in the year group who remain in school and those isolating due to a confirmed case of COVID- 19.</p>	<ol style="list-style-type: none">1) Contact the members of your class who are isolating, reminding them of their lesson times, set up the lessons on your calendar if possible, let them know the equipment they will need to engage with their learning and your expectations.2) Ensure you have your lesson ready both in the classroom and on teams (this can be done by projecting the Teams PPT onto the board or splitting your screen and having the PPT on the board and Teams on your monitor.3) Run the lesson in the classroom with the students on teams listening in through your microphone as you deliver the tasks, information and feedback (include them in your q and a wherever possible).4) Ensure Teams students email their work in to you after the lesson for you to provide verbal and/or written feedback.
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