Guidance on Remote Learning for pupils at Summerfield Education Centre:

Expectations and requirements when school is closed during term time

Purpose

When school is closed during term time and remote learning is put into place, the following guidelines are followed. The intended outcome is that pupils are able to access the usual school curriculum and that, as far as possible, pupil progress should not be negatively impacted.

Teachers

1. When school is closed during term time, teachers will do their best to ensure that pupils complete the work they would have completed if they had been in school attending normal lessons.
2. This means that pupils should be following the same courses when learning at home, with the same objectives, though the kinds of approaches and tasks which are used may be different.
3. Teachers are not expected to be online at the time they would normally be teaching a class, or to follow their normal timetable, because this is not practically possible when the school building is closed.
4. Teachers are, however, expected to spend at least two sessions a day engaged in online learning with pupils.
5. Academic and Restorative Mentors will contact pupils everyday providing feedback.
6. Teachers will do their best to set a variety of tasks for pupils, e.g. some that can be completed online and some offline, some shorter and some longer written tasks and some ongoing projects.
7. Teachers and Academic and Restorative Mentors will ensure that, within reasonable limits, all pupil queries have been dealt with in an appropriate manner by the end of each working day.
8. When engaged in remote learning, teachers will adhere to the usual staff code of conduct and the professional protocols for remote learning which are set out below.
9. During periods of remote learning, teachers will continue to prioritise the safety and welfare of pupils and to report any concerns in the usual way to the pastoral team and/or the Designated Safeguarding Lead.

Academic and Restorative Mentors

1. During a period of school closure, Academic and Restorative Mentors will continue to play an important part in the life of our school community.
2. Pupils will be contacted by their allocated Academic and Restorative Mentor every afternoon. The parents/carers of any pupils who do not make contact during this time will receive a phone-call from the Attendance Officer.
3. Any pupils who feel they need additional help and support for any reason while the school is closed should inform their Academic and Restorative Mentor about this so that appropriate support can be provided.
4. Academic and Restorative Mentors will be support by the Behaviour and Inclusion Lead, Ms. Nicola Capok and members of the Senior Leadership Team including the Designated Safeguarding Lead.

Senior Team

1. Pupils, parents and teachers will continue to be supported during any closure period by the school's extended Senior Leadership Team including Mrs Tina Whitehouse, Head Teacher, Mrs Joy Duffy, Deputy Head Teacher, Ms Catherine Lovell, Teaching and Learning Lead and Ms Nicola Capok, Behaviour and Inclusion Lead.

Pupils

1. In the event of school closure during term time, all pupils are expected to continue with their learning at home; this is especially important for those pupils who are in the process of completing coursework or preparing for external examinations.
2. Pupils are expected to engage with the school every day during their allocated times. This is essential so that the school can perform a daily check on pupils' safety and welfare. Any pupils without access to Teams or have no internet access will be contacted by phone.
3. Between 9.00am and 3pm every day, pupils are expected to engage in at least two sessions of remote learning. Pupils will work independently during this time, though there may be some online interaction with teachers during the course of the day, depending on arrangements in each subject area.
4. During this time, pupils are expected to adhere to the school's usual behaviour code. This includes speaking politely and respecting other members of the school community.
5. Most remote learning will take place using the school's usual online learning platform, Microsoft Teams. All pupils have access to this through their school email.
6. Since Teams sits within the school's IT system, it can be monitored in the same way that pupils' activities within the school building are monitored.
7. Pupils' use of Teams during periods of school closure is governed by the school's usual E-safety and Acceptable Use policy, details of which are available on the school website.
8. Pupils may also use websites recommended by the school; parents/carers should be aware that the school cannot monitor students' use these websites in the same way.
9. Any pupils who do not have access to a suitable device or to the internet at home will be provided with printed packs of materials which enable them to continue their studies during the closure period.
10. Pupils may contact their teachers through the school email system and also through MS Teams. It will not be manageable for pupils to have contact with every teacher every day, but teachers will be in regular contact with pupils to ensure that they are completing work, receiving feedback and being given access to any necessary resources.
11. It is pupils' responsibility to complete the work or communicate to their teachers why it is not completed. Teachers will report any pupils who do not complete work to the Teaching and Learning Lead.

Professional protocols for communication during periods of remote learning

Both pupils and staff are expected to adhere to the following professional protocols when taking part in remote learning activities during periods of school closure:

1. Teachers will not give pupils their home addresses, home telephone numbers, mobile numbers or personal email address or have them as friends or contacts on their social networking accounts.
2. The only exception is those members of staff who have been provided with a work mobile phone for the period of school closure; this number may be shared with parents/carers and, in some cases, with pupils.
3. When emailing, speaking on the phone or interacting online, both teachers and pupils must follow the same professional standards of language and content which are expected when they are working within the school building.
4. Teachers have been instructed to maintain clear and explicit professional boundaries when communicating with pupils and not to request or respond to any personal information from pupils.

5. Teachers will continue to alert senior members of staff to any digital material within, or accessed via, the school's IT system that causes concern or that may put pupils, the school or its community at risk.
6. Teachers will immediately report any illegal or potentially harmful IT use to the Designated Safeguarding Leads.

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FOR SAFEGUARDING PURPOSES ALL REMOTE LEARNING IS RECORDED
AND CAN BE DOWNLOADED FOR FUTURE REFERENCE

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IT support

If pupils need IT support, they can email their allocated Academic and Restorative Mentor.

Safeguarding

Our acceptable use of IT policy and our safeguarding policy give very clear guidance about communication between pupils and teachers online; these policies also apply during any periods of school closure. Teachers will report any
concerns about pupils' safety or welfare in the way that they normally would to the school's Designated Safeguarding Lead.

Websites that may be useful to students during a period of school closure

Khan Academy
https://www.khanacademy.org
Especially good for maths and computing for all ages but other subjects at Secondary level. Note this uses the U.S. grade system but it's mostly common material.

BBC Learning
http://www.bbc.co.uk/learning/coursesearch/
This site is old and no longer updated and yet there's so much still available, from language learning to BBC Bitesize for revision. No TV licence required except for content on BBC iPlayer.

Futurelearn
https://www.futurelearn.com
Free to access 100s of courses, only pay to upgrade if you need a certificate in your name (own account from age 14+ but younger learners can use a parent account).

Seneca
https://www.senecalearning.com
For those revising at GCSE or A level. Tons of free revision content. Paid access to higher level material.

Openlearn
https://www.open.edu/openlearn/
Free taster courses aimed at those considering Open University but everyone can access it. Adult level, but some e.g. nature and environment courses could well be of interest to young people.

Blockly
https://blockly.games
Learn computer programming skills - fun and free.

Scratch

https://scratch.mit.edu/explore/projects/games/
Creative computer programming

Ted Ed
https://ed.ted.com
All sorts of engaging educational videos

Mystery Science
https://mysteryscience.com
Free science lessons

The Kids Should See This
https://thekidshouldseethis.com
Wide range of cool educational videos

Crash Course
https://thecrashcourse.com
You Tube videos on many subjects

Crest Awards
https://www.crestawards.org
Science awards you can complete from home.

iDEA Awards
https://idea.org.uk
Digital enterprise award scheme you can complete online.

Tinkercad
https://www.tinker
[cad.com](https://www.tinkercad.com) All kinds
of making.

Prodigy Maths
https://www.prodigygame.com
Is in U.S. grades, but good for UK Primary age.

Big History Project
https://www.bighistoryproject.com/home
Aimed at Secondary age. Multi disciplinary activities.

The Artful Parent
https://www.facebook.com/artfulparent/
Good, free art activities

Red Ted Art
https://www.redtedart.com
Easy arts and crafts for little ones

Toy Theater
https://toytheater.com/
Educational online games

DK Find Out

https://www.dkfindout.com/uk/?fbclid=IwAR2wJdpSJSeITf4do6aPhff8A3tAktnmpaxqZbkgudD49l71ep8sjXmrac

Activities and quizzes

Twinkl

https://www.twinkl.co.uk

This is more for printouts, and usually at a fee, but they are offering a month of free access to parents in the event of school closures.

Several more websites offering free access to their premium features

https://kidsactivitiesblog.com/135609/list-of-education-companies-offering-free-subscriptions/