

REMOTE LEARNING POLICY – FURNESS ACADEMY

FULL CLOSURE - LIVE TEACHING (ALL YEAR GROUPS)

Furness Academy is committed to providing continuity of education for its students in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, 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, live instruction from staff, with the ability for students to ask questions of their teachers in real time
- The opportunity for students to have their work assessed by their teachers and receive feedback on it

In the event of a school closure live lessons will be delivered, work set, submitted for assessment and assessed using the Microsoft Teams collaborative platform.

During a period of prolonged closure involving all Year groups 'Live' Teams teaching will follow the sequence of the school timetable, however, lessons will be shorter in terms of direct teacher input (up to 30 minutes). This will enable us to compress the learning day and leave the afternoon for students to work independently on tasks set during the lesson.

A Form time space has been factored in to the day, which will provide the opportunity to identify issues and barriers connected to student learning as well as provide pastoral support. Form time will also provide the opportunity to check attendance.

During a period of prolonged school closure the learning day would be structured as below:

Lesson	TIMINGS (Up to 30 minute lessons -10 min gap)
Form time	8.45-9.00
1	9.00-9.30
2	9.40-10.10
3	10.20-10.50
Break	10.50-11.10
4	11.10-11.40
5	11.50-12.20
6	12.30-1.00
Independent working – follow on from live teach	1.45-3.10

PARTIAL CLOSURE – INDIVIDUAL YEAR GROUPS

Where circumstances mean that the Academy does not have the capacity to deliver full year group provision. Individual year groups may have to be sent home. In the event of a partial closure we would prioritise Years 11,10 and 7. Years 9 and 8 would be the first year groups sent home. The list below outlines the order in which we would send year groups home due to lack of capacity:

1. Year 9
2. Year 8
3. Year 7
4. Year 10
5. Year 11

PROVISION FOR YEAR GROUPS WORKING AT HOME

In the event of a partial closure students will continue their learning through the Microsoft Teams platform as outlined above.

During a period of partial closure the year group/s sent home would follow their regular timetabled sequence of lessons and in this case lessons would follow the timings of the normal school day. This would enable teachers to deliver lessons to those year groups still in school.

Students will receive up to 30 minutes of live teaching followed by an extended task which will be set up in the 'live section'.

During a period of partial closure the year group/s at home would follow the timings below:

LESSON	TIMINGS (YEAR 9,10,11)	LESSON	TIMINGS (YEAR 7,8)
Form time	8.45-9.00	Form time	8.45-9.00
1	9.00-9.50	1	9.00-9.50
2	9.50-10.40	2	9.50-10.40
Break	10.40-11.00	Break	10.40-11.00
3	11.00-11.50	3	11.00-11.50
Lunch	11.50-12.40	4	11.50-12.40
4	12.40-1.30	Lunch	12.40-1.30
5	1.30-2.20	5	1.30-2.20
6	2.20-3.10	6	2.20-3.10

DEPARTMENTAL PREPARATIONS FOR REMOTE LEARNING

Departments should undergo curriculum contingency planning to ensure that they are prepared for any potential part/whole school closure. Contingency planning should cover the following areas:

- Ensure all staff have laptops which fully work from home
- Ensure staff are able to access resources from home
- Have a plan in place for student work booklets/exercise books
- Ensure all staff are fully aware of lock down contingencies for each year group
- Ensure plans are in place to cater for increased numbers of students working from home
- Practise using all functions of Teams, including live lesson delivery
- Discuss the best ways to deliver live content on the Teams content and how to address any issues encountered during the July trial
- Ensure that a chain of communication is in place to allow subject leaders to gain access to class Teams

EXPECTATIONS OF STAFF

During periods of full or partial closure, and, assuming they are well enough to work and domestic circumstances permit, staff are expected to:

- Deliver live lessons via Teams for any of their classes working remotely
- Take a lesson by lesson register using SIMS
- Ensure that tasks and appropriate materials are posted on Teams using Assignment, Files or Class Notebook functions
- Use Teams in conjunction with the Teams remote learning use policy (**appendix a**)
- Set, assess and return work promptly by Teams.
- To support the Subject Leader and ensure that the curriculum is being delivered in the most effective way through Teams
- Where relevant, continue with their role as a form tutor and provide appropriate pastoral support through Microsoft Teams

These expectations will also apply to staff who are shielding or forced to self-isolate and are well enough to teach. In this instance a cover teacher will support Teams delivery within the classroom

STAFF ILLNESS DURING CLOSURE

During a period of closure staff will need to inform the school using the normal sickness and absence reporting procedures.

Where staff are unable to teach live lessons departments must work to provide an alternative from the stages below:

1. The Team is shared with the subject leader or other member appropriate department member for them to delivered.

2. If possible, a recorded lesson could be posted – either from the class teacher or another member of the department.
3. Where it is just not possible to cover the live lesson appropriate tasks and materials should be posted within Teams with students and parents notified through the usual lines of communication – SL's to notify SLT link as soon as possible

PARENTAL ROLE

Parental support will be essential in ensuring that students engage with remote learning during a period of either full or partial closure. Where possible we encourage parents to:

- Help ensure adequate ICT technology is in place and set up to support on-line learning
- Support students to find an appropriate place to work during periods of on-line learning and live teaching
- Use the parental guidance sheet to help support students in using Microsoft Teams **(appendix b)**
- Ensure students are punctual and fully engaged during the on-line learning day
- Ensure that students are dressed in a way which is appropriate for on-line learning
- Check that work has been completed and submitted
- Contact the school absence line when a student is ill and unable to engage with on-line learning

EXPECTATIONS OF STUDENTS

The expectation is that all students will still adhere to the Academy values when learning remotely from home:

- Respect
- Relationships
- Responsibility

Taking this into account, students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:

- Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand.
- Ensuring that emojis, graphics and other ideogram representations are only used where relevant and appropriate.
- Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that clothing is appropriate, following the same guidance as a normal “non-uniform” day in school – student dress must be appropriate for a working school day.
- Ensuring that they are on time for ‘live’ lessons and fully attend all scheduled slots.
- Ensuring that their camera is switched on at all times and they are fully engaged with their learning.
- Check Teams posts and e-mails regularly and read and respond to any communication set by the school.
- Complete all work set for them and submit work which is requested for feedback promptly
- Use to their full advantage any ICT equipment provided by the school.

EXPECTATIONS OF STUDENTS

When participating in live lessons students need to follow the guidelines below:

Video Meeting Calls - How to take part in Live Lessons



Teachers may deliver live video lessons or post recording video lessons for you to watch. You will receive an invitation off your teacher to a live lesson OR a **notification in activity** for any video lessons and they will appear in your personal calendar in TEAMS (Date, time and resources needed will be listed). Click on the lesson 'meeting' to open it and **click 'join'** to take part in the **live lesson**

ALWAYS REMEMBER – TEAMS Lesson etiquette!

Headphones (so not everybody has to listen to the lesson too!).



Mute microphone (get rid of background noise)



Question? Answer? Raise your hand
(teacher will give you permission to unmute your microphone)



Change background (for privacy)



Appendix A

Microsoft Teams for Remote Teaching and Learning Use Policy

To deliver our curriculum successfully to students remotely through Microsoft Teams we must ensure we provide clarity to students about how lessons will be delivered and how work will be set within all Teams Classes and across all subjects. The table below clearly defines how we will communicate, teach, feedback and share our curriculum with students using the different functions with Microsoft Teams.

Teams Functions	
	<p><u>Make announcements to your whole class</u></p> <ul style="list-style-type: none">• Click 'Format' (the 'A' symbol at the bottom of the page)• Click 'Announcement'• Type whatever you want to send in your announcement• (Optional) Choose a theme or illustration to make your post stand out• Click the 'Post' button (the arrow pointing right, at the bottom-right of the text box) when you're ready to send the announcement to your class• Notify the whole class in the 'posts' channel by typing '@team' in a message

<p>Posts</p>	<p><u>Give Praise to individuals or whole class</u></p> <ul style="list-style-type: none"> • Click 'Praise' (a rosette symbol at the bottom of the page) • Click the icon to select which type of praise you wish to share. • Type individual student name or whole class in the text box on the right of the screen. • Type reason for praise in text box on the left of the screen. • Preview your message of praise • Click send to share your praise with the whole class.
	<p><u>Gather class opinion using Microsoft Forms</u></p> <ul style="list-style-type: none"> • Click the ... (messaging extensions) and click F (Microsoft Forms icon) • Type the question you wish to gather an opinion on. • Select options to type in possible answers. • Select Next to preview your Form. • Select Send to share your Form with whole class. • All responses to the form are anonymous but visible to all.
	<p><u>Scheduled Video Calling/Recording of Lessons</u></p> <ul style="list-style-type: none"> • Click 'meet now' (the video camera icon) • Click 'schedule meeting' and select date, time, students, if you wish to repeat weekly, add meeting detail eg. resources required and Send. • Once the scheduled meeting appears on Posts click on the meeting. • Select 'Meeting Options' • For the question 'Who can present?' Select 'Me only' • Once the video call lesson has finished select ... (more actions) and select 'End Meeting' to end call for all users. • ALL VIDEO LESSONS MUST BE RECORDED - select ... (more actions) and select 'start recording' you will be notified at the top of the screen • There are a range of other options within a video call to change your background or mute students etc
<p>Assignments</p>	<p><u>Assign whole-class or differentiated tasks in the 'Assignments' section</u></p> <ul style="list-style-type: none"> • Open your class in Teams, then click 'General' and then 'Assignments' • Click 'Create', then 'Assignment' • Give the assignment a title and instructions • (Optional) Click 'Add resources' to attach documents or videos to the assignment • Under 'Assign to' choose who the assignment is for – the full class, a smaller group of pupils, or individual pupils • (Optional) Set a due date and time • Then, click 'Assign' (on the right-hand side of the page) to send the task to the relevant pupils
	<p><u>Give feedback on pupils' work</u></p> <ul style="list-style-type: none"> • Open your class in Teams, click 'General', then 'Assignments' • (Optional) Use the search bar to find the assignment you want to give feedback on • Click on the assignment you want to mark • Next to a pupil's name, click 'Turned in' to view their work • Under 'Feedback', type in any feedback • If the assignment is graded, give pupils points for the task (e.g. 50/75) • Click 'Return' once you've finished giving feedback • Once you've handed work back to pupils, they'll get a notification.

Files	<p><u>Store curriculum documents, notes, revision guides as pdf's for students to refer to</u></p> <ul style="list-style-type: none"> • Keep all files channel specific • Files can be created within Teams using the +New tab. • Existing files can be uploaded using the upload tab or drag and drop from your desktop
Add in Tabs	<p><u>Share online resources and subscriptions with your class Team</u></p> <ul style="list-style-type: none"> • In the General Channel of your class Team click + and select websites which is the pink box. • Add the name of your resource tab • Paste your URL (website address) • The webpage will appear with the new Tab.

Appendix B

Parent Guide for using Microsoft Teams

Smartphones and tablets: download the free Microsoft Teams app

<ul style="list-style-type: none"> • Android devices 	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"> • Open the Play Store app • Search for 'Microsoft Teams' • Tap 'Microsoft Teams' • Tap 'Install' 	<ul style="list-style-type: none"> • Open the App Store app • Search for 'Microsoft Teams' • Tap 'Microsoft Teams' • Tap 'Get'

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their Office 365 account
- Tap the 'Teams' icon

- Click 'Teams' on the left-hand side of the app and you will see all of your child's class Teams. Each class will be named with school class codes.

Download Microsoft Teams on a computer/laptop

You will need to:

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click 'Download Teams'
- Once it's downloaded, click on the installer to run the app
- Log in to your child's Office 365 account (school email and password)
- Click 'Teams' on the left-hand side of the app and you will see all of your child's class Teams. Each class will be named with school class codes.

How to take part in Live Lessons

Teachers will send you invitations to live lesson. The lessons will be timetabled in your child's personal calendar on the left-hand side of the app. Click on the lesson 'meeting' to open it and click 'join' to take part in the live lesson. You can disable your camera and mute the microphone session should you wish. There is the option to ask questions via the meeting chat and you can also raise your hand to ask questions or respond to the teacher. See call bar below to help you.



How to view work set by teachers

You will need to:

- Open the Teams app
- Click on assignments in the tab on the left hand side of the screen. (see image below)
- Click on each assignment to view details of work set for students.

The screenshot shows the Microsoft Teams interface with the 'Assigned' section expanded. Handwritten blue text and arrows provide context:

- 'List of work set by teachers' points to the 'Assigned' section header.
- 'work overdue' points to the first assignment: 'Scratch Workbook' for 'Year 10 Teams Training' due '23 September 2020 23:59'.
- 'work deadline' points to the second assignment: 'Scratch Workbook' for 'KS3 Training' due '9 October 2020 23:59'.
- A 'Create' button in the 'Returned' section is annotated with: 'Work marked by teachers will appear here. Students will be able to respond and edit or improve their work if needed.'

How students complete and hand in work set by teachers

- Click on an assignment, follow teacher instructions and open the file to complete work.
- Close the document, students do not need to 'save' as the document will save automatically.
- Once they've finished, click 'Hand/Turn in'

Made a mistake? Click 'Undo hand/turn in' to return the work, and follow the last three steps to resubmit it.

When your child's work has been marked, they will get a notification in Teams.

All students have received training and handouts to support them using Microsoft Teams.