**REMOTE LEARNING – A GUIDE FOR STUDENTS AND PARENTS**

In the event of students self-isolating as a result of being in close contact with someone who has Covid-19, or in the event of a full or partial closure, students will continue their studies remotely (ie away from school).

From Monday 21st September remote learning will be facilitated through the Microsoft Teams platform. If students do not have access to either an appropriate device (eg laptop, PC, i-Pad) or stable internet then it is vital that parents and carers contact school to let us know and we will make appropriate arrangements so that no student is left without work to do.

Our students will continue to follow the curriculum sequence that they would have studied in school. Class teachers will ‘teach’ their students via Teams and students should follow their school timetable throughout their time at home. Our teachers will make use of high quality on-line and off-line resources as they continue to deliver our curriculum expectations.

Students will be set meaningful and ambitious assignments and assessed pieces will be set through the ‘Assignments’ section of Teams. This allows teachers to mark student work, giving detailed feedback in line with school policy, and to gauge student progress. Students must take this feedback on board and will be expected to work hard to put their teachers’ advice into practice. Teachers will modify their planning in the light of student response.

Our students will receive training on the use of e-mail and Microsoft Teams by 21st September.

Whilst we are all coping with unsettling and, for many, worrying times, we are confident that our students will use situations like this to develop stronger and more resilient learning habits.

**Small groups or individual students who are isolating but who are not displaying symptoms**

In this scenario, teachers will be in school teaching the rest of the students. Self-isolating students will access the curriculum that is being taught in school, via Teams (or by email up to 21st September). This will allow them to join in with their lessons upon return to school without feeling they have missed learning.

**Where larger groups of students are self-isolating but not displaying symptoms**

In this scenario, the school will arrange learning in the best way to safeguard the progress of our students. The curriculum will continue to be taught, students will follow their timetables to organise their study time and they will be able to access explanations and support from their teachers via recorded and, at times, ‘live’ input.

**Further information on Microsoft Teams and Safe Internet Use**

Students will be expected to use OneNote via Teams for their written work. This is effectively a digital exercise book. Teachers can view student work and, if appropriate, respond to what they have done. However, it should be noted that teachers will adhere to the marking and feedback policy and are not expected to mark every piece of work completed by the student. Detailed feedback will be given on teacher assessed pieces (visible in Assignments).

Students can utilise Microsoft Learning Tools such as immersive reader in order to support them to access their work.

All teacher assessed pieces will be located in the Assignments section of the subject Team so that students have an easily accessible checklist to support the organisation and completion of their remote learning. Teachers will make use of the scheduling assistant within Teams in order to do this in a manageable way for students. The school will use this information to enable parents to be alerted by e mail each weekend to the assignments due in by their son/daughter. This helps to tighten the learning partnership between school and home.

Where teaching and learning will be enhanced for students, and the school resources and safeguarding procedures can be utilised effectively, they may be invited to a calendared, scheduled live lesson with one of their teachers. These events will be held in line with our Safeguarding and E Safety Policies. They will also be limited in number.

The following points must be followed by both teaches and students:

* Students should attend this lesson in quiet space
* Student should join live lessons or support surgeries only with audio. Video should not be used unless the teacher has cleared this with SLT Safeguarding Team.
* Teachers will mute all attendees and students will indicate their wish to contribute verbally by using the ‘raise hand’ feature. They can ask questions via the messages function during the lesson also.
* Students must use appropriate language with regards to what they contribute, type and post.
* Teachers will record the lesson
* Teachers will endeavour to answer all verbal and typed questions during the allotted time for the lesson (and so will leave time in which to do this)
* Students are not permitted to call, chat or set up private groups between each other on Microsoft Teams.
* Students must not attempt to start or record a meeting/lesson.
* Students are not permitted to share recorded videos/lessons made by teachers within or outside of McAuley Catholic High School.
* Students must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting and will use the ‘end meeting’ function.

Please refer to our current Safeguarding Policy ‘Children and Online Safety Away From School and College’: