



MAYFIELD GRAMMAR SCHOOL
GRAVESEND

REMOTE LEARNING STRATEGY

Approved by:
Last reviewed on:
Next review due by:

Date:

MMSG Remote Learning Strategy

1. Intent

The MMSG Remote Learning Strategy outlines key advice for staff and pupils in circumstances relating to illness and self-isolation. All staff and pupils are required to follow the advice given in this document to enable seamless transition between classroom based learning and remote learning. This is a working document and may be amended at any time when new guidelines are published or issues arise.

2. E-Learning

The initial part of the school's Remote Learning Strategy considers the school's practices for e-learning. The school has worked hard to broaden the e-learning capabilities within each subject and looks to add new software to its provision regularly. An e-learning audit (Appendix 1) has been completed to outline the key e-learning provisions within each subject. This working document will be updated regularly, as the school and curriculum areas update e-learning provision.

3. Remote Learning

Remote learning is where the pupil and the educator are not physically present in a traditional classroom environment. Information is relayed through technology, such as discussion boards, video conferencing, and online assessments.

Due to school closure in the Spring of 2020, the school was able to run the majority of its teaching through our Virtual Learning Environment (VLE). Pupils were very positive about the school's remote learning provision, but would prefer to receive more video conferencing lessons to help them understand new concepts or to receive much needed help with set tasks. This has been incorporated into the September 2020 update to our overall strategy.

The school has developed the following Remote Learning Strategy to outline specifically what will be required by pupils and staff under each of the various circumstances that may occur.

Staff and pupil protocols and procedures to enable the safe use of new technologies will be available to all staff and pupils via the VLE. The pupil information is contained in Appendix 3 of this document.

4. The Remote Learning Strategy

The following Remote Learning Strategy outlines the specific requirements necessary to run the school in the event of illness, self-isolation and local lockdown.

	Scenario	Action Required	Further Information
Teaching Staff	<i>'I am off sick and unable to work from home.'</i>	In this instance, the school's usual sickness procedure should be followed and cover will be arranged for your classes. (Please see COVID-19 guidance for a list of symptoms where you will be asked to book a test)	Cover work is to be set by the class teacher where possible. If the teacher is unable to set cover work, Curriculum Leaders will be required to set this cover for each day.
	<i>'I am self-isolating (with/without symptoms), but feel fit enough to work.'</i>	In this case, class teachers will still be able to fulfil their classroom duties. Class teachers will aim to video stream part or all of their lessons from home and teach their classes as appropriate.	It is not a requirement for teachers to video conference the entire lesson to pupils. However, teachers should still be available to answer any

		<p>A Learning Supervisor will connect the class to the Microsoft Teams session.</p> <p>Pupils who are also self-isolating at home will also be able to log in to the lesson.</p> <p>All tasks will be required to be set on the VLE for pupils who are self-isolating.</p>	<p>questions that may arise for the remainder of the lesson.</p> <p>If a webcam, microphone and/or speakers cannot be connected to the classroom, the learning supervisor will be expected to communicate with the class teacher via the chat function.</p> <p>Pupils will be expected to submit their homework in line with the class teacher's instructions.</p>
	<i>'Pupils in my class are self-isolating and are required to complete classwork.'</i>	<p>Staff are to issue classroom tasks to any pupils who are self-isolating through the school VLE.</p> <p>Specific deadlines should be given for each task and any assessed work will be submitted through the VLE.</p>	<p>Teaching staff will aim for tasks to be available on each day of self-isolation, but the minimum expectation is for the work to be available within 24 hours of the lesson taking place, as far as is practical.</p> <p>Teachers may also send a link covering a series of lesson, but must specify the work that is required to be completed during each lesson.</p>
Pupils	<i>'I am off sick and unable to complete school work from home. I am not displaying COVID-19 symptoms.'</i>	<p>In this instance, the school's usual sickness procedure should be followed and, depending on the length of your absence, you should email your teacher for the work missed or speak to one of your peer group.</p> <p>If the absence is more than a few days, you should inform your Learning Leader and class teachers so work can be set for you to complete via the VLE.</p>	<p>It is usual practice for pupils to ask their peers for any notes and homework that has been issued during any absence.</p> <p>Pupils should copy up the notes when they feel fit enough to do so or on their return to school.</p>
	<i>'I am currently self-isolating due to COVID-19 symptoms.'</i>	<p>If pupils are self-isolating at home (whether they have direct COVID-19 symptoms or are self-isolating whilst following guidance), staff will set all classwork on the VLE as soon as is practical and will depend on the teacher's individual timetable and demands on their time.</p> <p>However, teachers will aim for work to be sent to pupils within 24 hours of the lesson taking place.</p>	<p>Pupils must remember to mark their work as complete on the school's VLE system.</p>
	<i>'My teacher is self-isolating, but I will still be in school.'</i>	<p>When a teacher is self-isolating, we will be running lessons as best we can.</p> <p>If a teacher is well enough to deliver lessons whilst self-isolating, we will use video conferencing software to deliver</p>	<p>In both scenarios, a Learning Supervisor will be attached to the class whilst work is being completed by the pupils within each class.</p>

		<p>the lesson, or segments of learning, to the class.</p> <p>If the teacher is not well enough to deliver a lesson, pupils will be given cover work to complete until the teacher returns.</p>	
All	<i>'My school will be moving into a tiered local restriction as directed by the DfE.'</i>	<p>Staff and pupils will be issued with guidance and appropriate information in accordance with the school's Tiered Local Restrictions documentation (Appendix 2).</p> <p>Teaching staff will then make provisions to run a blended learning curriculum for all pupils who are not on the rota to attend school or are in school as part of the Vulnerable/Critical Workers group of pupils.</p>	<p>The school rota system will run for the duration of a tier 2 local restriction. (See Appendix 2)</p> <p>The school will ensure that the needs of each pupil are met throughout the duration of any tiered restrictions imposed upon the school.</p>
	<i>'My personal device is broken and I cannot access/set remote learning.'</i>	<p>If any pupil or class teacher does not have a working device at home, they must notify Mr Boyce immediately.</p> <p>The school does have some devices which can be loaned to pupils and staff, but these are limited in number.</p>	<p>If pupils and staff are not self-isolating, there may be an opportunity to invite them into school to complete remote learning tasks.</p>

5. The VLE

During the period of school closure from Spring 2020, teaching staff were able to use the school VLE to deliver content that would have been supplied in lessons. The VLE was able to ensure that all pupils continued with their studies, and, for the majority, the feedback has been extremely positive.

The VLE will continue to be used to deliver such content to pupils and enable teaching staff to monitor progress. In the event of any self-isolation due to COVID-19 symptoms, teaching staff who are not unwell will detail all work on the VLE within 24 hours of their lesson, as far as is practicable. Pupils will be expected to access the VLE each day if they are self-isolating, but well enough to complete all set work.

All pupils and staff will receive VLE training in preparation for any Tiered Local Restrictions that the Government may introduce.

6. Office 365 and Microsoft Teams

From 30th September 2020, class teachers will be expected to create their own class groups through Microsoft Teams. Teaching staff will use Microsoft Teams to schedule video conferencing lessons with their classes as part of their lesson planning. The minimum expectation is for around 25% of blended learning lessons to have a live video conferencing element over a two-week cycle. For example, in Year 7 Art, pupils will receive at least 30 minutes of live video conferencing from their teacher per fortnight across 2 hours of lessons.

It is also expected that staff are available during their lesson time to respond via email to pupil requests for support with the work set. Pupils and class teachers may also communicate through the 'chat' function on Microsoft Teams. We will, however, continue to use the school VLE for submitting work.

Microsoft Teams is completely secure, and only accessible by members of our school email groups. Staff and pupils will receive further training on how to access documents using Office 365 as soon as possible.

All pupils and staff will receive Microsoft Teams training in preparation for any tiered local restriction that the Government may introduce.

All remote learning protocols for staff and pupils, as well as sanctions for misconduct, are published to pupils on the school's VLE. These protocols and procedures are available to view on the VLE. They are also published in the Covid-19 Annex to the school's IT Acceptable Use Policy. (Appendix 3 attached and contains details regarding pupil conduct while working remotely).

The school's complete IT Acceptable Use Policy which all staff and pupils are required to read, sign and abide by is also available to view on the school's website.