



THE JUBILEE ACADEMY

Aspire and Achieve

Title: Remote Learning Policy

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Delegation: Head of School

Review Frequency: Annually

Policy Locations: Staff Shared Drive/Hard Copy

Next review date: July 2022



Remote Learning Policy

Statement of intent

In the event of a school closure/partial closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period, but a high proportion of students and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. because of inclement weather) or a short-term student absence.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion/suspensions from school, or longer-term illness, assuming students are able to complete schoolwork at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to students who are absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school as a precaution, against official guidance, in the event of an outbreak of infectious disease. The Jubilee Academy will however do our utmost to support all families with workpacks/ online learning in this instance.

Remote learning in the event of an extended school closure/partial closure

Assuming an absence has been agreed with the school, and the student in question is healthy enough to work from home, the school will provide work for students who are unable to attend in person. If this occurs for an individual student, the collation of work and communication with the parent/carer will be coordinated by staff from the school.

Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be once per week. Every case will have its own specifics therefore staff may be in contact daily if the student does not sign in for their designated online lessons or if work packs have been agreed upon. Regular welfare calls will be made by staff to ensure the safety of its students.

If a significant number of students are absent from school, but the school remains open, the Head of School will decide whether the method of remote learning operated will take the form outlined here, or as outlined in the **School Closure Coronavirus Contingency Plan**.

In the event of an extended school closure/partial closure, the school will provide continuity of education in the following ways:

- a) Regular direct instruction from teaching teachers, with the ability of students to ask questions online via Microsoft Teams.
- b) The setting of work that students complete, written responses (if relevant) completed electronically and or in a home learning pack.
- c) The assessment of specific assignments that are submitted to teachers electronically and on which feedback is provided. The school recognises that many families may not have home printers and will therefore will not require the printing of material.

The primary platforms the school will use to deliver continuity of education via

Microsoft Teams: accessed via the relevant app or desktop application, or via the following URL: <https://teams.microsoft.com>

Remote Online Provision

Most of our students will be educated remotely and are expected to follow their regular school timetable online where they will continue to follow their normal subject curricula. All students will be sent a hard copy of their timetable and have emailed a copy to their school email address.

All students will be expected to join their class via Teams every day for start of lessons at 09:20. A register will be taken within the first 5 minutes of every lesson. It is therefore important that students are punctual to all five lessons. Contact home will be made where students are absent from lesson.

For ALL students working online, whether at home or in school, teachers have been asked to provide a blend of direct teaching with opportunities for students to conduct work independently.

Through an audio link, the teacher will spend the first part of lesson going through the work set and explaining the tasks that the students need to complete. They will also provide access to digital resources, including recorded teaching via Oak Academy, to support students. For the duration of the lesson the teacher will guide, support and answer any questions via the audio or chat facility.

Work submitted by students will be marked promptly by teachers and feedback will be provided. Students will be given time to respond appropriately and make improvements to their work.

In addition, students will continue to receive assemblies, RSHE and daily coaching sessions online at the usual times.

Provision of laptops

This policy recognises technology has a key role but understands that not everyone has access to the Internet or their own laptop or tablet all the time.

The school has available laptops that can be loaned to young people who suffer financial hardship or other technological disadvantage.

This is something we are committed to and would encourage any families who feel their children require additional technological support to contact the school via info@thejubileeacademy.org.uk in the first instance.

Home Learning Packs

The school will make available home learning packs in each subject for those students that do not have barriers that limit their access to a computer or laptop. These students are expected to follow and complete the work in these packs in which they follow their regular subject curricula.

Students should attempt to work in accordance with their school timetable. All students have been sent a hard copy of their timetable and have been emailed a copy to their school email address.

Contact home will be made daily to monitor and support students and arrange any further necessary intervention.

A self-addressed envelope will be provided for students to send completed work back to school. Work will be marked promptly by teachers and feedback will be posted back to students along with follow-up phone calls where necessary.

For further information or support please look at the FAQ section under Remote Learning on the school website.

Assessment

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to students on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers, and this would continue to be the case should the school employ remote learning.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Possible methods may include:

- Providing whole class feedback rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research.
- Using the chat/comments function on Microsoft Teams
- Sending direct feedback to students via books with specific feedback / targets.

Expectations of parents

- Encourage and support their children to follow the above expectations
- Ensure their child has logs onto their Office 365 account to access all Microsoft packages to complete work online or written work set in books
- All work will be set on MS teams for each subject
- Ensure their child follows the centralised timetable to complete all set work.
- Continue to monitor their child's homework checking the set work against the homework timetable is completed and uploaded to MS teams

The homework timetable can be viewed on the school website via this link:

<https://www.thejubileeacademy.org.uk/page/?title=Homework&pid=25>

- Check the weekly report received via email from MS teams which will be sent automatically informing them of assignments that have been completed or not.
- Finding an appropriate place to work and ensure they have some structure to the working day: start and finish times and appropriate breaks
- Contact the school or subject teacher if there are any concerns

Expectations of staff

- Set work daily via MS Teams following the centralised timetable
- All homework will be set by the class teacher and also through MS Teams as per the homework timetable
- Ensure high-quality content and resources are placed online at frequent intervals, ensure that material is relevant and understandable to individuals, and suitable for The Jubilee Academy
- The time allocation for each subject is almost the same proportion of time students would have spent on the subject in school
- For students with additional needs remote support will be provided to enable students to access the work and liaise with teachers
- Mark work undertaken by students and provide feedback using the same regularity they would have done if in school via TJA online or using departmental email
- Provide feedback to students through Microsoft Teams and use achievement points to reward and praise work as normal
- Inform Senior Leadership Team who will contact parents if there are concerns
- Present and deliver remote learning in accordance with the school's staff code of conduct

Expectations of students

- Login to Microsoft 365 account via the school website to access available Microsoft packages
 - Follow the centralised timetable to complete all set work
 - Access MS Teams to complete and upload work that is set by the subject teacher
 - Check the MS Teams every day to view their allocated homework
 - The homework timetable can be viewed on the school website via this link:
<https://www.thejubileeacademy.org.uk/page/?title=Homework&pid=25>
 - Complete and upload homework via MS Teams
 - Use designated departmental email addresses to communicate with their subject teachers and ask questions if they do not understand/require help or are having difficulties
 - If students do not have access to equipment allowing access to TJA online, they should complete the home learning packs sent to them physically

Microsoft Teams allows students to ask questions about the work if they need to and receive feedback from their teachers.

Support for SEN/EAL students

Teachers will ensure that work is differentiated as required for all students when setting online tasks.

Profiles are made available for SEND pupils and advice can be sought from the SENCo. In addition, the SENCo will maintain contact with pupils on their lists requiring regular support, by email or phone with parents/students and feed back to teachers.

Any regular support a child receives e.g., overlays and readers will be sent out via work packs as well as information shared on how to download these if working electronically

Pastoral Care – during partial or full closure

In event of a school closure, the primary responsibility for the pastoral care of a student rests with their parents / carers. However, teachers and support staff (under the guidance of the Senior Leadership Team) should check in regularly to monitor both academic progress and their general wellbeing.

Staff will be expected to pass on feedback to Senior Leadership Team, particularly if there are any concerns or a lack of communication relating to a student.

Safeguarding – during partial or full closure

In the event of a school closure, students, parents, carers and teachers are reminded that the school's Safeguarding including child protection Policy still applies to all interactions between students and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Online Safety – Safeguarding students and teachers online

Keeping pupils, students and teachers safe during remote education is essential.

The School's safeguarding policy and other key policies have been updated to reflect remote online education and the fact pupils and students will be learning online and in the classroom.

As we are increasingly relying on technology to keep us all connected in the present climate, it is important that parents are aware of the apps and programs that their children are using. You can learn more about the latest internet safety developments via the school website via this link:

<https://www.thejubileeacademy.org.uk/esafety>

Remote learning rules

If students are not in school, we expect them to follow all of the rules set out in the ICT Acceptable User agreement.

Parents should also read the rules and ensure their children follow them.

Parents should contact Mr. Sutherland/DHT – Discipline and Conduct via info@thejubileeacademy.org.uk if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them and support them with their learning.

Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, an SLT member will contact parents to address any concerns and provide the necessary support.

Where students breach the expectations of behaviour (including ICT Acceptable Use) in the online environment, this will be dealt with under the school's Behaviour and Preventing Bullying policies.

Links to systems

The following links are to the systems that would be used to set work during a contingency closure of school. Parents and carers are asked to familiarise themselves with these systems and let school know if they cannot access them

Part A: Instructions for Students and Parents

School Email

<https://www.office.com>

Students use Office 365 for their school email. which takes the form of: Firstname.suranme@thejubileeacademy.microsoft.com and the password they use to log in to computers in school.

Students will need their Office 365 school email account to access SIMS student and Microsoft Teams

If they have forgotten this or need support they should request support from the IT Technician via ICT@thejubileeacademy.microsoft.com

Microsoft Class Teams

Microsoft Teams will be used to share resources and to hand in work. Teachers will also share feedback on work via this.

You can access Microsoft Teams via the free Microsoft Teams app on a smartphone, tablet, computer or laptop. Instructions are provided for each platform below:

Smartphones and tablets: download the free Microsoft Teams app

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, students need to:

- Log in to their Office 365 account
- Tap the 'Teams' icon
- Tap 'Join or create a team' then 'Join a team with a code'
- Enter the code that their teacher has provided, then tap 'Join'

Computers and laptops: download Microsoft Class Teams

Students need to:

- Go to www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app
- Click 'Download Teams'
- Once it is downloaded, click on the installer to run the app
- Log in to their Office 365 account
- Click 'Teams' on the left-hand side of the app
- Click 'Join or create a team', then 'Join a team with a code'
- Enter the code that the teacher provided, and click 'Join'

How to get and hand in work (computers and laptops)

Students need to:

- Open the Teams app
- Click on their class, then 'General', and then 'Assignments'
- Click on an assignment, then '+Add work',
- Click 'Upload from my computer', then attach the file they want to upload
- Once they've finished, click 'Turn in'

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

How to hand in work (mobile devices – Android or iOS)

Students need to:

- Open the Teams app
- Tap on their class, tap 'More', then 'Assignments'
- Tap on an assignment, then '+Add work'
- Choose the file they want to upload from OneDrive or their device
- Once they've finished, tap 'Turn in'

Made a mistake? Tap 'Undo turn in' to return the work, then follow the last three steps to resubmit it.

If work has been marked, your child will get a notification in Teams

They can find their returned work by following the steps below.

On a computer or laptop

- Open the Teams app
- Click 'Chat' on the left-hand side
- From the list of contacts, click 'Assignments'
- Click 'View assignment' in the centre of the page

On a mobile device (Android or iOS)

- Open the Teams app
- Tap 'Assignments' at the bottom of the screen
- Tap 'Completed', then tap the assignment they want to see
- Remove this section if you haven't set up 'weekly guardian email digests' for Microsoft Teams. Find out more here.

Frequently asked questions

What happens if the school has to close?

The school will email the parents/carers and student their timetable to remind them of their centralised timetable they will need to follow as best as they can.

In addition, parents can view their child's timetable, conduct points and progress reports via Parent app.

Where is my child's work?

Students should log into their Microsoft 365 account using their school email address. If they go into Microsoft Teams, they will see each their classes where the teacher will share all set work with supportive resources and instructions.

A link to Microsoft 365 is available on the school website via

<https://www.thejubileeacademy.org.uk/safetynotice>

My child is not sure how to access or use Microsoft Teams?

Students will be given lots of guidance on how to both access and use Microsoft Teams. However, you can

<https://www.thejubileeacademy.org.uk/page/?title=Instructions+for+Parents+and+Students&pid=122>

What happens if my child does not have access to a laptop or the internet?

The parent/carer should contact the school either by telephone on 020 3096 1221 and request and make arrangements to collect a home learning pack.

What happens if my child cannot log onto their Microsoft 365 account and/or forgotten their logging in details or password?

If they have forgotten this or need support they should request support from the IT Technician via ICT@thejubileeacademy.microsoft.com

When will my child's learning activities be available?

Teachers will set all work for the week ahead if not by 8.30am every day at the latest, so you can support your child to manage their time well during the day.

How and when will homework be set for my child?

Homework will be set on Microsoft Teams by each class teacher by 8.30am every day in accordance to the homework timetable

<https://www.thejubileeacademy.org.uk/page/?title=Homework&pid=25>

How can I check what my child is set for homework and if they have completed their homework?

You will receive a weekly update email from Microsoft Teams detailing what homework has been set in each subject and if your child has successfully completed their homework.

Where should my child complete the learning activity or assignment for homework?

Teachers will set instructions on how your child is to complete the work set and how this should be completed online.

My child does my child upload completed work on Microsoft Teams?

Students will be given lots of guidance on how to both upload their work via Microsoft Teams. However, you can find further instructions:

<https://www.thejubileeacademy.org.uk/page/?title=Instructions+for+Parents+and+Students&pid=122>

My child does not understand what to do. How can they get help?

All teachers will be contactable through the MS teams or via the departmental email addresses which can be found [here](#). Please be patient the teacher will endeavour to come back to you as soon as possible.

My child usually sees the school counsellor. What happens now?

The school counsellor will make telephone contact with your child on her usual working days to see how your child is.

My child usually sees the learning mentor What happens now?

The learning mentor will contact mentees via email to check on their progress and wellbeing at regular intervals.

I have a safeguarding issue that I would like to discuss with the school. What can I do?

You can contact the designated safeguarding lead, Mr Boothe or the Deputy Safeguarding lead on safeguarding@thejubileeacademy.microsoft.com Or via 07734 954968.

My child usually gets extra support in classes. How will they get this?

Learning champions will work alongside teachers to provide resources and support that they would normally receive in class.

My child is eligible for free school Meals. Can you help?

The school is currently providing free school meals on site. If your child is required to isolate for an extended period of time the school will make provision so that your child receives food vouchers.

How can I contact someone with a question?

For general enquires you can ring the school on 0203 0961221 or email info@thejubileeacademy.org.uk

If your child has problems assessing their student accounts they can email the IT Technician via ICT@thejubileeacademy.microsoft.com

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