Venerable Bede CE Academy Remote Education Policy

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer **immediate remote education** and access to our **DEEP Curriculum** via the following approach:

Contingency Planning will enable us to:

- use a curriculum sequence that allows access to high-quality online/offline resources/ teaching videos and that is linked to the school's curriculum expectations using Foldr
- give access to high quality remote education resources using Foldr
- use school email systems, Microsoft Teams, Foldr and 'Key Tasks' to allow interaction, assessment and feedback. [Training in the use of the school email system, setting 'Key Tasks' and providing marking and feedback through 'Key Tasks' has already taken place and will be a feature in the CPD programme for anyone joining school or who requires further training. Microsoft Teams Training also took place for all staff during September 2020 and further training/support will be made available throughout the academic year as needed.]
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access. [A full audit of all pupils took place in September 2020 and is updated regularly to establish a definitive list of those requiring additional resources to enable online access and/or paper-based resources.]
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support. The Pastoral, Curriculum and SEND teams will work with families where this is the case, via a bespoke approach, to help deliver and facilitate a broad and ambitious curriculum.

When teaching pupils remotely, we will:

- set work, via Foldr and/or Microsoft Teams so that pupils have meaningful and ambitious work each day in a number of different subjects – we will advise pupils to follow their regular timetable to ensure the daily curriculum remains broad and balanced.
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- provide frequent, clear explanations of new content, delivered either by a teacher in the school or through high-quality curriculum resources or videos – resources will be collated in Foldr and teaching of new content will be facilitated via Microsoft Teams and /or links to videos within Foldr.
- gauge how well pupils are progressing through the curriculum, using questions and 'Key Tasks'. 'Key Tasks' will be set proportionately according to allocated curriculum time. Pupils will submit 'Key Tasks' to their teachers for checking via school email – teachers will provide written feedback to pupils also via school email.
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding through bespoke sections within Foldr or in support sessions offered via Microsoft Teams.
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally and where possible this will include daily contact with teachers via Microsoft Teams

Remote Education Stage 1: Individual Pupils

- Work, including any 'Key Tasks', will be set in Foldr
- Pupils should follow their usual timetable - teachers and departments will set work based on the number of lessons a pupil would normally have each week. By following the usual timetable, pupils will be able to complete a good variety and healthy balance of work each day in order to enable them to finish any tasks set.
- 'Key Tasks' will be set proportionately according to allocated curriculum time. Pupils will submit 'Key Tasks' to their teachers for checking via school email – teachers will provide written feedback to pupils also via school email.
- Each week, the attendance team will identify **in SIMS** those pupils with **known** absences of 2 or more days (e.g. due to quarantine, shielding, self-isolation or other significant reason) to support teachers in planning work appropriately for individuals.
- The attendance team will send individual parents/carers a copy of instructions about the organisation of and access to Foldr as absences are notified.

Remote Education Stage 2: Classes and/or 'Bubbles'

- Work, including any 'Key Tasks', will be set in Foldr
- Virtual lessons will be offered via Microsoft Teams - teachers will send an email invitation to join a TEAMS lesson via your child's school email address
- All parents/carers of pupils affected will be sent a copy of instructions about the organisation of and access to Foldr.
- Pupils should follow their usual timetable and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set
- 'Key Tasks' will be set proportionately according to allocated curriculum time. Pupils will submit 'Key Tasks' to their teachers for checking via school email – teachers will provide written feedback to pupils also via school email.
- Staff will be notified of any classes and/or bubbles that will need to learn remotely as this arises.
- Instructions for any pupils/parents/carers affected by stage 2 will be sent centrally.

Remote Education Stage 3: Full School Closure

- Work, including any 'Key Tasks', will be set in Foldr
- Virtual lessons will be offered via Microsoft Teams according to a school closure timetable which will be issued at the point of closure Pupils should follow the timetable issued and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set
- Pupils should follow the timetable issued and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set
- 'Key Tasks' will be set proportionately according to allocated curriculum time. Pupils will submit 'Key Tasks' to their teachers for checking via school email – teachers will provide written feedback to pupils also via school email.
- Staff will be notified of full school closure should this arise.
- Instructions for any pupils/parents/carers will be sent centrally.

Foldr: Instructions and Organisation

All work in Foldr is consistently organised and instruction sheets, outlining the work that needs to be completed, are the same across the curriculum to ensure pupils/parents/carers are able to access learning easily.

Within each subject folder of the student resources area of the school network, work is structured as follows:

📁 **Subject**

📁 **2020-21 REMOTE LEARNING**

📁 **Year Group**

📁 **Class Code and Teacher Name**

📄 **Remote Learning Instructions for XXXXXX.docx**

Within in each class folder, there is a word document which is labelled 'Remote Learning Instructions for XXXXXX.docx'. This has a weekly list of work to be completed, details and deadlines of any key tasks set and links to activities, resources, teaching videos etc. as appropriate.

Key Tasks

'Key Tasks' will continue to be the main vehicle for marking, feedback and dialogue between teachers and pupils about understanding of work set. Key tasks should be saved in the appropriate area of Foldr , (these will need to be uploaded to Foldr in an editable Word format rather than a Pdf so that pupils can edit and save in their own areas rather than have to print), and clearly identified via the following labelling:

YEAR XX Key 'Subject' Task DUE 'Date' 2021

Tasks set should be a key piece of work or a key assessment that pupils will complete and then email to their teacher. **It is ESSENTIAL that only SCHOOL email addresses are used for this communication.** Email addresses of teachers will need be listed on the pieces of work themselves. Once received, teachers should then mark and provide feedback via the school email system. The current exception to this process is the Maths department who will be using the marking and feedback facility, which allows for direct/secure dialogue, within 'Mathswatch' for specific sets of questions in the first instance.

Pupils unable to access online resources

Parents/carers have been asked to contact school to let us know if their child can not access remote learning via online tools/platform. In the first instance, in order to ensure that all pupils can access learning as soon as possible, we will need to provide printed resources for anyone who does not have suitable online access. The Pastoral/Curriculum teams will then contact individuals to discuss the particular circumstances and work with families to find the best long-term solution.

Venerable Bede CE Academy
A Teacher's Guide to using TEAMS

To access Teams:
- Log onto the school website
- Go to resources and then log into Outlook
- Click on the 9 white dots (top left of the page) and choose Teams

To schedule a meeting:
- Go into the team/class (via the Teams icon at the left side of the page)
- Click the drop down menu next to 'meet' (at the top right of the page) and then click 'schedule a meeting'.
- Complete the information for the lesson and click send at the top right of the page [Note: The title, date, start time and end time are essential information, details of the meeting are optional and there is **NO NEED** to add pupils, as they will automatically be added as part of the class team]
- Go to the meeting in calendar and click edit. You must now set the meeting options by clicking on the 'Meeting options' at the top middle of the page. You must set the 'Who can bypass the lobby?' and the 'Who can present?' as **ONLY ME** and the 'Allow attendees to unmute' to **NO**. Then click **SAVE.**

During your meeting/live lesson:
- Click on the meeting either from your calendar or the TEAM feed
- Click join, ensure your microphone is on but your camera is off
- Allow your PowerPoint or Visualiser screen to be viewed using the square button with the arrow
- When ready, allow your pupils to enter the meeting by clicking on the participants button and begin to record
- Complete the teaching aspect of your lesson for **up to 30 minutes** during which pupils may ask questions via the conversation button
- When you have finished the formal teaching aspect of the lesson and directed pupils to their independent task(s) from Foldr, you can end this phase of the lesson by showing a blank screen or keeping the last slide of your PowerPoint visible and muting your microphone. For the remainder of the lesson, you will need to be available via the 'conversation' aspect of Teams for any questions pupils may have when completing the work in Foldr – allowing the meeting to continue until the end of the lesson enables you to use the live teaching function to explain or demonstrate further as needed.
- When the lesson is finished, end the meeting for all via the three dots button and then end recording

At the end of a meeting/live lesson
- Review your lesson and decide if you would like to download and save into Foldr
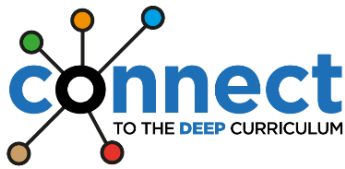
Pupil conduct when using TEAMS

We expect **pupils** to:

- follow the school rules of READY, RESPECTFUL and SAFE when working remotely
- make sure that all communication with other pupils and teachers is responsible and sensible
- plan their remote learning for the week following their usual school timetable
- keep their microphones on mute and cameras turned off for ALL online TEAMS lessons
- respectfully ask the teacher any questions they may have via the conversation function during online lessons or via email after the lesson
- complete the work set in Foldr after a live lesson or, if a live lesson is not scheduled for that subject, use the resources and information provided in Foldr to complete home learning
- email KEY TASKS to their teacher for marking
- understand that TEAMS lessons will be recorded and may be stored in Foldr for use by any pupil who missed the live conferencing
- avoid sharing resources or videos created by teachers with anyone who is not a pupil or member of staff at Venerable Bede CE Academy

Staff conduct when using TEAMS

We expect **staff** to:

- follow the schedule of online teaching through TEAMS
- ensure protocols are followed for scheduling a meeting/online lesson in TEAMS
- deliver a lesson of up to 30 minutes live and set a follow up task in Foldr as per the schedule
- only use the camera for a brief introduction to the lesson when teaching online **from school**
- keep the camera switched off at ALL times when teaching online **from home**
- review the recording of the lesson to decide whether it is suitable for download – if it is suitable, recordings can be downloaded and saved to a clearly labelled section within Foldr and noted in weekly instructions for use by any pupil who missed the live conferencing
- set homework, recording details in class charts, as per regular practice

As part of our ongoing commitment to the safeguarding of both our pupils and staff, use of the TEAMS application will be heavily monitored by our Network Manager/Team to ensure that any inappropriate use or problems are reported and rectified as soon as possible. **Please ensure that any identified issues are reported immediately.**

[This policy should be read in conjunction with 'Remote Education Information to Parents and Carers' (Appendix A), Child Protection Policy, Keeping Children Safe In Education 2020 documentation and Code of Conduct Policy]

Information for parents, carers and pupils about Remote Education [Appendix A]

Stages of Remote Education

Where a class, bubble or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will offer immediate remote education and access to our DEEP Curriculum via the following staged approaches:

Stage 1: Individual Pupils

- Work, including any 'Key Tasks', will be set in Foldr
- Pupils should follow their usual timetable and use the resources, activities and online links to complete lessons

Stage 2: Classes and/or 'Bubbles'

- Work, including any 'Key Tasks', will be set in Foldr
- Virtual lessons will be offered via Microsoft Teams - **teachers will send an email invitation to join a TEAMS lesson via your child's school email address (see below)**
- Pupils should follow their usual timetable and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set

Stage 3: Full School Closure

- Work, including any 'Key Tasks', will be set in Foldr
- Virtual lessons will be offered via Microsoft Teams according to a school closure timetable which will be issued at the point of closure
- Pupils should follow the timetable issued and use information provided in virtual lessons, along with any additional resources in Foldr, to complete work set

Planning the school day whilst learning at home

It is really important to try to stick to a routine whilst learning at home and your child should try to follow their school timetable wherever possible. Teachers and departments will be setting work based on the number of lessons your child would normally have each week. By following the usual timetable, your child will be able to complete a good variety of work each day and finish any tasks set. Learning at home can be very different to learning in a classroom of 29 others. Your child may find that they complete some work quicker than usual. If so, they can take the opportunity to check their work carefully and to make sure the learning sticks! Once they've done that, there are a lots of resources on the virtual enrichment section of the school website (**LINK**) that they can use to enrich their learning. Equally, they may find that work takes a little longer to complete without the teacher or their peers around them – they shouldn't be worried about asking for support from their teachers should they need it (see below). There are also lots of links to useful websites in each subject area within Foldr – pupils can use these as sources of information to find videos, worked examples and support via the internet.

Accessing 'Foldr'

All activities, resources and instructions for completing work remotely can be found in **'Foldr'** which can be accessed from the **resources page** of the school website or via the following web address: foldr.venerablebede.co.uk

Pupils will need their school login details to access Foldr. They will find accessing and editing files much easier if they also log in to their school email account at the same time they log into Foldr, as email accounts will give your child full access to all Microsft applications, such as Microsoft Word, Excel, PowerPoint etc. Instructions for downloading and editing reources using Foldr can be found via this **(LINK)**

Instructions for completing work

Following feedback from our Summer 2020 pupil/parent/carer surveys, we have adapted our 'Foldr' structure and further standardised pupil instructions for remote learning. All work in Foldr is consistently organised and instruction sheets, outlining the work that needs to be completed, are the same across the curriculum to ensure your child can access learning as easily as possible. Within each subject area of Foldr, work is structured as follows:

📁 **Subject**

📁 **2020-21 REMOTE LEARNING**

📁 **Year Group**

📁 **Class Code and Teacher Name**

📄 **Remote Learning Instructions for XXXXXXX.docx**

Within in each class folder, there is a word document which is labelled 'Remote Learning Instructions for XXXXXXX.docx'. This has a weekly list of work to be completed, details and deadlines of any key tasks set and links to activities, resources, teaching videos etc. as appropriate.

What if we don't have online access?

Please contact school, via your child's Head of Year, to let us know if your child can not access remote learning via online tools/platforms. In the first instance, in order to ensure that all pupils can access learning as soon as possible, we will provide printed resources for anyone who does not have suitable online access. The Pastoral and Curriculum teams will then contact you to discuss individual circumstances and work with you and your child to find the best long-term solution. Should you need to contact your child's Head of Year about online access, current Heads of Year are listed, along with their email addresses, here:

Head of Year 7 – Mrs T Willetts (terri.willetts@venerablebede.co.uk)

Head of Year 8 – Mr M Crampton (mike.crampton@venerablebede.co.uk)

Head of Year 9 – Mrs R Scott (rebecca.scott@venerablebede.co.uk)

Head of Year 10 – Mrs D Outen (dawn.outen@venerablebede.co.uk)

Head of Year 11 – Mr R Earl (bob.earl@venerablebede.co.uk)

Marking and Feedback

Department areas will set **"key tasks"** for your child to complete. These are pieces of work which will be used to provide feedback to your child about their understanding of work set. **Your child should aim to complete these and send them via their school email account to their class teacher**, (or to the teacher listed on the work should this differ in any way), **by the due date set.**

Key tasks can be found in the Student Resources area of Foldr, (the area where all work will be set), and will be clearly shown via the following labelling:

YEAR XX Key 'Subject' Task DUE 'Date' 2021

Email addresses of teachers will be listed on the pieces of work themselves. Once received, teachers will then mark and provide feedback to your child via the school email system. Please note: Teachers will NOT be able to communicate with pupils via personal email addresses, so it is extremely important that your child sends the work using their **school email account only**. [The current exception to this process is Maths – the Maths department will be using the marking and feedback facility, which allows for direct/secure dialogue, within 'Mathswatch' for specific sets of questions in the first instance.]

Supporting pupils

Where any pupils are unclear about some work set or need some additional support and guidance, they can email their teachers with any questions. Again, teachers will NOT be able to communicate with pupils via personal email addresses - it is extremely important that your child communicates using their **school email account only.** Teachers will respond as quickly as they can, but it must be remembered that email is not an instant form of communication.

A reminder of how to access pupil email accounts

Pupils can access their email account via the resources page of the school website (**LINK**). Email addresses for pupils all follow the same format:

aperson23@venerablebede.co.uk

The first letter of your first name (lowercase)	Your surname in full (lowercase)	The last two digits for your year of leaving VB e.g. Leaving in 2023 would be 23	then finally, @venerablebede.co.uk

If your child has forgotten their password, there is a technical issue form on the school website (**LINK**) where they can request that their password is reset. Similarly, if your child encounters any other problems, they can complete this form to let us know. We will work to respond to technical requests as soon as possible but it is not an instant form of communication.

TEAMS Lessons

Virtual lessons will be offered for stages 2 and 3 of remote education. Full instructions about how to use TEAMS are available within each subject area of Foldr:

📁 **Subject**

📁 **2020-21 REMOTE LEARNING**

📁 **Remote Learning Support**

    📊 **A Pupil Guide to TEAMS**

We recommend that pupils check for an email link to a 'live' lesson 5-10 minutes before their usual timetabled lesson is due to start. This helps to ensure that TEAMS calendars reflect current circumstances, minimises cancellations wherever possible and avoids disappointment and/or confusion should a member of staff be absent or if there are technical issues that affect our ability to offer a TEAMS lesson. Usually, the 'live' lesson will be followed by tasks set in Foldr and all resources in Foldr will mirror those delivered during the 'live' lesson.

When using Microsoft TEAMS to access live lessons, we expect pupils to:

- follow the school rules of READY, RESPECTFUL and SAFE when working remotely
- make sure that all communication with other pupils and teachers is responsible and sensible
- keep their microphones on mute and cameras turned off for ALL online TEAMS lessons
- respectfully ask the teacher any questions they may have via the conversation function during online lessons or via email after the lesson
- complete the work set in Foldr after a live lesson
- email any KEY TASKS to their teacher for marking
- understand that TEAMS lessons will be recorded and may be stored in Foldr for use by any pupil who missed the live conferencing
- avoid sharing resources or videos created by teachers with anyone who is not a pupil or member of staff at Venerable Bede CE Academy