



Ullswater Community College

REMOTE LEARNING POLICY

DRAFT
OCTOBER 2020

Date approved by Governors	TBC
Date for review	October 2021
Chair of Governors	
Signature of Chair of Governors	

1. Background

This policy is to ensure the ongoing education of Ullswater Community College pupils under unusual circumstances. This policy will mitigate against disruption to learning caused by closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. This policy links to the school's a range of other school policies, specifically, Teaching and Learning Policy, Marking and Feedback Policy and Online Safety Policy.

2. Remote Learning Lead

Mrs Campbell (Assistant Headteacher) and Mr Moss (Assistant Headteacher) are responsible for formulating and overseeing Ullswater Community College's Remote Learning Policy and the school's [Blended Learning Strategy](#). Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be directed via admin@ullswatercc.co.uk.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Ullswater Community College. We would expect that there will be future benefits to putting these plans into place.

Ullswater Community College will be proactive in ensuring that:

- Staff have access to G-Suite and Google Classroom, and that these are set up
- Pupils within classes have access to the relevant Google Classrooms
- Pupils will receive Google Classroom refresher sessions as part of Computing & IT lessons in Key Stage 3 and via the tutor programme in Key Stages 4 & 5
- Staff are familiar with the main functions of G-Suite
- Staff have the ability to host a Google Meet (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Ullswater Community College should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time

- Ensuring that staff have access to a suitable device in their classroom or, in the event of a closure, that staff have suitable at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer-based teaching resources are available outside of school (on Google Drive, Google Classroom or through the school's VPN)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the school's ICT Technicians to the situation

4. Continuity of Education in Event of a Closure

Ullswater Community College will make provision for remote contact with pupils on a daily basis in two forms:

- Pupils will have access to work that allows them to continue progress while at home
- Pupils will have the opportunity for face-to-face interaction with their class teacher on a regular basis where possible and appropriate.

In as far as is possible, Ullswater Community College should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Headteacher and their direct line manager if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic to classroom-based learning
- some subjects and activities do not lend themselves well to remote learning

5. Remote Learning Practice and Recommendations

- Google Classroom will be the single hub for all Remote Learning interactions.

- Google Meet allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Google Classroom or through an email invitation)
- Teachers should record the Google Meets for easy cloud access at a future date and time.
- We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions.
- Screen sharing will allow teachers to broadcast their screens and open documents during the Google Meet calls for discussion and sharing with the class
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Google Meet down to just audio might be necessary.
- Classwork and homework that can be handed in online will be set through Google Classroom and marked online. Homework will also be shared through ClassCharts.

6. Information for parents

Parents will find the following useful information already on ClassCharts:

- A copy of their child's timetable
- Any homework that has been set.

Parents can also request regular email updates of the work set in Google Classroom. This can be done through sharing an appropriate email address with a pupil's form tutor who can then add this into Google Classroom.

7. Monitoring, Evaluation and Review

Ullswater Community College's approach to remote learning will be monitored within the school's normal MER process to ensure that the approaches to online learning are consistently of high quality, replicating the expectations of classroom practise. Leaders will use a "drop-in" approach to monitor the quality of work set and the interactions between teachers and pupils to ensure the school's standards agenda is upheld in the online space of Google Classroom.

8. Summary

The primary purpose of this policy is the continuity of education for pupils at Ullswater Community College.

Using existing school systems (G-Suite and, specifically, Google Classroom) means this provision can be put into place quickly and pupils only need their existing login details of school email and password. All online services for students can be accessed through RM Unify (www.rmunify.com)

9. BTEC/Vocational learning assessment Addendum

In the event of a prolonged period of a school closure or interruption to learning for individual/groups of students, for any reason, assessment of BTEC qualifications and other vocational courses will continue.

Ullswater Community College has adopted a blended approach to learning, where the use of technology and remote learning complements face to face learning.

To maintain continuity of learning and assessments we will:

- Ensure that blended learning delivery meets the guidelines set by the awarding organisations.
- Ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

To do this the Ullswater Community College will:

- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear
- Ensure that when learners submit work, measures are taken to ensure the work is authentic and has been completed by the learner. This will be done using Google Classroom and utilising the “Originality Checker” tool
- Maintain and store securely all assessment and internal verification records in accordance with awarding organisation protocols.