Badge

***'Strive for Success'***

St. Stephen’s High School

Remote Learning Policy

**Rationale:**

In December 2020 the First Minister announced that schools should provide remote learning from January 2021 and throughout this ever-changing situation we must continue to be ambitious for our learners. In addition to supporting wellbeing, a key goal during periods of lockdown is to maintain engagement in learning, with approaches that are appropriate to children and young people in different age groups; in different home circumstances; and with different levels of digital connectivity.

This policy sets our shared expectations and aims to establish a collective understanding of what remote learning means for our school community for this period of school closure and/or further closures. Whilst remote learning cannot replicate face to face in school teaching – in style, approach or hours of delivery, we are committed to ensuring continuity in breadth, challenge and progression while our students are learning remotely.

**Vision:**

To continue to provide the high quality learning and teaching experiences for all of our learners. We aim to offer learning opportunities which allow all of our young people to continue to make real progress across the curriculum by developing their understanding, knowledge and skills in a variety of contexts.

**Aim**:

This remote learning policy aims to:

* set out the expectations for all members of our school community with regards to remote learning
* ensure consistency in the approach to remote learning for pupils that supports continuity of learning
* establish how we will implement and quality assure our remote learning offer
* provide clarity as to how our school’s approach to remote learning links to guidelines from both the council and Education Scotland

**What is remote learning?**

*‘Remote learning is learning that is* ***directed*** *by practitioners and* ***undertaken*** *by children and young people who are not physically with the practitioner while instruction is taking place.’*

***Education Scotland January 2021***

**What will remote learning look like for our learners?**

*“Learners should not engage in online learning for the entirety of the school day. Learning may include activities such as research tasks, project work, practical opportunities, discussions and other activities that can be carried out away from a digital device.”*

***Education Scotland January 21***

The majority of delivery or our remote learning will be undertaken via Teams which is accessed through the Glow network.

Glow is the national online service funded by Scottish Government and provided by Education Scotland. This learning environment provides learners and educators across Scotland with access to a wide set of digital services and resources designed to enhance learning and teaching across the whole curriculum. The Glow network and Teams application can be accessed on most devices with internet connectivity including smartphones, tablets, PCs & laptops and games consoles. Students all have a username and password for Glow and should contact the school if there any issues logging in to Glow.

**In St. Stephen’s High School, learners can expect:**

* A daily check in with their Year Head
* Live check ins over the course of the week with pastoral and/or support staff to continue to support wellbeing
* Live check ins with curricular staff to support learning and ascertain progression
* A range of learning experiences including: Live and recorded lessons using a variety of learning platforms e.g. ClickView, Oak National Academy, Scholar, e-sgoil; written tasks and assignments; practical activities; research tasks and interactive discussions
* Learning materials including notes, tasks and links to videos will remain available for learners to revisit as often as necessary
* Paper copies of learning materials will be available on request
* Advice and guidance by teachers on how to submit completed work
* Teachers will provide feedback on learning in a number of ways as appropriate to the task e.g. written comments, as part of a live check in, as a self-assessment opportunity etc.
* Weekly Year Group Assemblies which provide opportunities for engagement with peers

**What is the role of parents?**

*“Parents and carers want the very best for their children. It is important to stress that, in a period of remote learning, parents and carers are not expected to be teachers and we understand that many will be juggling work and childcare.”*

***Education Scotland January 2021***

**In St. Stephen’s High School we ask parents:**

* To support our young people to engage in remote learning by: having shared expectations; ensuring regular routines; reviewing the strategies which help young people to work successfully whilst not in school and by promoting health and wellbeing
* To keep up to date with school communication channels including: emails, text messages, parent app and the school and departmental Twitter pages as these will provide details of how to access help and information
* To share their views through responding to telephone calls and questionnaires in order that we can continue to improve our practice
* To inform the school when their child isn’t able to learn at home due to illness, in the same way that they would if they were not able to attend school.
* To continue to engage with our Parent Council to ensure we work collegiately

A gentle reminder that teachers will have many classes and a great deal of responsibility during a period of remote learning so they will respond to your queries as quickly as they can but this may not be immediately. If you need to speak to someone urgently then please follow the usual protocols and call the school office who will inform the Senior Leadership Team.

**What is the role of pupils?**

* To check in every morning with their Year Head by 9:30am
* To attend weekly assemblies to connect with their peers
* Whilst using the Glow system, learners are expected to adhere to the Inverclyde Council Acceptable Use Protocol
* To continue to follow our shared expectations by behaving responsibly on Teams, engaging with their teachers and completing tasks to as high a standard as possible.
* To inform a member of staff if and when they are having issues or to use the help functions to try and solve the problem themselves

 **What is the role of staff?**

*‘The class teacher retains responsibility for planning and organising children’s and young people’s learning, with learning supported by parents and carers’*

***Education Scotland January 2021***

**In St. Stephen’s High School:**

* All staff will be familiar with Teams
* Teachers will ensure that all of their learners have opportunities to progress and extend their learning
* Teachers will deliver taught lessons, live check ins and tasks and activities which are appropriate and meaningful
* Teachers will ensure there is ongoing dialogue, reflection and feedback with learners in relation to their own learning
* Class teachers will track the engagement of all of their learners
* Teachers and support staff will be part of a rota to ensure there is support in the learning hub
* Support staff will keep in regular contact with pupils and parents to continue to provide enhanced support. They will also be members of class Teams to provide general support online where necessary
* Principal Teachers of Guidance will provide wellbeing resources through house group channels.
* Teachers will continue to engage in CLPL where appropriate

**What will happen if pupils are not engaging?**

***‘****A shared understanding between home and school of the remote learning approach and the respective roles and responsibilities of all involved’*

***Education Scotland 2021***

It is important that we track pupils’ engagement in remote learning to identify families who may need additional support to access the remote learning provision. Tracking engagement in remote learning will also be a key function of our safeguarding responsibilities as we support the wellbeing of our young people and their families.

**In St. Stephen’s High School:**

* Class teachers will monitor learners’ engagement on Teams
* Concerns about non-engagement will be passed to Principal Teachers in the first instance who will attempt to make contact with the learner
* If unsuccessful, this will be referred to the Depute Head Teacher of Pupil Support who will arrange for parents to be contacted by telephone
* Tailored support will be offered to re-engage the learner including being invited into the learning hub (where appropriate)

**How will we ensure quality?**

* Principal Teachers submit a weekly plan for their departments which outlines what the learning will look like for the following week
* These are reviewed by the Senior Leadership Team (SLT) to ensure quality, quantity and consistency of approach
* The SLT are members of class Teams for their link departments. They will ‘drop-in’ to lessons to enable collegiate, professional dialogue to take place
* Use of questionnaires to gather feedback from pupils, staff, and parents
* Ongoing engagement with the Parent Council
* Remote learning provision will be evaluated as part of the school’s annual Standards and Quality Report
* Engagement with the council’s Education Services team including focused meetings about remote learning
* Use of audit tools provided by the council’s Education Services team

**Other information:**

***Digital Equity***

The school is committed to ensuring digital equity and a laptop loan scheme is in place to enable pupils, to have access to a laptop and the internet while learning from home. Families are encouraged to contact the school if accessing IT resources is difficult.

**Pupils with Additional Support Needs**

The activities and resources prepared by teachers in Teams will reflect the varying needs of members of the class. In built in Glow is an immersive reader which reads out text to users which may support some learners in accessing resources. Learning support assistants are allocated to pupils and are co-members of the Team in order to offer support in the online learning environment. For some children who have additional support needs, their parents and carers may find it particularly challenging to support their learning when they are at home. These students may be invited to access education provision in school where lockdown restrictions allow. The Principal Teacher of Learning Support and the Depute Head Teacher in charge of pupil support will co-ordinate this additional support.

Parents of children with additional support needs may find further support from the following organisations:

* ***CALL Scotland*** - which has information on tools that parents can use to support home learning, such as overlays and text to speech.
* ***The Reach*** –which provides information to young people on coping while schools are closed.
* ***Enquire*** –which provides advice for parents of children with additional support needs.

**Staying safe during remote learning**

Online safety is of utmost importance in the delivery and management of Glow. Glow is not an open system, and should be viewed as an extension of the school. Only learners, and adults who require access in relation to their role as teaching or support staff, are provided with Glow accounts.

Internet access at home can be different to the relatively safer access that is provided in a school environment. The school network is configured with additional safety measures in mind to reduce the likelihood of inappropriate content being displayed and to protect the learners from the external threats that exist in the open internet. Should you, or your child, see anything that concerns you in the Glow environment then please report it through ***Report a Glow Concern*** or contact the school.

Internet security is a core element of Digital Literacy and pupils learn about the importance of using strong passwords which should be kept safe at all times in school. We encourage pupils not to share their passwords and not to let anyone else access Glow using their account.

**Further reading / related documents:**

* Inverclyde’s Remote Learning Guidance, January 2021
* Inverclyde digital safeguarding guidance, revised January 2021
* [Education Scotland Remote Learning](https://education.gov.scot/media/hblh4yy0/cerg-remote-learning-080121.pdf)
* Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021
* https://www.parentclub.scot
* Information about keeping your child safe online can be found at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk).