



**Stretford**  
Grammar School  
*Aspirat primo fortuna labori*

## **Remote Learning Policy**

**Ratified by Governors: 2020**



## **Remote Learning Policy**

**Member of staff with overall responsibility:** Mrs. E. Baxter

**Governing Body Sub-Committee with reviewing responsibility:** Standards and Curriculum

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for students who are unable to attend school either for reasons of self-isolation or a school closure
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for safeguarding staff and students when working remotely
- Provide a continuity of learning for our students and minimise disruption to their education
- Provide pastoral and well-being support to students so that they are happy, healthy and secure during periods of isolation or school closure

### **Preparing for Remote Learning**

Stretford Grammar School will be proactive in ensuring that:

- Staff and students have access to Google Classroom
- Staff are familiar with the main functions of Google Classroom and are receiving ongoing support, training and updates
- Staff are able to set up and run Remote Lessons with their classes either from their classrooms or from home ( in the event of self-isolation or school closure)
- Parents/ Carers and students are made aware in advance of the arrangements in place for the continuity of education

Stretford Grammar School will ensure that staff are supported in the provision of Remote Learning by:

- Setting aside professional development time

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

### **Continuity of Education: student or staff self-isolation/ School Closure**

Stretford Grammar School will make provision for remote contact with students through:

- Setting work that allows them to continue progress while at home
- Providing them with online lessons from either school or home
- Making regular contact through Form Tutors, Progress Leaders, SENCO and SLT to monitor well-being and welfare

Where possible and practicable, Stretford Grammar School will attempt to replicate the timetable that students follow through the course of a normal school day. Teachers will be available for teaching during their normal working hours, whether at home or at school.

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

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning
- staff and students are at varying levels of confidence and expertise with remote learning processes

### **1. Remote Learning Practice and Recommendations**

- Google Classroom is the platform for all Remote Learning interactions, including remote lessons, live lessons, setting of homework and posting of resources
- Google Meet codes allow students in each class to access live lessons
- When self-isolating or during a school closure, students are issued with clear guidelines and expectations for online learning and lessons
- Any breaches of the School's Behaviour Code are followed up by the class teacher and the Progress Leader
- If a student does not attend an online lesson, the class teacher makes home contact and informs the Progress Leader
- Classwork and homework can be handed in ( and marked, if needed) through Google Classroom

- Departments continue to follow their Feedback Policies for the marking, assessment and feedback provided on work, as well as the setting of appropriate homework

## **2. Progress Leader responsibilities**

- To monitor attendance of online lessons and follow up concerns
- To ensure that the tutor programme continues to be delivered during isolation or school closure

## **3. Curriculum Leader responsibilities**

- To provide support to staff in their department with online teaching and use of Google Classroom
- To alert SLT/ IT Support of any difficulties with equipment or access
- To alert SLT of any specific training needs or difficulties
- To make any necessary adjustments to the curriculum to accommodate online learning
- To ensure that work set remotely is appropriate and consistent across year groups and staff
- To ensure that work is assessed and students provided with feedback every 3 weeks

## **4. SLT Responsibilities**

- Co-ordinating the remote learning approach across the school through Google Classroom
- Providing support and guidance for staff
- Monitoring the effectiveness of remote learning through attendance, work submission, parental and student feedback
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations, updating the Staff Handbook, the Safeguarding and the Behaviour Policies for the context of online learning

## **5. IT Staff Responsibilities**

- Fixing issues with systems used to set and collect work
- Resolving issues with delivery of online lessons/ live lessons
- Helping students, staff and parents with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer

- Assisting students and parents with accessing the internet or devices

## **6. Students and Parents/Carers**

Students learning remotely should:

- Attend all online lessons unless they are unwell
- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are not able to complete work

The school can expect parents with children learning remotely to:

- Make the school aware if their child is ill or otherwise unable to complete the work
- Seek help from the school if they need it