

Remote Learning Agreement 2020

In the event of school closure to students during the Covid 19 pandemic, this document outlines our provision and expectations for our school community.

Learning from home will include access to the following:

- Live lessons at specific times on MS Teams
- Recorded lessons/narrated PowerPoints
- Lesson materials shared on Teams
- Home learning tasks set on Show My Homework

Ideally teachers will aim to provide live lessons as per their timetable in the event that the class of students (or a substantial number of students) are learning from home. In some circumstances and for a variety of reasons, this may not take place and a recorded lesson or narrated PowerPoint will be shared with students instead, and on some occasions the work will be set on Show My Homework. If a student is learning from home, they should check their calendar on MS Teams at the beginning of the day to check when their live lessons are scheduled for. They should login to Show My Homework to see if any lesson materials have been set for their lessons that day. Students may contact their class teacher through Show My Homework or through e-mail if they have an issue. Students should submit work as directed by the teacher and this could be through SMH or by e-mail.

It is vital that students contact the school via telephone or e-mail if they are unable to login to their Teams account or Show My Homework.

Live lessons

All students should attend their live lessons on MS Teams unless they are unwell. Parents should make the school aware of any problems they have with technology so that work can be printed and collected, although this is not ideal. Students and teachers do not need to use their camera for the lessons and all students should leave themselves “muted” until the teacher asks them to speak. There will be opportunities in the lesson for students to participate orally and to ask questions. Teachers will plan activities in live lessons which will either reinforce existing understanding and skills (retrieval practice) or introduce selected ‘new knowledge’ in a phased approach. Students may be expected to carry out additional tasks assigned by teachers independently.

The provision of online “live” lessons is a developing element of our teaching and learning provision and we need to ensure that all parties are protected and aware of expected behaviours on line, which of course, will also secure good habits for the future. Below is a set of Remote Learning Agreement behaviours, which are linked to our Behaviour for Learning policy. All students are required to follow school behaviour expectations and policies.

Where appropriate, and in line with our behaviour policy, if a student’s behaviour falls below the school expectations, opportunities to address this will be provided by the teacher in the live lesson. However, if this continues, students may be asked to ‘leave’ the live lesson and parents will be contacted. This could result in a student being removed from some or all future live lessons.

Dos	Don'ts
<ul style="list-style-type: none"> ● Students should only use technology at home with the permission of their parent / guardian. ● Students should conduct video learning in an open space at home – e.g. a living room etc. Student bedrooms are not regarded as appropriate. ● Students must use their own login – it is against the user agreement with the academy to give access or share a password with anyone else. ● Students should remain attentive and respectful during sessions and ensure that they are free from distractions. Students should not be using personal social media in lesson time. ● Any contact with teachers should only be through the platforms agreed by the school and not through personalised accounts open to public viewing, comments or sharing. ● Students must ensure that all communication with other students and teachers using MS Teams or other live learning technology is appropriate, responsible, and sensible. ● Students should continue to be respectful and polite and avoid posting negative comments. 	<ul style="list-style-type: none"> ● During the Live learning students must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a student accidentally comes across any such material, they should report it immediately to their teacher or parent / guardian. ● Students should not use live platforms to discuss personal matters. Students can contact House teams or use Toot-Toot ● Students must not record or take photos of teachers during live lessons, nor share lessons publicly. ● If students are communicating through emails and Live learning, students should avoid using shorthand text speak and write as they would speak in class. ● Students must use their correct full name if requested to input a name on MS Teams or Zoom.

I agree to adhere to these expectations

Student: _____

Form: _____

Date: _____

Parents

Parents should be aware if their child is engaging in a live lesson online.

Our on line platforms will be monitored, as they are during normal times, and this will continue to provide protection to both staff and students. There are resources available to help you monitor on line behaviour of your child. This includes setting age-appropriate parental controls on digital devices and applying internet filters to block malicious websites. These are usually free, but often need to be turned on.

Parents should also always be aware of what websites their child is accessing whilst working online, ensuring these websites are appropriate and are those recommended in the work that has been set. If a parent is concerned about the content of a website, email, or online communication they should contact the school immediately. In addition, the following website can be used to report harmful content:

<https://reportharmfulcontent.com/>

Parents should understand how children can be safe online – parents should engage with the safeguarding section on the school website to support their understanding of keeping children safe online. In addition, the following websites may support parents and carers to keep their children safe online:

[Think know](#) provides advice from the National Crime Agency (NCA) on staying safe online

[Parent info](#) is a collaboration between Parent zone and the NCA providing support and guidance for parents from leading experts and organisations

[Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life and to set boundaries around online behaviour.

Parents should feel comfortable contacting the school at any time if they have any concerns about the remote learning process, the content of live lessons, the content of work being set, the nature of websites/videos being used to support learning and/or inappropriate use of the internet by their own or other children.

Parents can contact the school by:

- Calling the school's reception between 8:00am and 4pm
- Emailing the child's teacher/tutor/Head of House within the normal working hours of the school by email.