



Remote Learning Strategy and Protocol

In September 2020 we find ourselves in an unprecedented situation, following the COVID-19 pandemic. Whilst we are moving back towards normality, it is becoming increasingly clear that 'normal' service for schools is unlikely to return in the short term.

We need to revise our approach to online lesson delivery, and must move from a position of support and consolidation, to return to focused teaching and developing ways of introducing and teaching new content as well as revising previous content, thus enabling students to continue to make progress in their studies.

At Causeway School this means the development of blended learning for students, which will include, pre recorded lessons, live lessons and independent study.

Google classroom:

This is the platform through which all work is set. All students join a classroom for each subject and work is uploaded through this platform. Students can submit work through the same way and have ongoing conversations with their teachers through the class stream and private comment function.

Loom:

This is the platform used for pre-recorded lessons where staff will enable revision and practice, introduce new content and carry out activities. The advantage to this kind of remote learning is that students can work at their own pace, pause and rewind the video as necessary. Much research has concluded this is a very effective way to teach remotely.

Live lessons:

Live lessons will be facilitated through Google hangouts led by the class teacher. These may take the form of Q&A, Check ins, Going through exam questions and teaching new content.

All staff will be expected to familiarise themselves with, and adhere to the following protocols for safe learning online:

Current remote learning expectations

- Lessons (Presentations) will be uploaded to google classroom for students following the students remote timetable.
- At least one of these per subject will be a teacher led, live or pre recorded session that allows students to pause and rewind.
- Although some lessons may include a variety of sources, all work will be set via Google classroom
- Please refer to the remote timetable of work setting which also now includes the timings of lessons, break, lunch and tutor. We have also included a wellbeing hour at the end of each day.
- Students can submit work on google docs, photo evidence if on paper - please ensure they check with class teachers if they are unsure.



Expectations for teacher marking and feedback

- The work assigned should be submitted through google classroom and staff should be giving feedback to individuals on a 3 week cycle.
- Please be aware that the marking of assessments will be prioritised.
- Staff will update a work tracker weekly so we can identify and follow up with students unable to access the work. We have devices available for any families struggling with access so please do contact us if this is the case for you.

Format of lessons:

We will be running one live lesson per week, per subject for year 11 and 10 students.

The platform for live lessons is Google Meet. The live lesson will form part of the scheme of work. It will be used as a vehicle to encourage pupil participation, enjoyment and interaction with subject specialists.

An effective use of a live lesson on Google Meet might be:

- to provide a forum for discussion about the week's Loom lessons uploaded by the teacher onto Google Classroom;
- to provide verbal feedback from previous assignments set;
- to engage the students in a class discussion or debate;
- to model an answer to a question using a visualiser;
- to recap on previous lessons and refer to future Loom lessons in the scheme of work (to validate and contextualise the materials that have been posted into Google Classroom).
- A live lesson on Google Meet could also be "seminar style". Here the teacher might organise the lesson in more of a discussion format, so the students have an opportunity in "real time" to ask verbal questions and to receive immediate feedback.

Loom lesson:

The expectation is that staff will pre-record lesson content, where they can be seen and heard demonstrating, explaining, modelling and assessing new learning with students. Students should follow a pathway approach to facilitate differentiated learning, and lessons will follow the planned schemes of work so that students can move seamlessly between online learning and lessons in school. Students will follow a remote learning timetable of lessons. Marking and assessment of student work will take place online via Google Classroom, and will be completed for key pieces of work once every three weeks for KS3, and once every two weeks for KS4 as per existing expectations.

Tutor Contact:

All students should have received an invite to join a tutor group classroom.

Tutors will be checking in with students 3 times a week.

This is so we can maintain contact with students and encourage communication and support.

It is also another opportunity to ask for help or support if needed.



Overview of sessions:

Area	Expectation
Tutor Time	This should very simply be a “live check in”. No requirement to teach, present or set tasks this is more a layer of wellbeing provision.
KS3 lessons	Minimum 1 loom lesson per week per subject, consecutive lessons can be set tasks, Oak Academy and such
Year 10	1 live lesson per subject per week. This could be a full teaching session, a shorter teaching session, a Q&A session, working through an exam question, etc. Other lessons that week can be loom, GCSE Pod or set tasks / presentations.
Year 11	Minimum 1 live lesson per subject per week. This could be a full teaching session, a shorter teaching session, a Q&A session, working through an exam question, etc. Other lessons that week can be loom, GCSE Pod or set tasks / presentations.
Sheets to complete: Weekly	Pastoral tracker - All tutors Work engagement tracker - All teachers
Time for students to complete the work	Students will be given a minimum of 72 hours turnaround for work submission.
Feedback expectations	Feedback will be given on a 3 week cycle.



Protocols to be followed by all staff:

- Staff may only use 'Loom' and Google Hangouts
- Links to all loom lessons should be saved centrally within the department drive for QA purposes;
- Staff must sit against a neutral or blurred background. Students must not be able to see, for example, photographs of the teacher's family;
- Staff must ensure that other members of their household are not visible and cannot be overheard;
- Staff should not record or conduct a meeting from a bedroom;
- Staff should dress professionally;
- Staff should use professional language at all times;
- Staff should check that any other tabs or bookmarks they have open in their browser would be appropriate for a student to see, if they're sharing their screen for example;
- Staff must ensure their phone is switched off or at least muted

STUDENT PROTOCOLS FOR LIVE LEARNING

Students should only use technology at home with the permission of their parents or carers. They should use this technology sensibly, drawing upon advice given to them at school and at home. Students and parents can refer to the safeguarding section of the school website to support their understanding of keeping young people safe online. If they are concerned about anything they should refer the matter to a responsible adult.

By accessing a live lesson students are agreeing to the following:

- Live lessons at home need to be conducted in an appropriate room, ideally on a chair and at a table. It would be inappropriate to be lounging on a bed.
- Students need to be in a quiet area, away from the distractions or disturbances of other people or pets.
- Students should be dressed appropriately. It would be inappropriate to wear any clothes which are revealing.
- Students should choose an extreme blurred or alternative background from Google Meet.
- Students need to promptly mute/unmute and switch their camera on/off at the request of the teacher.
- Students should not record or take photographs of any part of the live lesson or share lessons publicly.
- Students need to interact respectfully with their teacher and peers and behave in a sensible manner.

Students should understand that live lessons will be recorded and subsequently assigned to Google Classroom.

Students should understand that the teacher leads the live lesson and has the ability to remove a student from the lesson should they judge their behaviour to be offensive or persistently inappropriate.