# THOMAS MILLS HIGH SCHOOL

## ONLINE LEARNING PLAN/PROVISION IN THE EVENT OF SCHOOL CLOSURE

In the event of a school closure, the school is committed to providing a continuity of education for all pupils and students via remote (online) learning. This provision would come into effect in a situation where the school is forced to close (or partially close) for an extended period of time, but a high proportion of pupils, students and staff are healthy and able to work from home. Pupils and students that are self-isolating due to coronavirus (COVID-19) will be provided with remote (online) learning from 22 October 2020.

There is an expectation that teaching staff and the families of pupils and students will have access to the internet and suitable devices whilst at home; the school recognises that this may not always be the case. In such circumstances, parents should inform their child's Head of Year in the first instance. Suitable devices and internet access may then be provided, or an alternative way of learning and completing tasks will be employed that does not disadvantage the pupil or student further.

This plan would not apply in the event of a short-term closure (e.g. as a result of inclement weather).

**Methods used to support online learning**

In the event of an extended school closure, the school will provide continuity of education in a number of ways including:

1. Direct instruction from teachers, with the capability for pupils and students to ask questions via email and Microsoft Teams. This will take place during "normal" timetable periods for that subject.
2. Setting of tasks/assignments with written responses submitted to teaching staff via email or directly via Microsoft Teams.
3. The assessment of tasks/assignments submitted to teaching staff (see above) with feedback provided via email or directly via Microsoft Teams.
4. "Recorded" lessons via narrated PowerPoint presentations
5. "Live" lessons. Teachers will aim to link with pupils via Microsoft Teams during their "normal" timetable periods to facilitate the instruction/learning, noted above.

The primary platform used will be Microsoft Teams. This can be accessed by all staff, pupils and students with a school email account. The relevant desktop application can be found at https://teams.microsoft.com

The extent to which different methods are employed is likely to be determined by the length of any school closure and the ability of individual pupils and students to participate in remote learning. The school is aware that access to the internet and computer hardware varies from home to home and that in certain circumstances alternative, paper-based methods of learning may need to be employed. The school reserves the right to vary the

range of methods used to provide tasks, feedback and interaction based on the particular circumstances of closure and on our experience.

All staff, pupils and students are provided with a school email address. School email addresses are the only addresses that may be used for online learning to comply with our safeguarding requirements and GDPR.

**Assessment**

Timely, constructive feedback is a cornerstone of good teaching and learning. Teachers will endeavour to provide regular feedback on set work that pupils and students have been asked to submit. However, as in normal circumstances, not all pieces of work are expected to be formally assessed.

Feedback may include:

- Providing whole class feedback rather than feedback on individual pieces of work
- Using the "comments" function on online documents or the text/chat element of Microsoft Teams.
- Sending a direct email to pupils/students
- Feedback via another website or software

**Expectations of pupils and students**

Pupils and students that are healthy and well will be expected to participate as fully as possible in the remote learning process; completing independent work, submitting assessed tasks promptly and attending "live" timetabled sessions. Pupils and students will also be expected to read and respond to communications from the school (emails and/or Microsoft Teams) on a regular basis.

If pupils and students have any questions about the nature of tasks set, these should be directed to their subject teacher using their school email account or Microsoft Teams. Other, more general queries should be directed to the form tutor.

The vast majority of families will have access to the internet and suitable technology at home. Individuals who have limited or no access to technology should inform their Head of Year who will arrange alternative ways of organising remote learning, coordinated through the Assistant Headteacher (Pastoral).

**Expectations of Teaching staff**

It is expected that staff have access to the internet at home.

The setting and assessment of remote learning tasks will take place in accordance with department policies. Broadly speaking, there should be new lesson content and a related task set based on the "normal" timetable. This frequency will be reviewed by the Head of

Department in liaison with the Head of Year to ensure that the work load is manageable and appropriate.  Staff will need to ensure that the needs of all pupils, including those with SEND, are met and that the tasks provide sufficient challenge to progress learning and provide genuine opportunities for high quality assessment.  Staff should pay due care to the nature of the tasks set, so that pupils and students have a range of activities to complete at home and are not exclusively working on a screen.  Teachers are responsible for providing constructive feedback to pupils and students on tasks set.

In the event of staff illness, it is the responsibility of the Head of Department to ensure that work is set.

In addition to set work, staff should have a bank of additional resources that pupils and students may access for extension work, for example Educake, Oak National Academy.

Staff must be suitably familiar with Microsoft Teams to enable remote learning as outlined above.  The Professional Tutor and the Staff Development Officer are able to provide support and training as required.

Staff will be expected to be contactable remotely by colleagues and pupils/students during "normal school hours".  Communication should not encourage unhelpful work habits (see Staff email policy).

Communication must always occur via appropriate, official school channels; Microsoft Teams and school email addresses only.


**Pastoral care**

In the event of a school closure, pupils, parents and staff are reminded that the school's Safeguarding and Child Protection Policy still applies to all interactions.  The policy includes the Code of Behaviour and outlines reporting obligations to which staff must adhere, whether they are at home, in the community or at school.

Form tutors will arrange tutor group meetings via Teams on Mondays, Wednesdays, and Fridays at 9.00am.  All pupils are expected to "attend".

**Remote Learning Pupil Expectation Statements**

1. I will "attend" sessions arranged by my teachers, based on my "normal" in-school timetable.

2. I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, for school purposes.

3. I will only use my school e-mail address for school related matters.

4. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.

5. I will not try to bypass the internet filtering system.

6. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.

7. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

8. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.

9. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.

10. I will follow the school approach to online safety and not deliberately record/video upload or add any images, video, sounds or text that could upset or offend any member of the school community

11. I will respect the privacy and ownership of others' work on-line at all times.

12. I understand that all my use of the Internet and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.

13. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent(s) will be contacted.

**Videoconference Lessons / Assemblies / Tutorial sessions**

During video calls with your teachers it is really important that you follow these rules:

1. An adult is present in the home during the video call

2. You are in an appropriate room such as dining room, living room or kitchen and <u>not</u> your bedroom.

3. You must be dressed and ready – not in pyjamas.

4. Please remember that the video conference is part of school. You must be respectful to staff and other pupils. School rules still apply. No swearing or inappropriate language will be tolerated.

5. Staying safe online – keep yourself, your classmates and your teacher safe.

6. Do not record or take pictures of your teacher or classmates during you online sessions.

**Joining the video call**

- Your teacher will send you an invitation to join a meeting on Teams. Which will come through in an email.
- Open the invitation and click on yes.
- Go onto the calendar, you should be able to see the meeting on the calendar.
- Click on Join.
- You will have the option to join in the app or to join using the browser. If you can download the Teams app it works better.
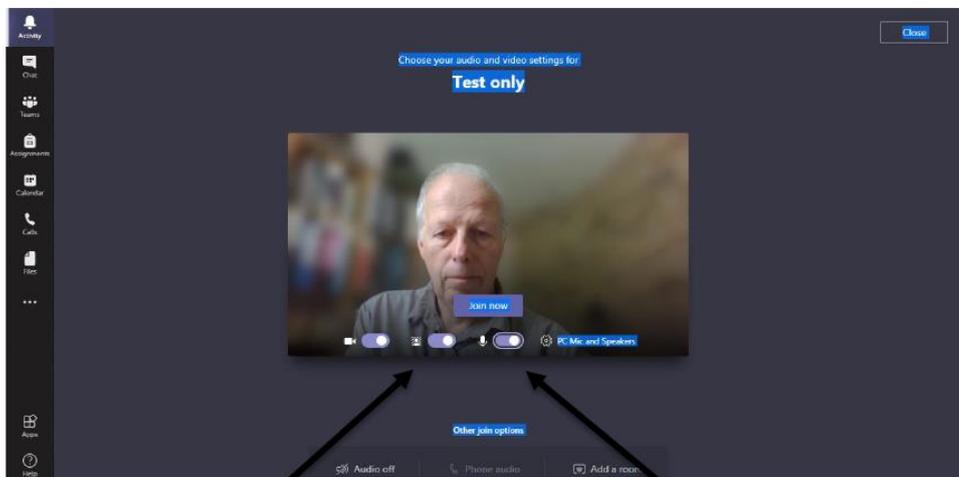


It is a good idea to blur the background so everyone in your class can't see all of your house.

Start with your microphone muted (turned off) otherwise it gets very noisy!

- Then click join now.