

Remote Learning Policy

This policy has been written in accordance with the levelling up principle of the Marsh Academy Single Equalities Scheme and takes account of the seven of the nine equalities strands - disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The impact of this policy on the seven equalities strands will be reviewed and reasonable adjustments made if any detriment occurs.

Introduction

All education establishments are required, by government, to have a contingency plan in place for providing remote learning. This policy aims to outline the expectations the Academy will have of students, staff and parents should the need arise to revert to remote learning for some/all students.

As part of remote learning, online lessons may be delivered live. These lessons will ONLY be conducted on the 'Google Meet' platform, this platform passes the necessary safeguarding requirements and has certification as a recognised and recommended platform from the Department for Education.

Key safeguarding measures:

- Protocols must be read and agreed by staff, students and parents/carers;
- All lessons will be recorded and stored on The Marsh Academy network or in Google classrooms/drive (including participant video/audio contributions);
- All access to live lessons and content is controlled by staff, students can be removed at any time by staff;
- Only Academy email addresses will be used by staff and students;
- Staff and students can turn off the video option and participate in audio only and/or by typing into the chat function;
- Updated Academy Safeguarding Policy in place to cover distance learning.

Setting Lessons

- Teachers MUST ensure that they are using their **Academy email** address when using Google Meet. All teachers have permissions set to use Google Meet and Classroom;
- Students MUST be invited using their **Academy email** addresses;
- Teachers should **set the date and time of the lessons using Google Calendar** at least one week in advance so that students can view these on their Google Calendar.
- The meeting should include the name of the subject and class in the title (e.g. Maths 10X1);
- Teachers MUST complete the **central Google Calendar timetable** to publish when their lessons will take place in line with the timetable outlined in the Academy Contingency Plan. Teachers must remove the links for online lessons when they are over to ensure students are unable to communicate unsupervised in Google Meet.
- *Instructions for using Google Meet have been created and are available on request. ITsupport@themarshacademy.org.uk should be contacted should you need assistance with creating online lessons.*

Lesson Expectations

- Any resources needed for the online lesson should be shared with the group in advance via Satchel One (KS3 and KS4) or Google Classroom (KS5);
- Students should be notified of the lesson at least one week before the lesson takes place via Google Calendar;
- Lessons should be carried out in a professional but friendly manner, as they would in the Academy;
- Staff should use an appropriate back drop to their video sessions and be dressed in an appropriate manner at all times, i.e. fully clothed (Academy non-uniform), plain backdrop with no personal items on display, not in a bedroom or bathroom;
- If a student is not engaging in remote learning including, but not limited to, online lessons, this should be passed on to the Student Development Lead who will make contact home. Teachers can share their screens to show resources such as PowerPoints and PDFs.
- Feedback will be provided weekly in one or more of the following forms: verbal feedback during online lessons, whole-class feedback (verbal or written), written feedback on a piece of work/assessment or via the comments section on Satchel One and/or Google Classroom;
- Any breaches to protocols/Academy policies should be passed on by staff to their Line Manager (including the SLT link), any safeguarding concerns should be passed on in the normal manner via My Concern to MW/JSC.

One-to-One Video/Audio Lessons/Tutorial Sessions

- Staff are able to conduct one-to-one sessions **if they are timetabled in advance via Google Calendar** and the normal lesson protocols are followed – staff should make this clear to their SLT line manager so that they can join the lesson;
- Ideally, most lesson follow up questions can be answered by staff via **Satchel One** or **Academy email**.

Student Expectations

Students must agree to the following protocols:

- I will not capture or share or make any images, content or recordings from/of the online lessons;
- I will be appropriately dressed, i.e. appropriate Academy non-uniform, fully clothed;
- I will ensure that my learning environment is appropriate, e.g. a quiet indoor space with an appropriate backdrop;
- I will be respectful to all members of the online class;
- I will behave appropriately during the lesson and I understand I can be removed from the lesson for poor behaviour which will result in a follow up telephone call to parents/carers;
- I understand and agree that all lessons will be recorded for revision and safeguarding purposes, and stored securely in Google Classrooms; and this should not be saved or shared elsewhere.
- I will inform the teacher if I am unable to take part in the online lesson via email before the lesson;
- I will only use my Academy email address to access the online lesson;
- I understand I have the right to turn off the video function and use audio only;
- I understand I should mute the microphone unless talking to the teacher or discussing a point with the class (this ensures clarity during live online communication and maintains a level of privacy for students)
- I understand I can ask questions via the chat facility or by raising my hand;
- I understand the chat function should be used solely to ask questions related to the lessons and/or answer questions posed by the teacher;
- I understand that any follow up to the online lesson should be made via Academy email, as initiating audio or video calls directly with staff is prohibited.

Parent/Carer Expectations

Parents/carers must agree to the following:

- I understand it is my responsibility to read and ensure my child follows the online learning protocols detailed above.
- I understand it is my responsibility to inform the Academy if my child does not have the necessary resources to participate successfully with remote learning as it is a legal requirement that the education of your child continues should the Academy partially or fully close.
- I understand and agree to support my child with creating a suitable home learning environment.
- I understand and agree to not communicating with students on the online lesson.
- I understand and agree that all lessons will be recorded for revision and safeguarding purposes, and stored securely in Google Classrooms (where all participants can download and watch recorded content);
- I understand that any follow up to the online lesson should be made via email and or the comment function on Satchel One, as initiating audio or video calls directly with staff is prohibited.
- I agree to my child being recorded (video and/or audio) for the purposes of the lesson and their contributions stored securely on Google Classrooms and the Academy network, and shared and seen by other students and staff where appropriate e.g. for revision purposes
- I understand that should my child not adhere to the protocol outlined and/or meet Academy expectations for online lessons, they may be banned from attending the lesson and instead have to work independently through the lesson resources provided;
- I understand that I can raise any concerns regarding Remote Learning, including Online lessons to Mrs O’Gormley, Vice Principal (kogormley@marshacademy.org.uk).
- I understand that all online lessons are subject to the Academy’s Safeguarding Policy and all other policies, and it is my responsibility to pass on any safeguarding concerns I may have to Mr Scrivener, Vice Principal (jscrivener@marshacademy.org.uk).