
**Lincoln Christ's
Hospital School**

**Remote Learning
Policy**

Remote Learning Policy

1. Background

This policy is to ensure the ongoing education of Lincoln Christ's Hospital School pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

2. Online learning coordinator

The online learning coordinator is responsible for formulating and overseeing Lincoln Christ's Hospital School's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Online learning coordinator in the first instance.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Lincoln Christ's Hospital School. We would expect that there will be future benefits to putting these plans into place.

Lincoln Christ's Hospital School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes, and that these are set up.
- Staff are trained in the use of ClassCharts and work Is set consistently across subjects.
- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive Teams refresher sessions (and specific Teams Meetings instruction) during ICT lessons in Years 7 and 8.
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home.
- If staff are not able to work from home, then key worker status allows staff to work in school.

- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Lincoln Christ's Hospital School should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time

- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period or provide access to resources within school

Staff should ensure that they:

- Have received appropriate training in ClassCharts and MS teams, completing the training on the Microsoft website in using teams for education as part of their 'twilight' CPD.
- That their computer- based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online a
- home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the online learning coordinator to the situation.

4. Continuity of Education in Event of a Closure

Lincoln Christ's Hospital School will make provision for remote contact with pupils on a daily basis in two forms:

- Pupils will have access to work that allows them to continue progress while at home that is set on ClassCharts
- The education offer is enhanced by pupils having the opportunity for face-to-face interaction with teachers on a daily basis through MS Teams.

In as far as is possible Lincoln Christ's Hospital School should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Human resources manager and deputy head if this is not possible.

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

5. Remote Learning Practice and Recommendations

- ClassCharts will be the single hub for all Remote Learning interactions.
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Teachers should record the Meeting for easy cloud access at a future date and time
- We recommend that pupils wear headsets or headphones during calls to improve their listening experience and also engagement with remote learning sessions.
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class.

- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event, dropping the Teams Meetings down to just audio might be necessary
- Classwork and prep that can be handed in online will be set through ClassCharts and feedback given online where appropriate.
- Monitoring of pupil work through submissions on class charts as set out in the Remote Learning Teaching and Feedback Policy.
- Pastoral team to contact when students are not completing work for multiple subjects.

6. Information for parents

Parents will find the following useful information already on ClassCharts:

- A copy of their child's timetable
- Messaging facility through ClassCharts to contact staff.

7. Summary

The primary purpose of this policy is the continuity of education for pupils at Lincoln Christ's Hospital School.

Using existing school systems (Microsoft Office 365, ClassCharts and specifically, Teams) means this provision can be enhanced and put into place quickly and pupils only need their existing login details of school email and password and ClassCharts login details.