



Colyton Grammar School

Remote Learning 2020-21



Please find below our updated guidance for the various remote learning scenarios that a student might face across this academic year in response to Covid-19 regulations. It is our intention that no student should be detrimentally affected by the need to self-isolate and we very much hope that the issuing of personal computing devices will help ensure that no student is left behind. **All remote work should therefore be accessed by students via the Microsoft Teams application on their school-issued laptop. Please also note that any student that is joining an online live lesson must follow the “Safer Working Practices” guidance that is outlined on the next page and is only expected to engage with remote learning if they are well enough to do so.**

<i>Scenario</i>	<i>Remote Learning Approach</i>
Short-term self-isolation for an individual student	<p>Please inform the school immediately if your son/daughter needs to isolate for up to 14 days for one of the following reasons:</p> <ul style="list-style-type: none"> • They have symptoms of coronavirus and are awaiting the result of a test; • They have tested positive for coronavirus; • They live with someone who has symptoms or tested positive for Covid-19; • They've been told to self-isolate by NHS Test & Trace or the NHS COVID-19 app; • They've returned to the UK from a country with a high coronavirus risk. <p>Where possible, teachers will ensure that all class work is posted in the relevant class <i>Team</i> <u>in advance</u> of each of the lessons that the student will miss during their isolation period so that they can <u>follow their normal working timetable</u> during the course of a school day. Teachers will also endeavour to check the <u>class posts tab</u> during the course of a lesson so that they can <u>provide timely feedback</u> should an isolating student have any questions. Finally, students will be able to <u>submit any key assessed work as a digital assignment</u> allowing teachers to provide <u>remote feedback as necessary</u>.</p>
Long-term self-isolation for an individual student	<p>Please inform the school immediately if your son/daughter needs to isolate for longer than the typical 14-day period, such as if your doctor has confirmed that your child is 'clinically extremely vulnerable'. In such scenarios the school would endeavour to ensure that – where practically possible – in-school lessons are broadcast live via the class <i>Team</i> to the isolating student. In addition, students in this scenario will also be able to submit any key assessed work as a digital assignment allowing the teacher to provide timely remote feedback.</p>
Year Group Bubble Closure	<p>If a whole year group bubble is required to self-isolate then teachers will broadcast live lessons to the whole class during their allocated lesson slot. Students would therefore simply need to visit the appropriate class <i>Team</i> in accordance with their normal school timetable and join the live lesson meeting. Once again, students in this scenario will also be able to submit any key assessed work as a digital assignment allowing the teacher to provide timely remote feedback.</p>
Full School Closure	<p>In the unlikely event of a full school closure then teachers will ensure that all class work is posted in the relevant class <i>Team</i> in time for each of the lessons that the student will miss. In addition, this set work will also be supplemented by either pre-recorded video and audio content or live lessons with teachers during their normal timetabled lesson slots. As always, students in this scenario will be able to submit any key assessed work as a digital assignment allowing the teacher to provide timely remote feedback.</p>

Further Communication: For all of the scenarios outlined above, class teachers can also be contacted outside of a timetabled lesson slot via the “posts” function in an individual class *Team* should a student require additional guidance or clarification on the work set. Teachers will do their best to reply to any such queries within 24 hours although this may not always be possible at peak times.



Safer Working Practices: Live Online Lessons



Any student that is joining an online live lesson must abide by the following “Safer Working Practices” guidance:

- Students do not need to wear school uniform but they must ensure that they are **dressed appropriately** for a school context;
- **Prior to joining** the live lesson, students should ensure that...
 - their **camera is switched on**;
 - their **microphone is muted**;
 - they have **either “blurred” their background or selected an appropriate alternative background** from the *Teams* gallery of background options (see graphic below for further guidance);
- Students should **ensure that no other person in their household is captured by their camera**;
- Once students have joined the live lesson they should **only unmute their microphone when they need to make a verbal contribution** and then mute it again once they have finished. They can also use the **“hands up” and “chat functions”** to interact with their teacher (see graphic below);
- Students **should not leave a live lesson until they have been clearly instructed to do so** by the teacher.

Prior to hitting the “join now” button, students should ensure that their camera is switched on and their microphone is muted. They can unmute their microphone in the lesson if they need to make a verbal contribution.

Prior to hitting the “join now” button, students should also ensure that they have either “blurred” their background or selected an appropriate alternative background from the *Teams* gallery of background options.

Once inside the live lesson the toolbar below will be located in the top-right corner of the student’s screen and will contain the main functions that they will require during the course of a lesson...

Students can unmute their microphone when they need to make a verbal contribution and mute it again once they have finished.

The “chat” function can be used by students to ask and answer questions in written form. Anything that is written in the chat bar will be visible to the whole class.

The “hands up” function can be used by students to let the teacher know they would like to make a verbal contribution, just like they would in a real classroom.