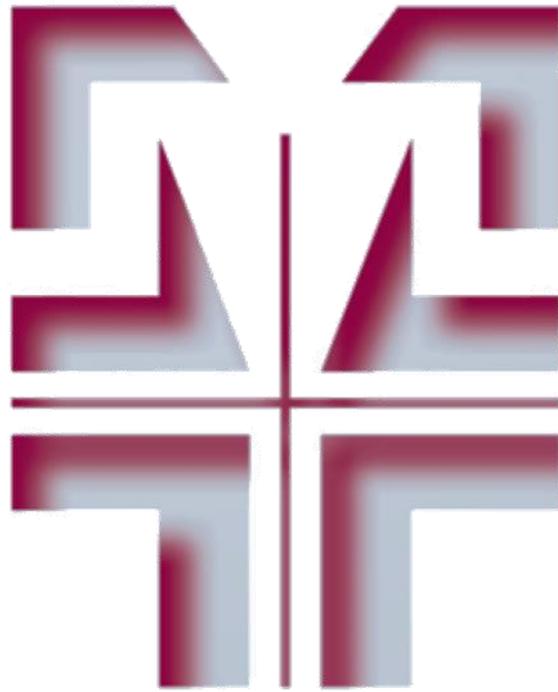


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Remote Learning Policy January 2021

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning

Introduction and Scope

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in addition to and beyond that which occur 'face-to face'.

Situations where this policy may apply include:

- Individual pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well
- Whole year groups or 'bubbles' unable to attend school due to a period of advised self-isolation but otherwise remain well
- An extended period of whole school closure
- Pupil exclusion

This policy does not apply in situations such as:

- A pupil who is absent from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

In the event of the situations outlined above where this policy applies, the school is committed to providing a continuity of 'quality first' education which enables the pupils to grow in Body, Mind and Spirit. Our guiding principles for remote education are outlined below.

- Learning and teaching will continue to be 'quality first'.
- Learning and teaching will continue to develop pupils in Body, Mind and Spirit.
- Pupils will have meaningful and ambitious work each day in a number of different subjects.
- Pupils will continue to have access to a planned and well-sequenced curriculum
- Teachers will provide frequent, clear explanations of new content using suitable platforms e.g. via a teacher in the school or through the direction to high-quality curriculum resources or videos.
- Teachers will continue to gauge how well pupils are progressing through the curriculum, using a range of Assessment for Learning strategies and other suitable tasks
- Work will be checked, and feedback will be given where necessary (individual and whole class)
- Teachers will adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Every child matters, and crucially know that they matter.

The school will be proactive in ensuring that:

- Staff, parents and pupils have access to School Synergy
- Staff have access to Microsoft Teams for classes and that these are set up
- Pupils within classes have access to the relevant Microsoft Team
- Staff are familiar with the main functions of Microsoft Teams and relevant CPD is available through staff meetings / briefings and one to one support
- Staff have the ability to host a Teams Meeting
- Parents and pupils are made aware of the arrangements in place for the continuity of education.

Continuity of Education in the event of pupil isolation / school closure

The school will make provision for remote contact with pupils on a daily basis:

- Pupils will have access to work on School Synergy that allows them to make progress in their learning while at home
- Pupils will have the opportunity for face-to-face interaction with their tutor on a daily basis
- Learning will be organised in a way which replicates the timetable that pupils follow through the course of a normal school day as far as possible.
- Teachers are expected to be available for teaching during their normal working hours and should follow the usual school absence procedures 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

Individual Pupil Absence

The following procedure will apply where there is an individual pupil absence for the reasons outlined below.

- Pupils are unable to attend school due to a period of advised self-isolation but who otherwise remain well
- Pupil exclusion

In these events the school will provide the following:

- All learning will be set via a single 'hub'. The hub utilised will be the "School Synergy" platform.
- In the event of a pupil being unable to attend due to a period of advised self-isolation (not exclusion), pupils should join their tutorial daily at 8.50am via Microsoft Teams. The link for this will be found on the pupil email as well as on the calendar tab on the Microsoft Teams app.
- The learning will be in line with the content being taught in their lessons.
- Every lesson will have the learning objective and outcomes, as well as accessible tasks and resources to enable the learner to take part in the series of lessons and continue to make progress.
- Although learning should be accessed via the School Synergy Hub, learners may be directed from there to alternative lesson resources and platforms such as Moodle, Microsoft Teams, Mathswatch, Seneca Learning, SAMLearning, Kerboodle etc
- Some 'live' lessons on Microsoft Teams may be used where possible.
- Pupils should access their lessons during the day following their timetable at the same time it is being taught in school (synchronous learning).

Whole 'Bubble'/Year Group Absence

The following procedure will apply where there is pupil absence for the reasons outlined below.

Whole year groups or 'bubbles' unable to attend school due to a period of advised self-isolation but otherwise remain well.

In the event where a whole year group or class 'bubble' is required to isolate the school will provide the following:

- All learning will be set via a single 'hub'. The hub utilised will be the "School Synergy" platform.
- All pupils will still have access to learning objective and outcomes, as well as accessible tasks and resources to enable the learner to take part in the series of lessons and continue to make progress.
- Some lessons will be 'live' via Microsoft Teams where practically possible. Live lessons will be added to the School Synergy, Microsoft Teams Calendar and pupils will also receive an e-mail notification. (The school will regularly review and clarify the expectations for live learning at each period when remote learning is required.)
- Pupils should join their tutorial daily via Microsoft Teams at 8.50am. The link for this will be found on the pupil email as well as on the calendar tab on the Microsoft teams app.
- The learning will be in line with the content being taught in their lessons.
- Pupils are to submit any written work set as directed by their class teacher for marking and feedback.

Whole School Closure

The following procedure will apply where there is a pupil absence for the reasons outlined below.

Whole school closure (this also applies to 'one-off' events such as closure due to extreme weather).

In the event of a whole school closure the school will provide the following:

- All learning will be set via a single 'hub'. The hub utilised will be the "School Synergy" platform
- Pupils should join their tutorial daily at 8.50am via Microsoft Teams. The link for this will be found on the pupil email as well as on the calendar tab on the Microsoft Teams app.
- Some lessons will be 'live' via Microsoft Teams where practically possible. Live lessons will be added to the School Synergy, Microsoft Teams Calendar and pupils will also receive an e-mail notification. (The school will regularly review and clarify the expectations for live learning at each period when remote learning is required.)
- The learning will be in line with the content being taught in their lessons.
- Pupils are to submit any written work set as directed by their class teacher for marking and feedback.
- Every lesson will have the learning objective and outcomes, as well as accessible tasks and resources to enable the learner to take part in the series of lessons and continue to make progress.

- Although learning should be accessed via the School Synergy Hub, learners may be directed from there to alternative lesson resources and platforms such as Microsoft Teams, Mathswatch, Seneca Learning, SAMLearning, Kerboodle etc
- Pupils should access their lessons during the day following their timetable at the same time it is being taught in school (synchronous learning).

Points to Note

Any provision of remote learning to achieve our guiding principles assumes that pupils and staff have access to the internet at home.

If any pupils do not have access to the ICT resources required to access their learning. e.g. laptop, phone etc, please do liaise with the relevant Pupil Manager. Whilst we do not necessarily have the resources to provide this to the pupils, it will help us to better understand their situation and plan accordingly.

We cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be distributed entirely electronically.

Microsoft Teams is a collaborative platform which allows for real-time communication and sharing of resources between teachers and their classes. Every member of St Michael's CE High School has been set up on Teams and pre-registered to each of their classes.

Pupils should take care when completing any practical activities ensuring they consider health and safety given there may be no adult supervision.

'live lesson' refers to a lesson where there is interaction with the teacher. This interaction may not be for the whole lesson, it may be only when giving instruction or introducing a task.

Learning Expectations of Pupils

Assuming pupils are well enough to learn, pupils are expected to:

- Log on to School Synergy daily.
- Attend registration on Microsoft Teams every day at 8.50-9.15.
- Complete all work set for them and submit work which is requested for feedback by the deadline given by the class teacher.
- Use the contact information below if they require help. Pupils should not email individual staff directly.

How to Contact Us

technician@saint-michaels.lancs.sch.uk – for technical support

If school is open, then please ring the school office on 01257 264740 as usual, for all other queries or email admin@saint-michaels.lancs.sch.uk.

In the case of school closure the following email addresses can be used, **if there is no response from the school office.**

subjectsupport@saint-michaels.lancs.sch.uk – for subject specific queries (only available during full school closure. Please try to contact the school office in the first instance.)

wellbeing@saint-michaels.lancs.sch.uk - for wellbeing queries (only available for full year bubble and full school closures. Please try to contact the school office in the first instance.)

Online Safety, Safeguarding and Behaviour

It is important to have the full cooperation of pupils and parents to assist us with this aspect of remote learning. To meet safeguarding requirements we therefore ask for your support in relation to the following:

Pupils:

- **Must be in full school uniform before joining any remote learning lesson** with the correct exercise book, equipment and other resources requested by the teacher ready to take part.
- Should not join the session from their bedroom. Instead they should find an area where the background is plain/non- descript or use a suitable, appropriate virtual background.
- Should wear a headset/headphones if possible.
- Should ideally be in a room on their own.
- Must use appropriate language at all times.
- Must not record or take images of any part of a session.
- No part of any lesson (video or images) must be shared outside of the live session.
- Must not use the streaming platform to contact teachers individually about anything other than the content of the lesson.
- **When joining a lesson they must do so by turning on their camera.** This is required for both safeguarding purposes and to facilitate effective learning. (The teacher may later request that pupils switch off their camera during periods of independent work to reduce screen time etc. but this is always down to the professional judgement of the teacher in charge of that lesson.)
- When engaging in any remote learning lessons our behaviour for learning policy and mantra of 'choose excellent behaviour' still applies. Please remember to treat everyone with dignity and respect.
- Our school policies relating to safeguarding, digital usage and online safety still apply.

Parents/carers:

- Should not 'attend' the lesson with their child. We understand that this is not always easy, but hope you appreciate the importance of trying to facilitate this for safeguarding reasons.
- Normal protocols for contacting staff remain that queries should be addressed via the personal organiser, school telephone or using the emails provided in this document.
- On no occasion must a parent/carer use the streaming platform to attempt to make contact with a member of staff.

Staff teaching from home:

- If there are still pupils in school, a member of staff will be in the classroom to facilitate and supervise the lesson which will be taught remotely by the subject teacher.
- The member of staff in the classroom will monitor engagement and behaviour and will apply sanctions in line with the behaviour for learning policy.

Staff teaching from school:

- The member of staff will start the session and share their screen with the pupils taking part remotely, so both the class and pupils at home can see the information displayed on the whiteboard.
- The member of staff will share any notes they are using for the lesson so that pupils can see from home.
- Staff may mute and unmute pupils at different times throughout the lesson but the default for pupils will be to mute.
- All live lessons will be recorded by the member of staff for safeguarding reasons.
- Members of staff will remove a child from a lesson if they feel there are any breaches of this remote learning policy.

One to one sessions:

- The school will use live remote one-to-one sessions when appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be approved by the DSL, in collaboration with the SENCO and parents/carers.
- The school may use live remote sessions for meetings about a child whether it be safeguarding, wellbeing, behaviour or other similar situations. Other agencies working with a child/family will also be invited to join where appropriate.

School:

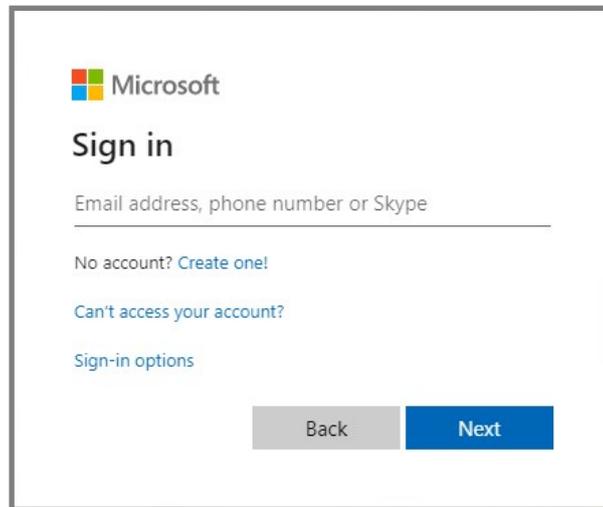
- Will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- During the period of remote learning, the school will maintain regular contact with pupils, parents/carers to:
 - Reinforce the importance of children staying safe online.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents/carers to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding:

This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

Office 365

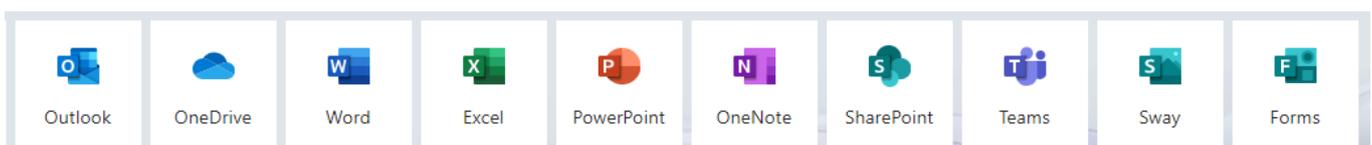
www.microsoft.com



To log on to Office 365 you will need the following details:

Email address: This is your network login followed by **@saint-michaels.lancs.sch.uk** e.g. Annie Smith would use 20asmith@saint-michaels.lancs.sch.uk

Password: This is the same as your network log in which you have now changed. Look at your password reminder on the previous page to help you with this.



Office 365 gives you free access to Word, Excel and PowerPoint while you are a student at St. Michaels and can be accessed from any device, in any location, with an internet connection.

From Office 365 you can also access:

- Your school emails
- OneNote
- Forms

My email address:

Synergy

<https://saint-michaels.schoolsynergy.co.uk/>



To log on to School Synergy you will need to use the same details as your Office 365 log in (see page 4).

Email address: This is your network login followed by **@saint-michaels.lancs.sch.uk**
E.g. Annie Smith would use 20asmith@saint-michaels.lancs.sch.uk

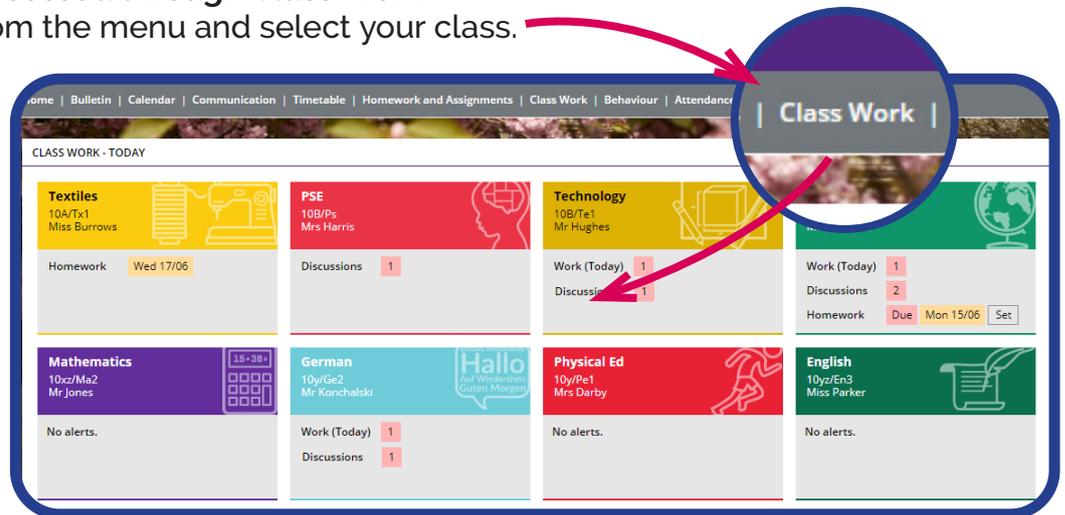
Password: This is the same as your network log in which you have now changed. Look at your password reminder on page 3 for help.

Class Work and Homework – A Guide for Students

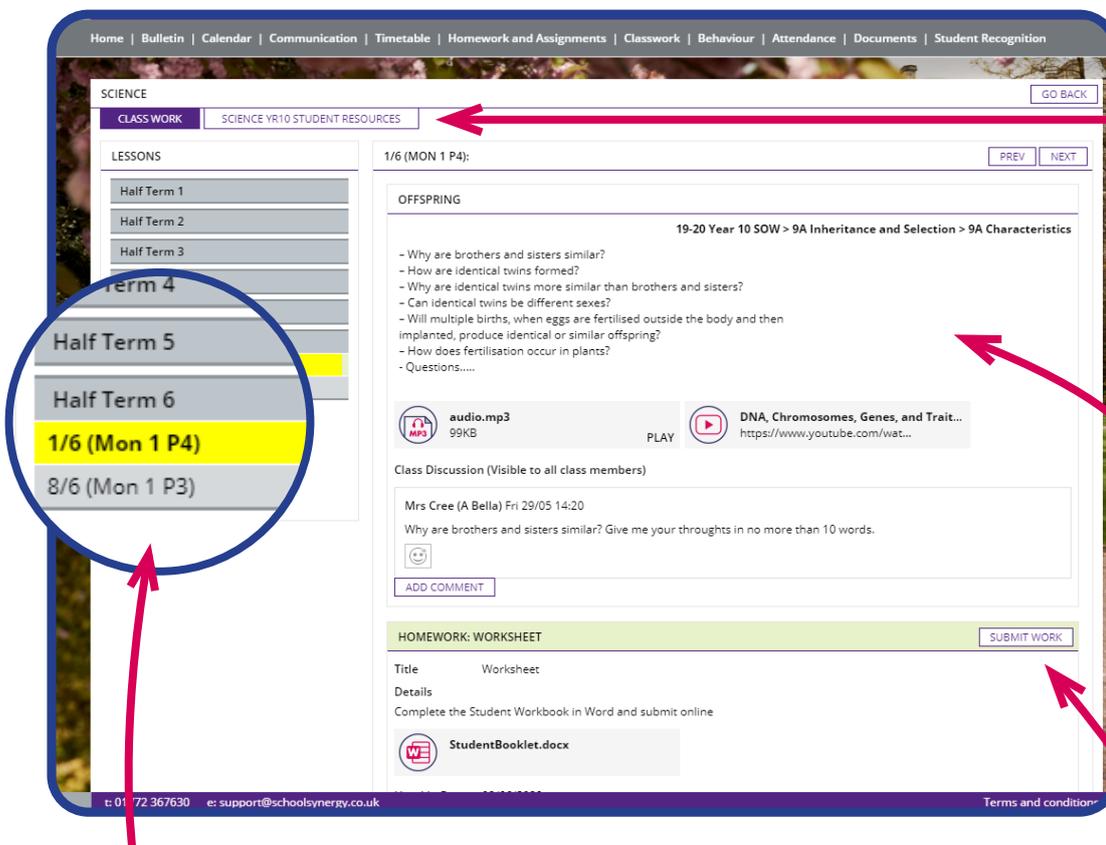
Log into Synergy.

Online learning is accessed through Class Work.

Click 'Class Work' from the menu and select your class.



Class work and homework for the whole year can be accessed from here.



Additional resources, if available, will be displayed here

Learning material will appear at the top with links to online resources and files.

View the lesson by selecting the correct term and date.

If your teacher has set an assignment or homework, it will appear at the bottom. Click the SUBMIT WORK button to send work back to your teacher if they have requested this.

The screenshot shows a 'Homework Instructions' page. At the top, it says 'Complete the Student Workbook in Word and submit online'. Below this is a 'Files' section with a document icon and the filename 'StudentBooklet.docx'. The 'Status' is 'Set'. A section titled 'Submission and discussion between you and your teacher' contains two messages: one from Mrs Cree (A Bella) at 14:24 and one from Emmanuel Adebayi at 14:30. Below the messages is an 'ADD COMMENT' button. A red arrow points from this button to a 'DRAFT' comment box. Another red arrow points from the 'ADD COMMENT' button to an 'Add File/Resource' dialog box. The dialog box has a 'Type' dropdown set to 'File', a 'File' field with a dashed box for file upload, and 'ADD' and 'CANCEL' buttons.

Use the ADD COMMENT to ask a question and to send your work as a file or as a link if using the 'Share File' button within Google Documents or OneDrive Word.

Homework and Assignments appear as a reminder on your homepage. Click through to view your Assignment and 'Class Work'

The screenshot shows a school homepage navigation bar with links: Home | Bulletin | Calendar | Communication | Timetable | Homework and Assignments. Below the navigation bar is a section titled 'UNREAD COMMUNICATION' with a 'VIEW ALL' button. This section contains four purple boxes with white text: '3 Homework and Assignments', '8 Class Discussions', '0 Tutor Group Discussions', and '0 Teacher Discussions'. A red arrow points from the 'Teacher Discussions' box to the 'VIEW ALL' button below the 'CALENDAR: UPCOMING EVENTS' section.

Unread messages and new alerts for class discussions are shown on the homepage. Click on the alert to view your unread discussions.

Moodle

moodle.saint-michaels.lancs.sch.uk

St Michael's Church of England High School
A Church of England Academy
Performing Arts College

You are not logged in. (Log in)

Excellence within a Christian context
Therefore, choose

Wellbeing
Saturday 22 August 2020

Online users
last 5 minutes: 1

Login
Username / email
Password
 Remember username
Log in
Lost password?

online
worship

Our end of year service is one of Hope at the end of an unusual year.
The next showing is at 11am, and then 6pm. Join with us!

Coronavirus – 7/7/20 update to all early years, children's social care, schools and further education providers
Updated Government Advice from the Department of Education

Open Water Danger

PARENT ZONE
twitter
WEEKLY PRAYERS
WORSHIP

Username: 20, followed by the initial of your first name and your surname. Don't use spaces or capital letters. For example the user name for Annie Smith would be **20asmith**

Password: 2020Pass

Current password*

New password*
New password (again)*

When you have logged in for the first time you will be asked to change your password to something only you will know.

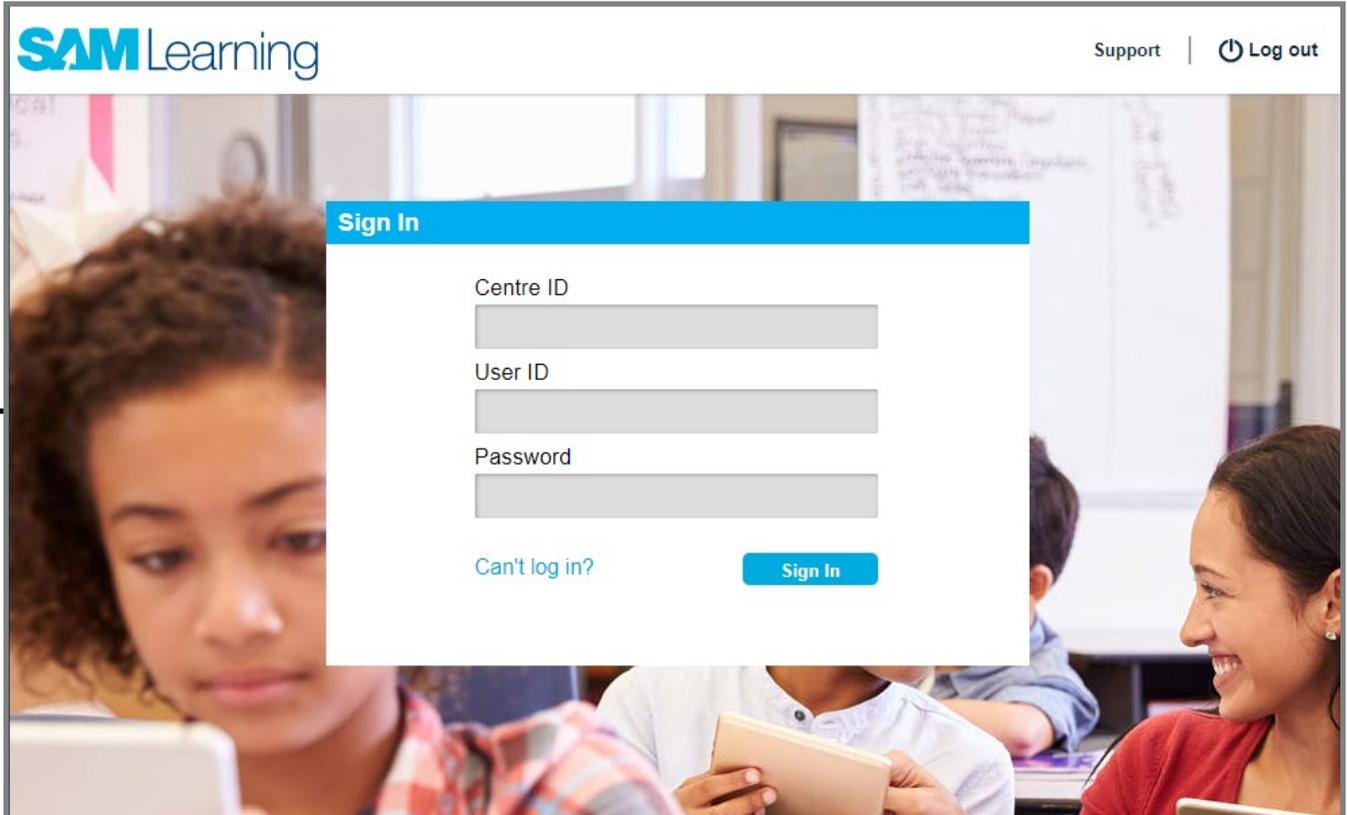
Your new password must include:

- 8 characters—2 of which must be numbers
- 1 upper case letter
- 1 lower case letter

Password Reminder:

SAM Learning

www.samlearning.com



Centre ID

PR7SM

User ID

DOB (First Initial and last Initial)

e.g. Annie Smith born 23 November 2008. Annie's User ID would be 231108AS

Password

Your password is the same as your user ID unless you change it

Password Reminder:

Kerboodle

www.kerboodle.com

Students and parents: Please note that Kerboodle is not currently available for home or individual purchase. If your school doesn't currently use Kerboodle, please speak directly to your school. If your school does use Kerboodle, you can continue to access this as normal from home.

kerboodle

Lessons, Resources, Assessment,
and Kerboodle Books

[Discover how Kerboodle can support you](#)

Username/Email

Password

Institution Code

Log in

[Trouble logging in?](#)

Username/Email

20 initial of your first name followed by surname e.g.
20asmith

Password

Your password is the same as your user name unless you change it

Institution Code

t04
(use the letter o not the number zero)

Password Reminder:

Manga High

<https://app.mangahigh.com/en-gb/login/student>

(link also available via the St. Michael's Moodle homepage)

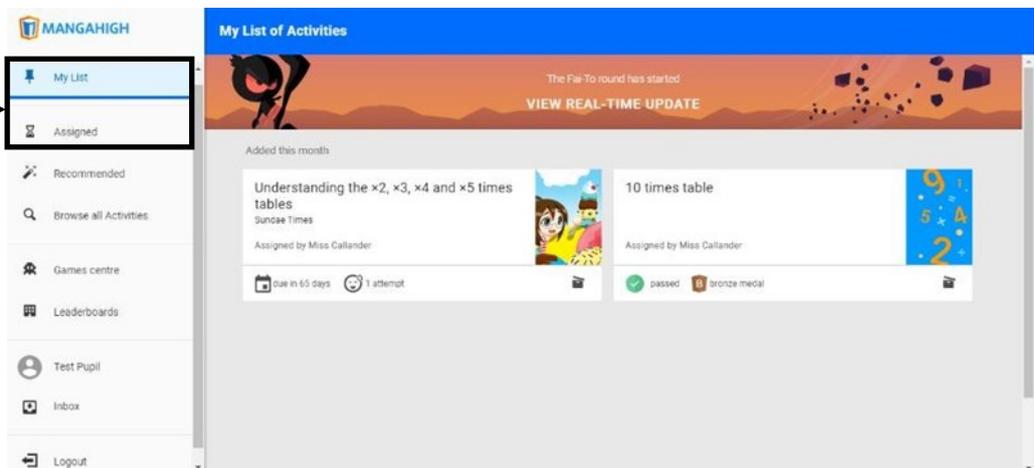
Your maths teacher will give you the following log in details:

Username		Just numbers
Password		Animal and numbers
School ID	1549	

When you first log in you will be asked to enter your year of birth and to select an avatar.

When you log in, you will have a screen similar to this:

The menu bar on the left has all the information you need.



'My list' and 'Assigned' list all the tasks the teacher has set. Check both of these sections when you log on.

Teachers will assign you 'prodigis', which are multiple choice tasks or games. You can also search for prodigis and games yourself to complete in your own time.

Completing a 'prodigi'

Each prodigi has four levels of difficulty: easy, medium, hard and extreme. After you get three questions correct you are moved up to the next level.

You can check any incorrect answers by clicking on the red rectangle. This will show you how you can improve.

No medal – no worries! Play again!



Maths Watch

<https://vle.mathswatch.co.uk/vle/>

(link also available via the St. Michael's Moodle homepage)

Your maths teacher will give you the following log in details:

Username	@smcea (numbers followed by smcea)
Password	This is the same as your Manga High password

Your MathsWatch login details will be given to you by your maths teacher. Write your username and password in the spaces above and into your personal organiser.

These are the **SAME** as your MangaHigh ones, but the username needs **@smcea** after it too.

When you log in, you will have a screen similar to this:

Title	Type	Assigned By	Assigned	Due	Marks	%	Grade
ref	HW	J CALLANDER	14/07/2020	17/07/2020 08:00	0/8	0%	
MathsWatch assignment 1	HW	J CALLANDER	13/07/2020	18/09/2020 08:00	0/1	0%	

The home screen lists all the work assigned by your teacher. When you open the assignment check for any notes from your teacher.

Below each question in your assignment is a video that will help you. You can also search for videos using the tab at the top of the page. The videos include practise questions which are good examples for you to follow.

Teachers may leave feedback on a question in your assignment. You will see an orange speech bubble next to these questions and you can find their feedback below the question. You can respond to their feedback.

Press submit on every question to check your answer, but be careful - you only get ONE chance with multiple choice questions!