



**Glengormley High School**

## **Remote Learning Policy**



## Remote Learning

### **Aims**

The aims of this remote learning policy are to:

1. provide a consistent and informed approach that Glengormley High School will take for the continued progress and attainment for its students.
2. set out expectations for students, staff and parents when remote learning is required.
3. Provide details of how to keep in contact with staff and, if needed, our safeguarding team.

### **Remote Learning Policy**

Remote learning will occur only in one of the following ways and when directed by government or our education authority:

1. Partial school closure or school closure
2. When a learning agreement is in place with the school

In the event of school closure/partial closure, Glengormley High School will continue to be committed to providing a continuation to students' learning and will do so through a process of online learning. Extensive remote learning would apply particularly in a situation in which the school would be closed for an extended period, but high numbers of staff and students are healthy and can work from home. This policy does not apply in the event of a short-time absence from a student.

Remote learning may also apply when, in agreement with the school, have a period of absence but are able to work from home to some extent. This may apply in cases of those students self-isolating or having a highly contagious infection (e.g., chickenpox, measles) but are feeling well enough to complete schoolwork from home.

There is no obligation of the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, that are against government guidelines for reasons for absence. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, unless agreed with the school, if parents choose to keep learners at home as a precaution that doesn't align with government guidelines. Glengormley High School, however, will continue to support families with online learning materials/learning packs but it cannot be expected to be the same resources as those being delivered to the students present in school.

### **School Closure/Partial Closure**

In the event of a school closure or partial. You will receive communication via email and summaries on our social media accounts regarding the process under the most up to date government advice for remote learning. Glengormley High School will provide a schedule to follow when extended online learning is required.

1. Glengormley High School use Google Classroom – all learners have codes and should already be part of the learning area. Codes will be available for those who may not

have joined a specific learning group. (Please see Google Classroom guidance Booklet on school website and in learners' emails)

2. Work will be uploaded with clear guidance on the completion of the work and the expectations of submission dates etc.
3. Work provided will be a continuity of the learners' curriculum to allow for attainment and progression.
4. Timely and regular feedback will be provided by staff for the submission of work.
5. Hard copies of resources (learning packs) will be made available for those who struggle with remote access or prefer this approach. The work will have to be uploaded or returned to the school to allow for feedback to occur.

## **Learning Agreement**

For learners who need a permitted leave of absence agreed by the school and within the educational guidelines, for example, self-isolation, an element of online learning can occur if the student is healthy enough to do so. The materials being uploaded may not be the same as the learners in face-to-face education but will reflect some of the skills needing focus by the learner at home.

If work is completed at home, students should still submit the work for feedback, and this will communicate with the staff when the pupil is ready for more material.

Hard copies/learning packs can also be made available within an agreed time.

In the instance when a student has an agreed leave of absence it is the parents responsible to ensure communication with the school continues.

## **Supervision**

When school is closed for an extended period, in relation to Covid 19, Glengormley High School will continue to offer a supervised setting for key workers or for those students who meet the vulnerable criteria. This also includes some SEND students who have specific statements for particular needs as directed by the education authority.

Glengormley High School will, again via email, send the booking system for those parents who meet the most up to date guidance can book their child in. Their child must be booked in so staffing rotas can be arranged.

Please note, that students who attend the supervised settings will be completing the online learning provided by their teachers. They will not receive face-to-face teaching and learning.

## **Live Lessons**

Live lessons may occur for some subjects across the learners' curriculum in the event of extended school closure. Live lessons are not an expectation of staff or students, but some areas of school may choose to have the live lessons.

Learners can only join the live lessons if:

- Parents have completed the required survey providing permission for their child to partake.
- The parent has made the learner aware of the procedures and protocols, for example, no recordings can be made or photographs taken for child protection reasons etc.
- If you haven't provided the required permission, the link will be sent via email. No child can join a live lesson without a parent's consent. This includes our sixth form.

### **Assessment**

For extended school closure or partial closure, Staff will continue to feedback to learners who submit online work within an adequate time but it is not expected to be the same day. The feedback will be in relation to the learning and comment on the positives of the students' work. Occasionally, like in regular face-to-face feedback, targets will be provided to assist with progress.

For learners online in agreeance with the school who are absent, feedback will be provided to those that submit or deliver work in. Please be mindful that these learners may not be receiving the same materials as those in school therefore feedback will be different to their peers. However, it will still identify what is working and an area for development, which will assist in the planning forward for more online learning resources.

### **Support for SEND**

In the event of a school closure/partial closure, the needs of our students will be of the utmost importance with regards to making any transition as easy as possible. Learners with classroom assistants will still be able to work remotely together and have that familiar staff member available to talk through the day's work schedule, when needed.

Teaching staff will continue to differentiate resources and planning for individual needs and feedback will also be differentiated for engagement of our students who require it.

For learners or parents needing further support after the class teacher can contact the assistant or the special educational needs coordinator: Mrs Kerr.

Please see below for our pastoral links, which also applies for all our SEND students.

For agreed extended absences in line with government guidelines when the school is open, work online may differ from the work being taught face-to face to the learner's peers. This is due to the pace and delivery of face-to face learning contrasting with that online.

### **Pastoral Care**

For school closure/partial school closure or for those with an agreed leave of absence, our pastoral teams will always be available: form tutors and Head of Years.

For extended closures, the pastoral team will make regular contact via telephone and/or email on a fortnightly rotation. It is important for the safeguarding of all our students that parents respond and communicate with the pastoral team. This service is primarily for the well-being, safety and progress of all our pupils but also to determine if and how we, as a school, can assist you more, provide less and as a school community, support each other.

For students with agreed absence, parents and student would have to have been in contact with the pastoral team for this measure to be implemented. It is vital that the parent and learner continue to stay in regular contact with the pastoral team.

If the pastoral team cannot get in touch with parent or student, we are obligated to issue a safeguarding concern.

All staff emails are readily available on the school website; school contact details are on the school website also.

### **Safeguarding**

Our safeguarding team is ALWAYS available. For any welfare concern or query relating to child protection are handled by Mr Hodge and Mrs Dodds (contact details below). Our safeguarding team will continue to be in contact with all services during school closures/partial closures.

They will still be receiving referrals from parents, students, staff or members of the community. Our pastoral team are still obligated to make safeguard referrals if they deem it necessary.

For learners with an agreed absence, our safeguarding team are still available for any parent or student needing advice or guidance. Please email or telephone if you are unable to make the journey to school.

### **Support Services**

All support services will be available for all our school community during all types of school closure/partial closure or an absence from school. If you need any service: Barnardo's, ChildLine, NSPCC, counselling services etc. please get in touch with the safeguarding team if you cannot find the correct service and we will guide you to the best suited service.