



PHILIPS HIGH SCHOOL REMOTE LEARNING POLICY

JULY 2022 -DMN

1. Aims

This remote learning policy for staff 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
- Provide appropriate guidelines for data protection
- This policy is adhering to union guidelines for the use and management of remote learning

2. Roles and responsibilities

In the event of staff absence related to Covid-19

If staff are self-isolating (awaiting test results or those of family members) or are home for parental leave related to Covid-19...

- Staff should continue to set cover work for their classes in school ensuring HOD are emailed with work prior to 6:30am on the day of absence
- Staff should set work for pupils on X codes within their classes using the remote desktop
- Staff should attend meetings that are on Teams when directed

If staff are absent following a positive Covid-19 test for themselves, then normal sickness procedure should be followed and work is not expected to be set. HOD or designated staff in department responsible for setting of cover work.

In the event of individual pupils being off school and marked with an X code teachers should

- Follow Pupil Positive Test protocol RE: Absences and work on SMHW
- HOY to monitor that work is set on SMHW and pass any issues to SLT
- Work must be set on SMHW for the pupils absent on the day of your lessons. Staff should not put work on for more than that period as pupils may return
- Work should be the same work that you have covered in that lesson
- Continue to put work on SMHW until the pupil returns to school

In the event of whole year team bubbles being X coded

- Staff to set work on SMHW for class within timetable period
- Staff to be available for pupil to teacher communication during this period so that pupils can ask questions or for direction with the work.
- TEAMS calls may be undertaken within the designated teaching timetable following the protocol
- Work should be set daily and for the duration of the lesson (1 hour)
- No sanctions should be issued to pupils not completing work, but issues should be logged and communication should be made with parents, pupils and HOD/HOY/SLT

In the event of local Tier 2 restrictions/partial closures/year rotations

- All pupils across KS3 and KS4 will begin the day with a form period on TEAMS at 8:40am to ensure that they are ready for learning.

- KS3 pupils will follow their regular timetable and have work set through the current X code year team bubble.
- KS4 pupils will follow the following timetables.
- Work can be set at any time for that day but you must only schedule TEAMS meetings during the specific lesson slots
- Staff who are isolating for a family member still need to set complete registration/set work for their classes.

Yr 10

Form Time – 8:40am – Microsoft TEAMS

Monday	Option B	L1	Humanities Build Up/Cadets	L2	Maths	L3-L4
Tuesday	English	L1	Science	L3-L4	French	L5
Wednesday	Option A	L1	English	L2-L3	Option B	L5
Thursday	English	L1-L2	French	L4	Humanities Build Up/Cadets	L5
Friday	Option A	L1	Maths	L2-L3	Science	L5

Yr 11

Form Time – 8:40am – Microsoft TEAMS

Monday	English	L1-L2	Option B	L3	Humanities Build up	L5
Tuesday	Science	L1	English	L2-L3	Option A	L5
Wednesday	Maths	L1-2	Science	L3	Humanities Build up	L4
Thursday	Science	L1-L2	French	L3	English	L4
Friday	Maths	L1-L2	Science	L4	French DoE/Cadets	L5

In the event of whole school closure

- Teachers, support staff and SLT must be available between 8.25am and 3pm Monday to Friday.
- Staff who are isolating for a family member still need to set complete registration/set work for their classes.
- If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work
- Follow the teaching timetable for lockdown setting work on SMHW

KS3 – Lesson times (9am, 11am, 1pm)

Form Time – 8:40am – Microsoft TEAMS

DAY	9am	11am	1pm
Monday	Science	History	Music
Tuesday	Geography	Art	Drama
Wednesday	Maths	Technology	Religious Studies
Thursday	French	Computing	Character
Friday	English	Independent Reading	PE

KS4 – Lesson times (9am, 11am, 1pm)

Form time 8:40am – Microsoft TEAMS

DAY	9am	11am	1pm
Monday	Maths	English	Science
Tuesday	French	Humanities	Build-up/Character
Wednesday	Maths	Option B	
Thursday	Science	Option A	
Friday	English	PE	Independent Reading/Study

- Staff can share the planning and preparation but must set work for their own classes
- Work can be set at any time of the day but there are specific times for TEAMS meetings
- Provide work on SMHW to cover your weekly teaching hours: for example, if you teach a class for two hours a week, two hours of work must be provided for each student in your class
- Work must be placed weekly on SMHW and have an appropriate deadline for pupils to complete, please take into account pupils who share resources at home.
- HOY and Pastoral staff to contact pupils whom they consider vulnerable
- SSA and key workers to contact their pupils for welfare checks (Weekly/Daily depending on need of student/family)
- Headteacher to contact pupils/parents for positive work and attitude
- Form tutors to hold TEAMS form meeting at 8:40am (no video expectation) pupils to send message for virtual registration. Form tutors to then email absent pupils to HOY.
- HOY may choose to hold Assemblies 8:45-9am
- HOY and Attendance officer to follow up on absent pupils/pupils not engaging
- Teachers to check emails at least twice a day (8:30am and 3pm)

- SLT to co-ordinate the remote learning approach across the school including monitoring the effectiveness of remote learning, reviewing work set, reporting on submissions and identifying key pupils who may be struggling with the access. SLT to provide support for teachers and support staff and to provide support for parents through SMHW@philipshigh.co.uk
- SLT to monitor link departments and pastoral links

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Lead weekly meetings with department members

3. Who to contact

- Issues in setting work – talk to the relevant subject lead
- Concerns about welfare or mental health – contact the relevant HOY
- Issues with IT – contact the Data Manager
- Issues with their own workload or wellbeing – talk to their SLT Link
- Concerns about safeguarding – DSL and log on my concern
- Issues with SMHW or issues relating to remote learning not covered by any of the above email SMHW@philipshigh.co.uk

4. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Data protection policy and privacy notices
- E-safety Policy