

Madeley Academy



Remote Learning Policy

Prepared by: Jeanette Furlong

Date: September 2021

Review Date: September 2022

Aims

This remote learning policy aims to:

- Ensure that students will have access to work that allows them to continue academic studies while at home in the event of any authorised Covid-related absence
- Ensure consistency in the approach to remote learning for students who are not in the Academy due to Covid-19 related reasons
- Set out expectations for all members of the Academy community with regards to remote learning

Introduction and Scope

Madeley Academy is committed to providing continuity of education to its learners in the case of any Covid-19 related absence. From September 2021 and following government guidance, it is anticipated that Covid-related absence will be for individual students having to self-isolate due to a positive test result. Consequently, a personalised approach to remote learning will be used and the main point of contact with staff at the Academy is the student's Academy email. This will then be used to support students in undertaking work at home and may point to the other resources available for home learning such as Microsoft Teams software or the Mathswatch programme.

Remote Learning refers to the provision of work, teacher support, assessment and feedback between teachers and students in the event that normal lessons are unable to be delivered face-to-face. The aim is to enable students to access a broad and ambitious curriculum remotely to facilitate their on-going education and to minimise the impact of any form of closure on their educational progress.

In the context of the Covid-19 pandemic, this policy applies to students unable to attend the Academy due to a period of advised self-isolation or in the event of a student rota system being implemented or a period of Academy closure. We will adapt our system in line with the changing national picture and government guidance. All students are expected to attend the Academy in line with current government guidance. In the event of any closure, please refer to the Academy website for updates.

Learning Remotely

All students have an Academy email address and can link to their Academy user area remotely via the Virtual Office system which can be accessed directly from the Academy website or via the following link <https://vpn.madeleyacademy.com>. Students have been issued with guidance on this system and given advice on ways of working.

Microsoft Teams software has been introduced which is their main learning platform to enable the sharing of resources between staff and students in the Academy. This enables staff to post the planned curriculum resources, to assess students' work and to track student progress. In Maths, Years 7 to 11 students will continue to work and communicate with staff via the Mathswatch learning platform and guidance is available in their exercise books <https://vle.mathswatch.co.uk/vle>

Progress Point reports will be issued electronically to parents in line with published deadlines.

Due to the social context of the Academy, we are also aware of the need to not rely wholly on ICT-based systems for remote learning. To this end, all students have been equipped with paper-based resources to enable them to continue working at home including online textbooks and stationery. All subjects have shared medium term schemes of work with students and any student who is self-isolating can support their home study with the high quality national resources such as the video tutorials from the Oak Academy website or BBC Bitesize resources.

The extent to which different methods of instruction are employed is likely to be determined by the nature of the subject and we anticipate that students will be absent for no more than a 10 day period. The Academy reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of the absence, the changing local/national picture and our experience.

Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case with any remote learning. Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. The Academy assesses students' work on a three week cycle and therefore, it is likely that a student who is self-isolating will have their work assessed upon return. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided. Possible methods may include:

- Providing whole class feedback rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research
- Using the “Comments” function on online documents
- Sending a direct email to learners with specific feedback/targets

Whilst we aim for all students to remain in the Academy, we are also well-prepared to help them learn at home if they need to self-isolate or if the Academy is subject to any form of closure. Students who are self-isolating at home and who are well, will be directed by staff via email as to which work to complete. Year Managers will maintain an overview of these students to ensure a coordinated response and should be the first point of contact for any support.

Expectations of staff

- To read the Top Tips for Remote Learning document
https://www.madeleyacademy.com/Uploads/documents/top_tips_teachers.pdf
- To ensure work is set in line with the scheme of work and is set in a timely fashion with links to relevant resources. Middle Leaders will oversee the departmental resources
- Assessment opportunities and feedback are built into the work in line with the relevant Academy policies
- Any student queries are dealt with in a timely manner
- Staff only collect, use or share personal data as part of the remote learning system and for Academy-related work issues. Staff should hold as little data as possible
- Concerns over non-completion of work are raised initially with both the parent and the Personal Tutor. Ongoing concerns are then raised with the Year Manager
- Safeguarding matters are considered in all communications and concerns are raised in line with Academy policy
- If teachers require support with any aspects of remote learning, they are encouraged to consult their line managers or the Senior Leadership team.
- If staff are required to self-isolate and are well, they must report this absence in a timely manner and liaise with the line manager over setting work for classes

Expectations of students

- Students to read the Top Tips for Remote Learning guide
https://www.madeleyacademy.com/Uploads/documents/top_tips_students.pdf
- Students, if well, will complete all work set for them by the deadlines
- Students will look at the overview of topics issued by the staff to make sure they keep on track (these may be stuck into exercise books)

REMOTE LEARNING POLICY

- Students will check emails regularly and communicate with staff in a professional manner when seeking support or submitting work
- Students will ask staff for help if they have difficulties with the work or need any support
- Any ICT issues should be reported to ithelpdesk@madeleyacademy.com and any issues should be sent to the Year Manager

Expectations of parents

- Parents should read the Top Tips for Remote Learning guide to familiarise themselves with relevant issues https://www.madeleyacademy.com/Uploads/documents/top_tips_parents.pdf
- Parents are expected to encourage and support their children's work - including: finding an appropriate place to work, checking that set work is completed and submitted on time
- Parents should contact the Year Manager within Academy hours if there are any concerns or if support is required
- If students are unwell and unable to work, parents need to inform the Attendance Team either via the attendance hotline 01952 527715 or via email attendance@madeleyacademy.com.

Safeguarding and Pastoral Support

Students will be able to communicate with teachers via the Academy email and this communication should be professional and formal and should take place during normal Academy hours of 8.15am to 4.15pm.

If creating their own videos, staff should pre-record visual learning material and publish it in advance saving it on the planet estream resource area. For live learning, staff should link students to the published video resources such as those available on the Oak Academy and BBC Bitesize websites. In the rare event that staff need to communicate in a real-time format, permission must be sought from line managers and safeguarding guidelines must be adhered to. Communication should only be by formal Academy channels outlined above. No 1 to 1 sessions should take place and recordings should be taken of any approved group sessions to form a record.

Students should only communicate with staff via their Academy emails or on the Microsoft Teams platform. This should be polite and work-related and should be within normal Academy hours. The use of personal accounts or third party messaging software (eg WhatsApp or gmail accounts) is strictly prohibited. Private email addresses must not be used by staff or students.

Pastoral Support will be available from the Personal Tutor, the subject teachers and the Year Managers – please refer to their contact emails below. RSE resources are also available on Microsoft Teams to support students' well-being.

Important Links and Support

To access your emails remotely	https://mobile.madeleyacademy.com
Guide to accessing your Academy user area and shared area	https://www.madeleyacademy.com/Uploads/documents/Useful%20Documents/Remote%20Working%20Staff.pdf
To access Office 365 or download a copy at home	www.office.com
Accessing Microsoft Teams	https://teams.microsoft.com/
Student Help guide for Microsoft Teams	http://ma-estream/View.aspx?id=4879~4C~F9pKz6xy

Parental Guide to security and privacy using Microsoft Teams	https://www.madeleyacademy.com/Uploads/documents/ms_teams.pdf
Years 7 to 11 Access to Mathswatch for Maths work. Any problems, please contact Mrs Kelly	https://vle.mathswatch.co.uk/vle nkelly@madeleyacademy.com
To access videos saved by your teachers and referred to in your set work	https://estream.madeleyacademy.com
ICT Help and Support	ithelpdesk@madeleyacademy.com
Contacting Years Managers	Year 7 : Mr Hall rhall@madeleyacademy.com Year 8: Mr Hulme ghulme@madeleyacademy.com Year 9: Mr Williams dwilliams@madeleyacademy.com Year 10: Mr Jones gjones@madeleyacademy.com Year 11: Mrs Dobson ddobson@madeleyacademy.com Years 12/13: Mrs Snik csnik@madeleyacademy.com

Useful Tips on Remote Learning

Remote Learning – Top Tips for Students	https://www.madeleyacademy.com/Uploads/documents/top_tips_students.pdf
Remote Learning – Top Tips for Parents	https://www.madeleyacademy.com/Uploads/documents/top_tips_parents.pdf
Remote Learning – Top Tips for Teachers	https://www.madeleyacademy.com/Uploads/documents/top_tips_teachers.pdf
Online Safety Resources	https://nationalonlinesafety.com