

BLACKFEN SCHOOL FOR GIRLS REMOTE LEARNING POLICY

Appendix A: Expectations of parents and carers

Blackfen School expects parents and carers to adhere to the Remote Learning Policy during the period of remote learning. School leaders and teachers recognise that it is not possible to create the school learning environment at home. The school does not consider parents and carers to be teachers of their children and understands that a formal, daily timetable might be impractical in some families. However, we believe that the following expectations support the values and principles of the on-going partnerships between Blackfen students, their families and the School.

The school expects parents and carers:

- To model their commitment to supporting high quality education during the period of remote learning. This means making their child's education a priority in household arrangements and a focus of interest and support during the day.
- To support their child in developing a good work ethic at home. This means managing and quality assuring their child's work time, work space and attitude to home learning. This involves making practical arrangements in the household, so that their child is focused, quiet and disciplined in completing tasks by the deadlines set.
- To know the scope of learning for their child during the period of remote learning. This means knowing their child's log-in details for Microsoft Teams and navigating subject folders to see the work set for each subject, its resources and deadlines for completion. It requires a discussion between parents/carers and children at the start of the day about managing the work that has been set and a review of work completed at the end of the day.
- To manage their child's learning flexibly and with regard to other children of school age and adults who are also working from home. This means scheduling their child's work, so that it is not interrupted by household activities and that learning time is planned to include reasonable breaks. Children should clearly understand their parents'/carers' expectations of the amount of work to be completed each day. On most occasions, the school expects that remote learning at home will take place in line with the timing of sessions and breaks in the daily school timetable, from 8.30am – 2.35pm and that homework will be completed after this time.
- To support the operation of school systems to address non-completion of remote learning by their child or failure to complete remote learning to expected standards in line with their child's capacity to work well. The school expects parents/carers to support sanctions set for non-completion of remote learning by their child and in line with the Behaviour Charter. Parents are required to manage the completion of late or missing work by their child.
- To ensure that the school holds accurate and up-to-date contact details for them and that they are able to access the school website and receive texts, emails and their attachments on smartphones or other electronic devices.
- To be proactive in communicating with the school should problems or concerns arise.

⇒ Problems with subject learning: Contact the subject teacher via the school's email address - admin@blackfen.bexley.sch.uk. **Parents must not use Microsoft Teams to contact teachers, as their communication will not remain private.**

⇒ Problems accessing the internet at home or with use of IT equipment; general problems with completion of work; concerns about emotional and mental well-being: Contact the child's Student Support Officer (Year 7 – Year 11) - studentwelfare@blackfen.bexley.sch.uk or the Sixth Form administrator (Year 12 – Year 13) - NEI@blackfen.bexley.sch.uk

⇒ Safeguarding concerns: Contact the safeguarding team - safeguarding@blackfen.bexley.sch.uk

The pastoral team

Yellow Community: Mr Pidwell - LPI@blackfen.bexley.sch.uk
Green Community: Mrs Keenan - RKE@blackfen.bexley.sch.uk
Red Community: Mr Loughlin - KLO@blackfen.bexley.sch.uk
Blue Community: Mrs Osborne - AOS@blackfen.bexley.sch.uk
Purple Community: Mrs Dimond-Banks - LDI@blackfen.bexley.sch.uk
Sixth Form: Mrs Eiffert - NEI@blackfen.bexley.sch.uk

Safeguarding Officers:

Ms Cascarino - SCA@blackfen.bexley.sch.uk and Mrs Blatch - LBL@blackfen.bexley.sch.uk

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Appendix B: Expectations of students

Blackfen School expects students to adhere to the Remote Learning Policy during the period of remote learning. School leaders and teachers recognise that it is not possible to create an exact copy of school learning at home. We do not consider parents and carers to be teachers and we understand that the usual school timetable might not fit easily into some household routines. However, we believe that the following expectations support the best way for students to continue working with their teachers and to continue their education to the best possible standard in a remote learning context.

The school expects students:

- To respect their education when it takes place as remote learning, at home. This means students understand that remote learning is not holiday work or optional study: remote learning is the delivery of their education that would normally take place in school and it must be taken seriously. The quality of remote learning will continue to form part of students' academic records.
 - To develop a good work ethic in remote learning at home. This means students are accountable for the completion of their own remote learning, to the best of their ability, as is the case when they are working in school. Working within their family context, they are expected to manage their work time, work space and attitude to home learning and to meet deadlines for completion of work. Students do not have the option not to complete the remote learning set by their teachers. Sanctions will be set, in line with the school's Behaviour Charter, for students who do not complete all of the remote learning set by their teachers.
 - To understand the work that is expected of them. This means students must log onto Microsoft Teams every week day by 8.30am to see the work set in 'Assignments' in each subject folder and any additional communication from their teachers in the 'Posts' section. They must know their school email address and be able to check their school email account for further communication from their teachers. They must reply to questions that have been asked by their teachers.
 - To meet their teachers' expectations for the work set. This means students must complete work fully, to their best level of their effort and ability and by the deadlines set. They must complete homework as well as lesson work, as directed by their teachers. They should expect to be contacted by their teachers, Subject and/or Faculty Leaders and senior leaders if problems persist in the completion of remote learning by the deadlines set or in the case of poor quality work that does not meet their teachers' standards of expected effort and ability. Teachers will continue to monitor the academic progress of students and keep records of their progress.
 - To be proactive in communicating with the school should problems or concerns arise.
- ⇒ Students should contact their subject teacher, immediately, via Microsoft Teams if they cannot complete the work set. They must follow the advice they receive. On most occasions, unless they are working in school, teachers are available for 'live' responses from 8.30am to 5pm on the day that the lesson is scheduled. They are not available after 5pm or at weekends, unless there is a safeguarding concern or a family crisis. During periods of student self-isolation, teachers cannot deliver lessons in school and answer questions, at the same time, from students who are working at home. If they are still teaching in school while students are working remotely at home, teachers will read student enquiries and will aim to respond by the end of the next school day.
- ⇒ Problems accessing the internet at home or with use of IT equipment; general problems with completion of work; concerns about emotional and mental well-being: Contact the Student Support Officer - studentwelfare@blackfen.bexley.sch.uk or the Sixth Form administrator - NEI@blackfen.bexley.sch.uk
- ⇒ Concerns about safeguarding: Contact the safeguarding team – safeguarding@blackfen.bexley.sch.uk
Ms Cascarino - SCA@blackfen.bexley.sch.uk and Mrs Blatch - LBL@blackfen.bexley.sch.uk

BLACKFEN SCHOOL FOR GIRLS REMOTE LEARNING POLICY

Appendix C: Expectations of teachers

Blackfen School expects teachers to adhere to the Remote Learning Policy during the period of remote learning. School leaders take into account that it is not possible to create the professional working environment at home and that many teachers are also parents and carers at home. It is understood that teachers with additional management responsibilities have to adjust the way that they lead and support their staff teams in a remote working context and that teachers' planning and delivery of subject pedagogy for remote learning will also be different. The following expectations support the professional values and principles of the teaching team at Blackfen School.

In their teaching and leadership roles, the school expects teachers:

- To model the professional behaviour and practice set out in the 'Teachers' Standards' (updated June 2013) during the period of remote learning and to adhere to the Staff Code of Conduct at all times.
- To attend training provided by the school to develop effective remote learning and to follow guidance from the Subject Leader in planning, designing and delivering remote teaching so that all students in the class continue to make good progress.
- To provide feedback on students' work according to the school and department Assessment Policy; to report student progress and concerns about student progress promptly to the Subject Leader and take action according to the reporting and tracking protocols set up for the period of remote learning.
- To guide and support students in developing a good work ethic at home in order to continue their education. This means ensuring that students understand how to manage their time on individual tasks and so manage their daily work schedule effectively. Subject work should be set in Microsoft Teams, for the duration of the lesson, by 8.30am on the first day of the week that the lesson is timetabled and on subsequent days according to the subject timetable. Clear deadlines should be set for learning tasks and clear time-management guidance should be provided, e.g. "1 hour of lesson time + 1 hour of homework study". The relevant resources should be uploaded or their digital location clearly directed and be accessible to all students, including students with SEND.
- To guide and support students to understand and complete work to the best of their ability and to continue to make good progress. This means that remote learning aligns closely to the scheme of learning in school; is appropriate to the needs of all students in the class and is adapted, as necessary, to elicit their best standard of response. Where possible, a range of tasks is set for remote learning, so that students are not exclusively working on a screen and criteria for the standard of work expected are provided. In a period of school closure that is scheduled to continue beyond two weeks, teachers in every subject will upload live (and then record) 'Learning Updates' in Microsoft Teams of about 15 minutes, after 3 or 4 sessions as shown in students' timetables or at least once, during the 4-week teaching timetable cycle.
- To respond promptly to communication regarding remote subject learning. During periods of student self-isolation, teachers cannot deliver lessons in school and answer questions, at the same time, from students who are working at home. If they are still teaching in school while students are working remotely at home, teachers will read student enquiries via Microsoft Teams and will aim to respond by the end of the next school day. During extended, full school closure, teachers should be available for 'live' responses to students' queries via Microsoft Teams from 8.30am to 5pm on the day that the lesson is scheduled but are not available to students after 5pm or at weekends.
- To monitor the academic standards of students' remote learning. This means that students' completed work is assessed, in line with school and subject policies, and feedback provided to students electronically. Teachers should contact parents and carers if a student is not completing their school work or their standard of work has noticeably decreased. They should notify their Subject Leader about students who repeatedly fail to meet deadlines or to complete work to the expected standard, providing feedback to school leaders, as requested.
- To be proactive in communicating concerns about students.

⇒ Adapting work for students with EAL/SEND – Contact the school SENCO (SCA@blackfen.bexley.sch.uk).

- ⇒ Students with problems accessing the internet at home or with use of IT equipment; general problems with completion of work; concerns about emotional and mental well-being: Contact the student's Student Support Officer - studentwelfare@blackfen.bexley.sch.uk or the Sixth Form administrator - Sixth Form - Mrs Eiffert - NEI@blackfen.bexley.sch.uk

- ⇒ Concerns about safeguarding: Contact the safeguarding team – Ms Cascarino - SCA@blackfen.bexley.sch.uk and Mrs Blatch - LBL@blackfen.bexley.sch.uk

10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed-back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



10 TOP TIPS

REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



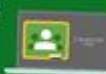
8) Don't share passwords or other sensitive information

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

