


# MERTON COURT SCHOOL



## REMOTE LEARNING POLICY

To be reviewed September 2023 by: Headmaster & LT
Signed by the Headmaster/Proprietor: 
Shared with staff: 30/9/22
Put on the Website: 30/9/22

This policy applies to the whole school including EYFS.

### **What is Remote Learning?**

Remote Learning is how we ensure that learning continues during a school closure. We are aiming to provide an effective education in challenging circumstances. We hope that this guide helps you to be able to support your children while they are engaging with this of learning.

While remote learning cannot replicate all aspects of regular sessions in School, we have carefully considered how we can engage our children in blended or hybrid learning experiences that are enjoyable and are as authentic as possible. We will, therefore, aim to provide a mixture of online sessions, written work, reading and live communication.

We understand that this transition might be challenging for families. As Parents and Guardians, you will want to know how you can support your children. Routines, structures and monitoring; alongside activity and a focus on wellbeing are all essential. Some children will find remote learning challenging; others will thrive with this way of instruction.

### **Physical space for your child's study**

- Please establish a space in your home where your child/children can learn most of the time;
- A family/public space might be better than a child's bedroom so that you can monitor progress and activities;
- This place should be quiet at certain times;

- Strong wireless internet signal is essential; if possible, a printer and paper are helpful.

### **Routines and expectations**

- From the first day of any remote learning, please establish agreed routines and expectations with your child. Please talk to them about appropriate behaviour. This includes children's appropriate use of the mute button on 'Zoom'. Pressing 'mute' and 'unmute' should only be done when a child is asked to do so. Children should use their name only, on screen, not abbreviations or nick names. Inappropriate use of chat rooms, thoughtless, low-level disobedience or disruptive behaviour is not acceptable. This behaviour may result in a child being put into the 'waiting room' and missing part or all of a lesson.
- We will issue an adapted timetable. However, some lessons may be recorded and can therefore be accessed at any time.
- Children must be appropriately dressed; some casual clothing is fine but this is about creating the right mind-set for academic work. We would like the school tracksuit or white PE kit to be worn during any online sessions with teachers. This is a good idea to get the atmosphere right.
- Teachers will explain further learning expectations when they speak to you and your children. Such issues as how to communicate during online sessions and what is acceptable behaviour and what is not will be discussed.
- Keep to your child's usual term time bedtime routines.

### **Communication with Staff**

- Teachers will communicate via school email; usually via parents' email address.
- Teaching will be facilitated via Zoom and google docs, which will be accessed via a link. Children can use laptops, static computers, mobile phones or other devices. Please familiarise yourselves with the basics and help your child to access on their home device.
- Begin each day with a brief check-in with your child: What is today's timetable, which teachers will be available and when?
- What resources do they need? Paper, pens etc? A printer and paper? How will they spend their time when they are not working?
- It is important that your child completes assignments themselves but take an active role in supporting your child. Depending on their age, they might not feel confident to ask for help from teachers but would be happy to ask you, and you then should encourage and support your child to ask their teacher for clarification. Although we would ask you to refrain from participating in any online sessions unless this is requested by the teacher.
- Please remember that teachers could be answering many queries, so do allow them to be brief in their replies. Work will be marked in the usual way: self-marking; teacher marking and comment; or a combination of the two. Teachers should usually respond to any work submitted work within 36 hours. Teachers will also telephone your child during the week to discuss any issues, additional feedback and next steps etc.

## **SEND**

The SENDCo is responsible for liaison with form teachers and parents during periods of remote learning and will assist form teachers to make reasonable adjustments where required.

The SENDCo will liaise with form teachers to identify the level of support or intervention that is required while children with SEND learn remotely. The SENDCo will ensure that the additional provision put in place for children with SEND is monitored for effectiveness throughout the duration of the remote learning period.

## **Quiet time and physical activity**

- There might be moments when siblings and parents are working online. This needs careful management, and you might need to rotate when each child might have some quiet time. Headphones will help!
- It is vitally important to your child's wellbeing, health and learning that they have opportunities to move and exercise. Our PE, Music and Dance departments will issue ideas to encourage this at home.
- Helping around the house is also a great way to have a break – establish a plan of chores!

## **Resources**

The school will use a range of different teaching methods during remote learning to help explain concepts and address misconceptions. The school may make use of work booklets, email, exam papers, online learning portals, educational websites, reading tasks and pre-recorded video or audio lessons.

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustment will be made to ensure that all children have access to the resources needed for effective remote learning. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive as possible via remote learning. The school will review the resources children have access to and adapt learning to account for all pupil needs.

Teaching staff will liaise with the SENDCo and other relevant members of staff to ensure all children remain fully supported for the duration of any remote learning period. The SENDCo will arrange additional support for children with SEND which may be unique to the individual's needs, e.g. via Zoom lessons.

Children will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops or ipads. Children and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources. Teaching Staff are not responsible for providing technical support for equipment that is not owned by the school.

## **Wellbeing**

Help your child to maintain contact with their friends. However, please monitor the use of Social Media apps. Please remind your children to be polite, respectful and appropriate in their communications and to represent the School's and your family's values in their interactions with others. A written tone can sometimes offend or cause harm to others. Please also read our ICT and Mobile Phone Acceptable Use Policy with regard to appropriate conduct during teaching sessions. For older children, it might be helpful to block certain websites while they are working independently. There are a number of Apps that can help with this.

Be mindful of your child's anxieties or worries. For instances, some children may still be worried about the broader implications of Covid-19 or other similar diseases on their families and friends. Please do take those worries seriously and help your child through any challenging times. Regular routine will help to provide a framework and maintain a level of normality.

## **Contacts:**

Safeguarding: Angie Macdonald 07801 082726

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