**Procedures for Remote Education**

**St Michael’s Catholic Grammar School**

**Date: January 2021**

**Introduction**

This plan has been put together in order to minimise the impact of coronavirus on the education of your child. It seems highly likely that St Michael’s students will continue to be impacted with coronavirus for some time to come – these procedures describe the provision the school will put in place both for individual absences (whilst the school continues to be open) and also during times when entire year groups are in isolation (or the full school during a national lockdown).

The school is committed to providing the best possible remote education we can during these difficult times. We have learned from the previous lockdown, from a recent survey of students’ opinions and from the experience of other schools. In addition, we have invested time in developing our staff and adapting to new technologies. As time progresses, we will all become more familiar with remote learning and improve further, what is described here is our current provision – we expect that we will continue to develop and improve our offer.

**Intention**

If students have to remain at home as a result of coronavirus, we will enable continued education through Google Classroom. This will have the following elements:

* Work set from academic subjects
* Assemblies
* Weekly communication with tutor
* Additional pastoral/safeguarding/counsellor support as required

Each subject (and tutor group) has a page on Google Classroom and students must log into this for each lesson. Work will be posted and contact can be made with teachers via ‘private messages’ (further details below).

If your child’s year group continues to attend school, but your child has to remain at home – the school will endeavour to provide appropriate materials to enable her/him to keep up with work. Your child’s regular teachers will continue to teach the students at school but will share (via Google Classroom) appropriate resources or will flag up work either before the lesson or very soon after, if the rest of the year group remain in school, largely this support will be access to the lesson at school via Google Meet.

If the entire year group is sent home from school, then the teachers will transfer their attention to remote learning and will be able to devote their teaching to that style of learning (see below for further details under Remote Learning).

Please note that Google Classroom is now a major part of learning at St Michael’s – the majority of homework is now submitted via Google Classroom and teachers and students can use it to communicate outside the lesson (see below for Private Messaging Policy).

**Training**

The staff have undergone substantial training towards the end of the summer and during September – and this continues as we explore more of the functionality of remote learning. Students also need further training on how to maximise their use and this will be provided via tutorials and online support materials.

**Remote Learning during full Lockdown**

When entire year groups are out of school, the teachers will provide learning opportunities which cover the three elements of effective remote learning, these are:

1. **Fixed resources:** such as textbooks, worksheets and videos.
2. **Flipped-learning resources:** such as PowerPoints and teacher videos (created by the teacher) or identified resources which serve the same purpose (e.g. relevant academic materials on YouTube, Oak Academy or BBC).
3. **Live episodes:** Google Meet episodes with video and/or audio or live chat episodes such that teacher and student can interact in real-time.

Teachers will upload materials in time for the regular lesson time (students will follow their normal timetable when at home) and work set will be given a deadline for submission and work will be marked in keeping with the school’s usual marking procedures. Work set should fill the lesson and no homework will be set (with the exception of the Sixth Form or general revision).

**Contact with Tutors and Pastoral Support**

Key Stage Three will have registration each morning via Google Meet, any absence will be followed up with the Attendance administrator.

Key Stage Four and Five will have an individual phone call from their tutor each month.

Each week an assembly is posted on Monday - at the moment all Whole School Assemblies are virtual so students at home see exactly the same assembly as those in school. The tutor will post a question/comment on the class page and all students are at home are expected to respond or comment at least once during that week. If a student does not comment, then the tutor will phone home to check that all is well.

This regular contact with the tutor is in addition to direct support and help offered to those students and/or families who have identified themselves as struggling, or who we have identified as requiring additional support. We know from the experience of the last lockdown that some students find the isolation from school over an extended period very difficult to deal with – we will continue to support those we have identified and are committed to supporting more students as they are identified. Counselling and other support was transferred to remote platforms during lockdown and this can be repeated if necessary.

**If work is not submitted.**

Parents need to inform the school if your child is too ill to work – this applies equally to remote education as otherwise; the school will expect work to be submitted. In addition, it is very important that we know about any cases of coronavirus – whether attending school or not.

If a student does not submit work by the deadline, the teacher will message the student as a reminder – if there is no response, the Head of Department and/or Head of Key Stage will contact home (particularly if there are a number of missed deadlines). All missed work will be caught up upon return by after-school sessions or detentions.

Absence during any ‘live’ lesson on Google Meet is regarded to be an absence and will also be followed up with the Attendance Administrator.

**Student Protocol for Live Google Meet sessions**

When teachers arrange a live Google Meet session – it is important that students follow the following guidelines to ensure the session goes smoothly:

* Ensure there are no distractions during the session (e.g. younger siblings)
* Students must attend (provided they are well enough)
* Although school uniform is not required – students must be appropriately dressed
* Students must show their usual respect towards others (sessions are recorded)
* Students are expected to respond if called upon by the teacher (just like in school)

**Private Messaging**

Google Classroom has the ability to allow students to ‘message’ their teacher (and vice versa). This was highly effective in maintaining contact during the previous lockdown – but students need to use this carefully in order to enable the teacher to respond to all students:

Each ‘classroom’ on Google Classroom will say when Private Messaging will be responded to – this will vary between subjects and teachers – for example, some teachers will only respond on certain days – and some will hold ‘live’ sessions where the response is immediate.

Students need to think whether their question needs the teacher to answer – it may be that the question could easily be answered by a friend in the same class.

**Access to Technology**

The school will endeavour to support families with access to appropriate computer technology during future lockdowns. We have a list of those families from disadvantaged backgrounds and so we will offer support to these families first.