



# Remote Learning Policy

**Approved by Governors:**

**Date:** January 2021



# Queensway School – Remote Learning



## **How Queensway School is using remote learning**

Queensway is using Microsoft SharePoint as a platform for remote learning with in Secondary and See-Saw Online learning for our lower school students. This allows students to access high quality curriculum content that is, where at all possible, running concurrently with the curriculum being taught in classrooms. There are obvious exceptions to this where practical elements of each subject need to be adapted but our aim is to re-create the experience and diet students would receive in the building.

### **SharePoint and See-Saw Online Learning**

SharePoint offers a number of applications which support learning. Students are familiar with programmes such as Microsoft Word, Excel and PowerPoint which are all supported fully. Also SharePoint offers Microsoft Teams, allowing for live lessons to take place and the vital communication between students and teaching staff.

Third party applications and websites are used in conjunction with SharePoint such as GCSEPod. Students have the appropriate login details for these sites.

See-Saw is a similar application but aimed at younger students. Work and tasks can be set and using a personal login and password, students can have regular dialogue with their teachers and submit completed work. Our lower school students have been using See-Saw effectively since February and have engaged well and responded very positively to it. Parental feedback regarding See-Saw has been very positive in the main due to the involvement parents are afforded.

## Expected daily engagement with remote learning by students at Queensway School

Key Stage	Hours per day	Platform
KS2 (Lower School)	3 hours	See-Saw Online Learning
KS3 (Secondary)	4 hours	Microsoft SharePoint
KS4 (Secondary)	5 hours	Microsoft SharePoint

As a school we understand the importance of face-to-face contact and the value live learning gives students. We have attempted to blend the curriculum we are offering to encompass a mixture of independent study and live learning via our online platforms.

**At 9.30am every week day students not in school will be invited to join a live PSHE lesson with their form tutor. Attendance to this session is mandatory where ICT equipment allows.**

This will serve a number of purposes including the support of attendance, safe and well checks and facilitating the vital communication between students and teaching staff.

All groups will receive various online learning opportunities throughout the week. Students are encouraged to access their emails via SharePoint daily as invites to online lessons will be shared this way. The process for joining an online lessons is very simple and is outlined in the appendix at the end of this booklet.

### Methods for accessing online learning

- Laptop
- Tablet
- Mobile phone
- Games console - Xbox / PlayStation

You can connect to Microsoft SharePoint via the browser in XBOX and PlayStation.

Note: You can view others via their webcam, however you cannot use the webcam or Kinect to display you.

There is a video demonstrating how to connect using consoles.

Video Link: <https://www.youtube.com/watch?v=mfrSCEEDsmE>



# Queensway School – Remote Learning



## Reporting a concern

### Teachers are to:

- Follow Queensway’s Safeguarding protocol if they have any concerns and report promptly to the DSL, or if not available, a member of SLT.

### Pupils / Parents / Carers are to:

- Contact the DSL at the school, or if not available, a member of SLT.

## Personal data and GDPR

Queensway will continue to follow the guidance outlined in the “[data protection: toolkit for schools](#)” in conjunction with the published policy that can be found on the schools website. We as a school will consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely

# Remote Learning – Student Guide

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The following guidelines are designed to help all our students as they work at home.

*(This is not an opportunity for a break! Your teachers are in work and you are their first priority in terms of preparation and support. You will have everything you need to successfully work remotely.)*

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## What is expected of me?

You are expected to complete a minimum of 3 hours work a day in lower school. In Years 7, 8 or 9 a minimum of 5 hours work a day if you are in Years 10 or 11. Your tasks will be set on Microsoft SharePoint and **your teacher will use this platform to monitor your completion of the tasks** and to provide feedback. You will be given quizzes, tasks and activities, which you will complete AFTER you have studied the linked lessons.

If your teacher is concerned that you may be falling behind, they will first contact you on Teams and check that you are ok, that you understand the work and make sure you have enough support to complete the work. This is exactly as they would do at school.

Just like at school, if your teacher is very concerned that you aren't logging into Teams and completing work, despite them having communicated with you, the teacher or your TA will contact your parent or carer and raise the concerns with them.

We expect you to display **the usual good levels of behaviour** that you show in school. This means being polite in any communication with teachers, respecting the resources that staff are preparing for you and completing work.

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# Queensway School – Remote Learning



## How should I behave in a 'Teams' lesson?

You are expected to treat Teams lessons as if it is a classroom lesson. This means that you need to:

- Be on time to your lessons.
  - Have a pen and paper.
  - Sit somewhere in your house that you can concentrate on the learning.
  - Be on mute for most of the lesson. Only speak off mute if you have been asked a question by your teacher.
  - Use the 'chat' function to ask questions. Your language on this needs to be appropriate and formal. No swearing, slang language or emoji's.
  - Only use the audio and not the video. The teacher should be the only one with the video turned on.
  - Leave the Teams group as soon as the lesson is finished.
  - Teams lessons will be recorded for safeguarding purposes.
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## How can I get help from my teacher?

If you have attempted a task and you find you are unable to complete it because you need more guidance, you should first message your teacher on Teams and then by email if you don't get a response.

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## How should I communicate with my teacher?

This section has guidance about how to communicate with your teacher and other students about schoolwork, school matters or any worries or questions you may have.

You should send messages using Teams and/or email to your teachers to ask questions or for support.

All email communication should be made **between the hours 8am – 5pm on weekdays**. Your teachers will not communicate with you outside of these times.

Your email communication and all messages on Teams should be **formal**. This means you should follow the below 'email etiquette'.

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## **Email etiquette**

You must only use your school email address and Teams to contact staff. You must not attempt to contact them using any other method.

Only email/message in the given times of 8am – 5pm Monday to Friday.

All emails/messages to be formally addressed 'Dear Miss / Mr X'

All requests to be made politely: 'Please, thank you!'

Understanding that emails will be responded to within 1-2 days, but not instantly; your teachers are helping all of their students and it may take them some time to get to your request.

Only email the one person who you need to ask a question to or send your work to; **you should not email lots of people or hit 'reply all' if your teacher has emailed your whole class.**

Never use slang, informal language or any kind of impolite language such as swearing, insults or anything that may appear offensive.

If you are worried about your safety or wellbeing, or you would like to raise a concern about another student, email Ms Hoggins at [Kelly.hoggins@lct.education](mailto:Kelly.hoggins@lct.education) .



# Queensway School – Remote Learning



## How to access Microsoft SharePoint from home

1. Log into your device (laptop, computer, mobile, tablet, Xbox or PlayStation)

2. Click on the Chrome or Internet Explorer icon to access the internet

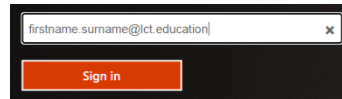


3. Search for Queensway’s website and click the link found at the bottom of the homepage





Alternatively, you can type into the address bar: [www.office.com](http://www.office.com) and click ‘Sign in’


4. Enter your school email address  
([firstname.surname@LCT.education](mailto:firstname.surname@LCT.education))



*(If you are struggling to do this or have forgotten your email address, ask your parents/carers to contact the school and we can sort it for you very quickly. Make sure you type LCT not ICT...)*

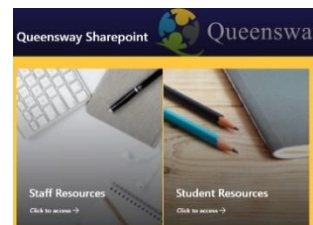
5. Enter your school password. This will be the same as the password you use to login at school. Again, if you have forgotten your password let us know and we can get it re-set.

6. You should then see a page with a square in the top left corner that looks like this  Click on it and you will see a list of different icons. Click on the SharePoint logo that looks like this 


7. You will then see a screen with larger squares in it, one of these squares will look like this  This is the link to Queensway’s SharePoint.




8. Click on ‘Student Resources’  
Pick your school (North and South)  
You will then see a folder called ‘HOME LEARNING’  
click on this and you will see a list of subjects.



9. In each subject folder (English, Maths, Art etc.) you will see a list of your groups (e.g. Group 5, Group 6).

Select your group and you will see a ‘Home Learning Summary Sheet’ Word document that looks a bit like this:  Home Learning Summary Sheet .docx

This will explain what you need to do in that subject for that week. Also, you will be able to click on the link that takes you straight to the work.

10. When you have completed the work save a copy of it with your initials at the end  
e.g.  1-negative-numbers JS.pdf in the ‘Student Folders’ section.

Find your named folder and ‘Upload’ the work for marking.

