



NCS Remote Learning & Teaching Policy

Written by: Anita Lomax

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Rationale

In the event of a full Sixth Form closure that means students have to be taught remotely, the Sixth Form is committed to providing continuity of education and will do so through a process of live lessons over Microsoft Teams.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence. Remote learning takes place primarily via live lessons on Microsoft Teams unless there are technical reasons why this cannot happen and another means of setting work will be used in limited circumstances.

Remote learning may also be appropriate in situations when students, in agreement with the Sixth Form, have a period of absence but are able to work at home. This may apply in cases such as students having to self-isolate at home due to an outbreak of an infectious disease but are not suffering with relevant symptoms.

There is no obligation for the Sixth Form to provide continuity of education to students who absent themselves from the Sixth Form with or without parental permission, in contravention to the Sixth Form or government guidance. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, this might apply if parents made the decision to absent their child from the Sixth Form 'as a precaution', against official guidance and without permission from the Sixth Form, in the event of an outbreak of infectious disease.

In as far as is possible the NCS will attempt to replicate the timetable that students follow through the course of a sixth form day. The NCS Learning and Teaching policy is to be adhered to, whilst taking account that the dynamics of a lesson are different during remote lessons.

Preparing for Remote Learning

The NCS will be proactive in ensuring that:

- Staff have access to Microsoft Teams for classes, and that these are set up. SLT are attached to each class and can visit online lessons at any time.
- Staff will receive guidance on expectations and safeguarding during remote learning.
- Staff are familiar with the main functions of Microsoft Teams
- Students within classes have access to the relevant Microsoft Team
- Students will receive Teams Meetings instructions and information pertaining to expectations and behaviour. This information will also be shared with parents.
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

Continuity of Education in Event of a Closure

The NCS will make provision for remote contact with students in the following ways:

- Students will have access to work that allows them to continue progress while at home.
- Students will have the opportunity for face-to-face interaction with their class teacher on a daily basis.

- Non-attendance to lessons must be reported to the attendance officer and followed up using normal protocols.
- The pastoral and safeguarding team will continue to have regular and frequent contact with students identified as 'vulnerable'.
- The college will remain open for students identified as 'vulnerable'.

Information for parents

Information pertaining to the ongoing pandemic and remote learning are communicated to parents via letter, which are also available on the NCS website.

Subject areas will provide work in line with students' timetables and subjects home learning policy. Tasks will be set in accordance with existing schemes of learning, and assignments will be designed to allow students to progress through schemes of learning at the same pace as if they were in college, where possible.

Naturally, remote learning will require students and teachers to take a different approach to working through content, but tasks should ensure the pace of content coverage is as close as possible.

Live lessons

Teachers will register classes in SIMS and absences will be followed up by the attendance officer using normal protocols. If teachers are unable to use SIMS, they must email the attendance officer with the names of absent students.

Teachers and students must remain in live sessions throughout the session. This is to ensure students are engaging and can be supported individually.

At the end of each session, teachers should dismiss students and wait until all students having left the lesson before leaving themselves.

The setting and assessment of remote learning tasks will take place in accordance with Sixth Form and subject area policies. Under normal circumstances, subjects take different approaches to the setting and assessment of students' work – for example, the frequency of substantive task set, and the regularity of written assessment provided – and subject area policies will be applied in the event of remote learning.

Expectations of students

Students will be expected to participate as fully as possible in the remote learning process, attending all live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Students will also be expected to read and respond to communication from the sixth form on a regular basis.

If students are ill and unable to attend lessons, parents must contact the attendance officer, jmacdonald@ncs6.org by no later than 8:00am.

If students arrive late to a lesson after the register has been taken, they must email their teacher and Ms MacDonald to announce their presence.

Students are expected to keep their video cameras on throughout each live video lesson. Students must mute microphones and only unmute at the direction of the teacher. Students can ask questions in the 'chat' forum which everyone in their class will see. Students can submit work for marking/review in the 'Private Chat' forum. Technical issues are to be reported to ITservices@cola.org.uk

Students are not expected to wear sixth form uniform but must be dressed appropriately (smart/casual) as they will be seen by the teacher and other students.

Expectations of teachers

Teachers will need to make themselves available for teaching during their normal working hours and should communicate any absence to ncs-staff-absence@ncs6.org using the normal absence procedures.

In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the teacher and/or line manager to ensure work is set to cover these classes.

Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by colleagues, students and parents. Teachers also should ensure their communication with students does not encourage unhelpful work habits. All communication should take place during usual office hours, with no expectation for colleagues to read or respond to emails after 4pm.

Communication must always occur via official school channels. If students wish to discuss aspects of their learning outside of scheduled lesson times, discussion should take place over email as it normally would, using NCS email addresses.

Colleagues must wear suitable/appropriate clothing when teaching remotely. Lessons must be taught in an appropriate area within the home and professional language must be used at all times. Remote lessons should be taught in an appropriate room, if this is not possible, a background picture must be used. Please don't use any personal email addresses to share documents or engage in conversations with students.

Teachers must continue to apply the NCS Safeguarding and Child Protection Policy and use the same safeguarding information sharing protocols as normal and log any concerns on safeguard software.

Support for pupils with SEND, other specific learning enhancement needs

Teachers should ensure that work is differentiated as required for all learners when setting online tasks. Profiles are available for SEND pupils in the Google Drive and advice can be sought from the Mr Edwards, Deputy Principal. MEdwards@ncs6.org

Pastoral care during Sixth Form closure

In event of a Sixth Form closure, the primary responsibility for the pastoral care of a student rests with their parents / carers.

Form tutors will meet weekly with those students identified as 'academically at risk' and in need of support with study habits and organisation during a closure. Outcomes of these meetings will be recorded in google drive and monitored by the Year Leaders and Pastoral Lead.

The Year Leaders will communicate with the Year Group on a weekly basis by sending a 'Wellbeing' newsletter. The Safeguarding and wellbeing page on the NCS website lists a range of wellbeing and supportive organisations.

Y13 Year Leader - Ms Labrom llabrom@ncs6.org

Y12 Year Leader – Ms Roberts-Gilhooly rgilhooly@ncs6.org

Safeguarding during Sixth Form closure

In the event of a Sixth Form closure, students, parents and teachers are reminded that the NCS' Child Protection and Safeguarding Policy still applies to all interactions between students and teachers. An addendum has been added to the Safeguarding Policy that deals explicitly with safeguarding during a lockdown. The Safeguarding policy is available on the NCS website.

The safeguarding & pastoral team have assessed the risks to those students already a safeguarding concern and action plans are in place to safeguard these students during a Sixth Form closure. Safeguarding and pastoral team meet weekly to review outcomes of actions and respond to any emerging needs.

The DSL is Ms Anita Lomax, Vice Principal alomax@ncs6.org

DDSL is Mrs Markoulides, Assistant Principal OMarkoulides@ncs6.org

Learning Leaders/ Subject leads

Alongside their teaching responsibilities, Learning Leaders/subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers
- Alerting teachers to resources they can use to teach their subject remotely

SLT

Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the Sixth Form
- Monitoring the effectiveness of remote learning through lesson pop ins, line management meetings and feedback from students.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Governing board

The governing board is responsible for:

- Monitoring the Sixth Form's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection Policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

SLT with responsibility for Remote Learning: Ms Lomax