

## Aston Academy Remote Learning Plan 2020/21

### (to be used alongside the Remote Learning Policy)

**PURPOSE** – To ensure that when accessing work remotely, all pupils can continue to learn and make progress.

**AIM** – All subjects will follow the Aston Academy curriculum for that subject/class supported by meaningful, ambitious work and meaningful teacher input when appropriate.

### **Scenario A**

An individual student or group of pupils whose absence has been agreed by school, for example a student or pupils self-isolating. In this scenario teaching staff will be teaching other pupils during their timetabled lesson with student(s) not in school. Pupils will usually self-isolate for between 10 and 14 days.

<b>Action</b>	<b>Responsibility</b>	<b>Outcome / Impact</b>	<b>Monitoring</b>
<b>Contact with home</b> Contact made with student's parents / carers by email on 1 <sup>st</sup> day of absence with study from home guide (see appendix 1). Check that pupils can access Google Classroom (see below). Record of who cannot access remote learning updated centrally by LPM and accessible to all staff.	Admin 1 team / study from home guide J Lye.	Parents / carers / pupils know that all work is on google classroom for each subject. Parents/carers/pupils know what to do if they cannot access work.	Admin/Lynne Jefferies keep up to date spreadsheet of pupils self-isolating. Parent/carers concerns followed up promptly. Student and parent/carer voice.
<b>Student access to remote learning</b> If a student cannot access Google Classroom check the reason for this. If they have no access to internet or devices at home teachers need to be contacted to provide paper based work. If it is a technical issue refer to work from home guide or direct to <a href="mailto:ITsupport@astonacademy.org">ITsupport@astonacademy.org</a>	TLR to send work admin 1 team and inform LPM	Pupils who do not have internet access or a device to work from continue to receive work from home.	Student voice. Follow up communication with home by school (LPM)
<b>Record of who is self-isolating</b> Updated list of pupils self-isolating kept on central spreadsheet and shared with DC, AVPs and LPMs daily.	Lynn Jefferies	DC, AVPs and LPMs know who is self-isolating. Decisions made about use of live lessons if large groups are off or move to enhanced work setting on google classroom.	Check that daily information is shared with DC / AVPs / LPMs. Check that this is up to date.

<p><b>Work set for pupils at home</b></p> <p>Work is set on Google Classrooms each week for all subject in line with the number of lessons and lesson content taught in school in line with remote learning work expectations (see appendix 2).</p>	<p>HoF overall. TLRs / class teacher set work as directed by HoF.</p>	<p>Pupils working from home cover the same content as being taught in school to ensure pupils are at the same place in their learning as their peers when returning to school.</p>	<p>HoF / TLRs QA work being set on Google Classroom. This can be done using TRL login giving access to every Classroom in a faculty. LT link to do random check of work on Google Classroom once a week.</p>
<p><b>Assessment and feedback</b></p> <p>Work should be set on Google Classroom that includes an element of assessment either through self-assessment or auto-marked quizzes (see appendix 2). If a milestone task is being done in lesson this should be assigned on Google Classroom lesson for pupils to attempt at home and should be turned in for staff to provide feedback. If a progress assessment is being completed in lesson pupils should be given this to do in exam conditions when they return to school.</p>	<p>TLR / class teacher setting work.</p>	<p>Pupils are being assessed in line with pupils who are in school. Pupils are receiving feedback to milestone tasks in line with those pupils in school. Pupils will sit progress assessments when they return to school.</p>	<p>Monitored by HoF and TLRs through MER and Google Classroom QA checks.</p>
<p><b>Training</b></p> <p>Training videos for staff, pupils and parents/carers produced. Tutor sessions for all year groups. Crib sheets for expectations of remote learning and work setting produced. Additional training sessions run on Google Meet. Google Classroom lessons for Y7 and Y8 during computer science lessons.</p> <p>Year group online Q and A sessions on google classroom. After year group Q and A training for: HoFs, then TLRs, then staff.</p>	<p>JL and remote learning team</p> <p>JL and CAL</p>	<p>Staff, pupils and parents are aware and confident to use google classroom</p> <p>Every opportunity has been given to parents / pupils and staff to become familiar with google classroom. Chance to find out any issues we may not be aware of and resolve</p>	<p>JL and remote learning team, IT services</p> <p>JL, CAL, remote learning team, IT</p>
<p><b>Live lessons</b></p> <p>In circumstances where many pupils are off from a year group especially in KS4 some live lessons may be delivered in</p>	<p>DC</p> <p>ACET school improvement team</p>	<p>Provide pupils with interactive lessons streamed to their device.</p>	<p>DC and the ACET improvement team</p>

some core subjects on Google Meet. This is at the discretion of the principal.			
--	--	--	--

## Scenario B

A group of pupils of a whole class size or larger that have been asked to self-isolate. This includes a whole year group self-isolating or whole school closure. If safe to do so any student who have parents who are key workers, or are themselves subject to an EHCP or have a Social Worker, or whom are classed as vulnerable by the school may still attend under a special arrangement. In this scenario teaching staff will not be teaching pupils during timetabled lessons with the group who are not in school.

Action	Responsibility	Outcome / Impact	Monitoring
<p><b>Contact with home</b></p> <p>Contact made with whole cohort by email on 1<sup>st</sup> day of absence with study from home guide (see appendix 1). Check that pupils can access Google Classroom (see below). Record of who cannot access remote learning updated centrally by LPM and accessible to all staff.</p>	Admin 1 team / study from home guide J Lye.	Parents / carers / pupils know that all work is on google classroom for each subject. Parents/carers/pupils know what to do if they cannot access work.	Admin/Lynne Jefferies keep up to date spreadsheet of pupils self-isolating. Parent/carers concerns followed up promptly. Student and parent/carer voice.
<p><b>Student access to remote learning</b></p> <p>If a student cannot access Google Classroom check the reason for this. If they have no access to internet or devices at home teachers need to be contacted to provide paper based work. If it is a technical issue refer to work from home guide or direct to <a href="mailto:ITsupport@astonacademy.org">ITsupport@astonacademy.org</a></p>	TLR to send work admin 1 team and inform LPM	Pupils who do not have internet access or a device to work from continue to receive work from home.	Student voice. Follow up communication with home by school (LPM)
<p><b>Record of who is self-isolating</b></p> <p>Updated list of pupils self-isolating kept on central spreadsheet and shared with DC, AVPs and LPMs daily.</p>	Lynn Jefferies	DC, AVPs and LPMs know who is self-isolating. Decisions made about use of live lessons if large groups are off or move to enhanced work setting on google classroom.	Check that daily information is shared with DC / AVPs / LPMs. Check that this is up to date.

<p><b>Work set for pupils at home</b></p> <p>Work is set on Google Classrooms each day that matches the pupils' timetable in line with remote learning work expectations (see appendix 2) and cover work appropriate for longer periods of working independently. Lessons follow what would have been taught in school and live lessons can take the form of:</p> <ul style="list-style-type: none"> <li>• Full live lessons.</li> <li>• Talked through lesson content</li> <li>• Voice over PowerPoint</li> <li>• The teacher is available for queries and support during the usual timetabled lesson should their entire class be remote learning.</li> </ul>	<p>HoF overall. TLRs / class teacher set work as directed by HoF.</p>	<p>Pupils working from home cover the same content as would have been taught in school</p>	<p>HoF / TLRs QA work being set on Google Classroom. This can be done using TRL login giving access to every Classroom in a faculty. LT link to do random check of work on Google Classroom once a week.</p>
<p><b>Assessment and feedback</b></p> <p>Work should be set on Google Classroom that includes an element of assessment either through self-assessment or auto-marked quizzes (see appendix 2). If a milestone task is being done in lesson this should be assigned on Google Classroom lesson for pupils to attempt at home and should be turned in for staff to provide feedback. If a progress assessment is being completed in lesson pupils should be given this to do in exam conditions when they return to school.</p> <p>E-mail to parents to let them know their child has a milestone to turn in and again when feedback has been provided?</p>	<p>TLR / class teacher setting work.</p> <p>Teacher marking work?</p>	<p>Pupils are being assessed in line with pupils who are in school. Pupils are receiving feedback to milestone tasks in line with those pupils in school. Pupils will sit progress assessments when they return to school.</p>	<p>Monitored by HoF and TLRs through MER and Google Classroom QA checks.</p> <p>TLR / HoF checks</p>

<p><b>Training</b></p> <p>Training videos for staff, pupils and parents/carers produced. Tutor sessions for all year groups. Crib sheets for expectations of home learning and work setting produced. Additional training sessions run on Google Meet.</p> <p>Google Classroom lessons for Y7 and Y8 during computer science lessons.</p> <p>Year group online Q and A sessions on google classroom</p> <p>After year group Q and A training for: HoFs, then TLR, then staff</p> <p>Weekly drop in sessions for teachers remote teaching to share ideas and advice and to deal with any issues that arise.</p>	<p>JL and remote learning team</p> <p>JL and CAL</p>	<p>Staff, pupils and parents are aware and confident to use google classroom.</p> <p>Every opportunity has been given to parents / pupils and staff to become familiar with google classroom. Chance to find out any issues we may not be aware of and resolved</p> <p>Staff are supported in delivering remote learning to ensure effective coverage of the curriculum.</p>	<p>JL and remote learning team, IT services</p> <p>JL, CAL, remote learning team, IT</p>
<p><b>Pastoral</b></p> <p>Weekly Google Meet assembly delivered to year groups by AVP.</p> <p>Celebration of relevant weeks (anti-bullying week etc).</p> <p>Continue weekly theme of pastoral resources linked to PD curriculum.</p>	<p>AVP / CAL</p> <p>CAL / OP</p>	<p>Pupils' social and emotional learning needs are met. Continuation of school community and learning support.</p>	<p>AVP to monitor through student voice.</p> <p>LPM to do safe and well checks.</p>