



# ISAAC NEWTON ACADEMY

## Remote Learning Policy January 2021

At Isaac Newton Academy our vision is to ***equip every student with the knowledge, learning power and character necessary for success at university and beyond***. It is key that we ensure students are learning irrespective of whether this occurs on the 'normal' school site or within the 'normal' timetable.

### **Aims of this policy**

This policy ensures students at INA continue to benefit from great learning swiftly following any level of school closure to any students.

### **Overarching Principles and the INA Virtual Academy Day**

- Students will engage in 100% of their lessons for 50% of the duration of the lesson.
- Students will use cameras and microphones as directed by staff when this will impact learning.
- During the online phase of the lesson at the start the teacher will review prior learning, model and explain new learning and check for understanding.
- Students will complete learning independently during the second half of the lesson.
- Student entitlement around independent learning will mirror what is offered in terms of normal provision. Independent learning will continue to be communicated via the assignment feature of MS Teams.
- Class teachers will teach their own groups and be responsible for the progress, behaviour and learning of students in their group.
- Assessment will be led by departments and will use technology where appropriate to provide swift diagnostic feedback.

### INA Virtual Academy Day

Time	KS3	KS4 & KS5
8:25-9:05	<ul style="list-style-type: none"><li>• Students to complete the online questionnaire to achieve AM registration mark by 8:45</li><li>• Students to read notices from Pastoral Leader</li></ul>	<ul style="list-style-type: none"><li>• Students to complete the online questionnaire to achieve AM registration mark by 8:45</li><li>• Students to read notices from Pastoral Leader</li><li>• Assemblies- check MS Teams for dates and times</li></ul>
9:05-10:05	Period 1	
10:05-11:05	Period 2	
11:05-11:20	Break	
11:20-12:20	Period 3	

12:20-12:50	Lunch
12:50-13:50	Period 4
13:50-14:45	Period 5
14:45-15:45	Period 6 (Monday, Wednesday & Thursday only)

### Pastoral Support

<b>Daily</b>	Written daily notices will be shared by Pastoral Leaders on MS Teams
<b>Weekly</b>	Assemblies will take place weekly for students either during their BRIDGES/PSHE lesson (KS3) or during AM Registration (KS4&5)
<b>Fortnightly</b>	Tutors will call tutees at least once a fortnight
<b>Ongoing</b>	Wellbeing drop in sessions

### Assessment expectations

- Subjects may use MS Forms, polls and online mechanisms where possible to support with swift, sharp diagnostic assessment that focusses on key knowledge. Self-marking MS Forms can provide in-the-moment feedback for students as well as teachers.
- There will be an assessment window for year 7-13 students

### Attendance, behaviour and non-completion of learning expectations:

- All non-attendance to lessons and non-submission of learning is logged on Bromcom. Form tutors will liaise with parents when concerns arise.
- Students are expected to conduct themselves to high standards and should be able to demonstrate the BRIDGES characteristics of self-regulation and independence.
- ALL non-acceptable behaviour will be followed up and sanctions may be required

### Safeguarding

Some key safeguarding points around MS Teams:

- *Teachers will never ask to chat 1 to 1 unless this has been agreed and organised with parents in advance*
- *Teachers will never schedule a lesson outside normal school hours*
- *Teachers and students are expected to always use professional language*
- *Sessions will always be recorded by the teacher and all chat history is preserved*
- *Lessons will always be organised in advance*
- *Students will not be asked to share personal details e.g. phone number*
- *If students are ill or indisposed (unable to work due to family situation etc.) then the staff member should be informed in advance*

If students do not feel comfortable with something that has happened in one of the online lessons then let us know by emailing [safeguarding@isaacnewtonacademy.org](mailto:safeguarding@isaacnewtonacademy.org)

### Technology

Students will need to be able to access MS Teams on a device that has sound. There should be a screen large enough for the student to be able to see the teacher's presentation. INA will endeavour to support families with access to devices and wifi connection.

If IT access is a challenge parents should notify the school by emailing [info@isaacnewtonacademy.org](mailto:info@isaacnewtonacademy.org)

## **Expectations of key stakeholders**

### Students

- Complete the AM registration questionnaire on time, which is posted at 8:00am by 8:45 daily and read the daily notices from the Pastoral Leader.
- Attend every live lesson on time and engage fully with the class learning and independent learning set.
- Submit learning that is assigned on time
- Conduct their behaviour online that is in line with the MS Teams Code of Conduct
- Demonstrate BRIDGES dispositions of resilience, self-regulation, hard work and independence
- Model a growth mindset and exhibit professionalism in their approach to learning and conduct

The policy will be reviewed periodically to respond to the feedback and the KPIs.

Updated 19.01.21

### Appendix

- 1) INA MS Teams code of conduct policy

### **Isaac Newton Academy - MS Teams Code of Conduct**

#### **During live lessons:**

1. Microphones are to be switched off when entering the room. At certain points your teacher may ask you to turn your microphone on. Otherwise do not turn your microphone on.
2. Cameras should be switched on at the start of lessons. Students then follow the instructions of staff.
3. At certain points the chat function may be enabled. Only use the chat room as directed by the teacher and ensure respectful communication.
4. Do not share any files unless your teacher has directed you to do so.

#### **Outside of live lessons:**

5. Do not use the chat function outside of live lessons unless asking your teacher for support (do not use for general chat like a social media app). All online communication must always remain respectful.
6. Do not share any files unless your teacher has directed you to do so.

**Any other relevant rules and expectations we have at INA apply to online lessons, tutorials and other forms of communication. Any misuse of any form of ICT will result in appropriate follow-up and parents/carers being informed.**