

HUGH SEXEY CHURCH OF ENGLAND MIDDLE SCHOOL

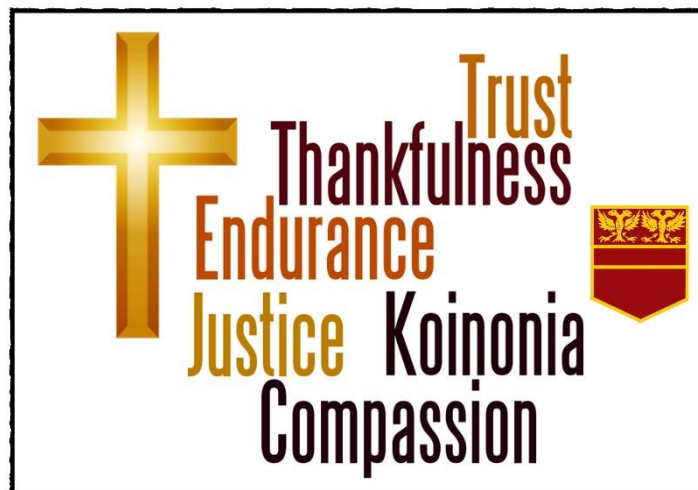


REMOTE LEARNING CHARTER

This charter should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School

Vision

At Hugh Sexey Church of England Middle School, we strive to create a caring Christian community, where diversity is celebrated and all are empowered to achieve their full potential. Living out our core Christian values, we aim to provide a happy, fair and safe environment, to enable our children to be reflective, confident and open-minded global citizens of the future.



Date	Author	Date for Revision
2022	RA	2024

HSMS Remote Learning Charter

Autumn 2022

This Remote Learning Charter applies to any period of school closure, where any or all whole year group(s) or is unable to attend school either due to local/national lockdown or year-group imposed isolation. This charter may be implemented in the event of other unforeseen extended emergency school closure periods.

This charter does not apply for the situation where individual children or families are required to self-isolate. In such a case, the school should be informed directly and individual arrangements for remote learning will be made.

This charter is intended to reflect the aims and spirit of a number of guidance documents, including but not limited to those issued by the WLT, DfE, the teaching unions as well as respond to feedback from the parents, pupils and staff surveys conducted last summer. As a result, HSMS has undertaken to outline a provision which we feel meets the needs of our learners, their families, our staff and school leaders while also providing the greatest degree of fairness, accessibility, longevity and consistency possible in these constantly changing times.

The school will:

- Provide all pupils with free access to the Microsoft Office 365 suite of applications, including Teams.
- Provide support to pupils who forget their login access details. Contact the school office in the first instance (school@hughsexey.org.uk).
- Provide instruction and resources which are compatible with the Windows Operating System. Resources may also be accessible through other platforms; however, this cannot be guaranteed.
- Publish links to tutorial guides to support pupils and families in accessing remote learning – including logging in to Office 365 and Teams.
- Continue to advise, monitor and act on any breach of GDPR compliance.
- Produce or procure a weekly pre-recorded SLT collective worship/assembly message and provide the digital link to this assembly to each tutor group's Teams sites

Your child's Head of Year will:

- Produce or procure a weekly pre-recorded collective worship/assembly message and provide the digital link to this assembly to each tutor group's Teams sites
- Reply directly to email enquiries from a pupil's school email address in a timely fashion, during school-time hours. Enquiries from parents/carers should be directed through the school office in the first instance (school@hughsexey.org.uk).
- Continue to liaise with our Designated Safeguarding Lead at school to ensure that any concerns arising regarding the wellbeing of pupils are actioned in accordance with School and Trust procedures.

Your child's tutor will:

- Daily video call registration through the Tutor Group Teams sites, beginning on the second consecutive day of a closure. Tutors will take a visual register, discuss pastoral issues and communicate key information. KS2 pupils will take this register during their first live learning session of the day. KS3 pupils will register at 1.15 in their afternoon registration Collective Worship session.
- Reply directly to email enquiries from a pupil's school email address in a timely fashion, during school-time hours. Enquiries from parents/carers should be directed through the school office in the first instance (school@hughsexey.org.uk).
- Contact a pupil's parent/carer directly, in the first instance, if the child has missed two weekly video call registration sessions without explanation. Where it had not been possible to reach the parent/carer, the matter will be referred to the School Attendance Officer or Designated Safeguarding Lead.

Your child's subject/class teachers will:

- Continue to provide a modified broad and balanced curriculum experience for pupils which will aim to sustain skills and extend the content knowledge they have learned so far in the year.
- Produce or procure written lesson instructions with electronic resources for **Core subjects (English, Maths, Science, Humanities, and French at KS2)** AND provide pre-recorded and/or live video tutorial segments for each timetabled lesson.
- Follow the existing timetable of lessons. Teachers of **Core subjects** will remain live and contactable on a scheduled Teams call for the entirety of the scheduled lesson. Teachers of **Foundation subjects** will respond to emails from pupils within the scheduled lesson time.
- For **Core subjects**, actively monitor and respond to the 'posts' forum and private 'chats' (if enabled) in the subject Team during the allotted subject time in the remote learning timetable. Subject teachers will also have the discretion to 'live' broadcast voice and/or video during this session, based on the needs expressed of the learners at the time.
- Produce or procure recommended self-directed extension activities for **Foundation subjects (Music, DT, Art, PE/Games, Computing, PHSE)** which will be posted on the Remote Learning Zone webpages (<https://www.hughsexey.com/directed-learning/>) and NOT through Teams
- NOT use Sims-Engagement to communicate tasks/homework once a closure is triggered. All instructions for will be communicated through Teams (**Core subjects**) and the Remote Learning Zone webpages (**Foundation subjects**). Any work assigned in a period before lockdown/isolation is instigated, but is due during the lockdown/isolation period, should be considered 'suspended' until face-to-face lessons resume, at which time the teacher will discuss a revised due date, if appropriate. Teams 'Assignments' will be used to communicate task/lesson requirements and deadlines.
- Reply directly to email enquiries and Teams 'chats' from a pupil's school email address or Teams account in a timely fashion, during school-time hours. Enquiries from parents/carers should be directed through the school office in the first instance (school@hughsexey.org.uk).
- Upload remote learning (no live virtual learning on Day 1) lesson content, by 10.00 on the first morning of an emergency closure, and from 09.00 each subsequent morning for reoccurring days of closure into pupil's subject/class's Team (or Remote Learning Zone for **Foundation subjects**). Live virtual learning will commence from the second day of a continued closure period.
- Track and report concerns relating to individual pupil's lack of engagement with required Remote Learning in **Core subjects**. Parents/carer will be informed through the SIMS 'In-touch' communication system.

Pupils are asked to:

- Log on and check their Teams, their personal school email, and the HSMS Remote Learning Zone webpages, at least daily.
- Contact their subject/class teacher or tutor directly via email if they have questions, using the staff member's Hugh Sexey email address (first.last@hughsexey.org.uk)
- Follow their existing timetable
- Complete and upload evidence of their learning through their Teams 'Assignments' function for their **Core subjects**. Pupils should complete **Foundation subject** learning for their own pleasure and should record and store this work as they wish. Pupils should share this work with their teachers upon return to school.
- Use Teams/Office 365 functions and features solely for the purpose of academic learning and enquiry and be bound by the pupil HSMS ICT user agreement (<https://primarysite-prod-sorted.s3.amazonaws.com/hughsexey/UploadedDocument/baf77cd038944a90aed7cba399b4a928/hsms-it-acceptable-use-agreement-2015.pdf>).
- Abide by the WLT guidance for Virtual Learning (<https://p4h6i9y3.stackpathcdn.com/wp-content/uploads/2020/07/Virtual-Learning-Policy.pdf>).

Parents and Carers are asked to:

- Support pupils by helping to provide an environment conducive to learning.
- Facilitate access to and supervise remote learning.
- Contact the school if the household is unable to access remote learning. Alternative arrangements can be made.
- Encourage their child(ren) to contact the teacher directly if they would like support with assigned work.

Teachers will be available during school hours via email. In addition, the subject teachers will be available on Teams to provide live support during their lesson's allocated timeslot through the 'Chat' function.