**WROTHAM SCHOOL**

# Remote Teaching Policy

| Document Review | |
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| **Governors approval Date:** | **18th March 2021** |
| **Committee Responsible:** | **Local Governing Body** |
| **Next Review Date:** | **March 2024** |

## Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, gender identification, sexual orientation, and marital status.

Equality of opportunity is related to all areas of the schools work and is a fundamental aspect of the ethos of the school.

| Lockdown Designation | What we are committed to provide | What you need to do to provide it |
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| Full lockdown and closure of school | Consistent remote teaching for all subjects across all year groups in a regular timetable across teams, email and SMHW. | 1) Contact your classes reminding them of their lesson times (the same timetable as in school), set up the lessons on your calendar if possible, let them know the equipment they will need to engage with their learning and your expectations. <br> 2) Ensure you prepare appropriate resources for online learning with clear differentiation, outcomes, self-assessment and opportunities for Q and A feedback. <br> 3) Run your teams lessons as per the agreed timetable from home, getting online 5mins early and recording all sessions (then downloading them from teams after 20 days to save them from deletion). <br> 4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set. |

| Isolation of an entire year group | Consistent remote teaching for all subjects across the specific year groups in a regular timetable across teams, email and SMHW. | 1) Contact your classes informing them of their lesson times, set up the lessons on your calendar if possible, let them know the equipment they will need to engage with their learning and your expectations.<br>2) Ensure you prepare appropriate resources for online learning with clear differentiation, outcomes, self-assessment and opportunities for Q and A feedback.<br>3) Run your teams lessons as per the agreed timetable from school, getting online 5mins early and recording all sessions (then downloading them from teams after 20 days to save them from deletion).<br>4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set. |
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| Isolation of a member of staff | Consistent remote teaching from that staff member for all of their classes in a regular timetable across teams, email and SMHW. | 1) Contact FFE and your HOD, informing them of any details they need to know about the class and attaching your PPT with task timings should any technical issues occur.<br>2) Ensure your resources are of usual, classroom learning quality with clear differentiation, outcomes, peer and self-assessment and opportunities for Q and A feedback.<br>3) Run your Teams lessons from home, getting online 10mins early to allow for cover supervisors to log in and get the technology working beforehand (they will call you on teams to start the lesson so be logged in and ready).<br>4) Providing written and/or verbal feedback for work completed as a result of the lesson tasks set. |

| Partial isolation of a year group/class | Consistent teaching, both remote and in person for both those in the year group who remain in school and those isolating due to a confirmed case of COVID- 19. | 1) Contact the members of your class who are isolating, reminding them of their lesson times, set up the lessons on your calendar if possible, let them know the equipment they will need to engage with their learning and your expectations. |
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| | | 2) Ensure you have your lesson ready both in the classroom and on teams (this can be done by projecting the Teams PPT onto the board or splitting your screen and having the PPT on the board and Teams on your monitor. |
| | | 3) Run the lesson in the classroom with the students on teams listening in through your microphone as you deliver the tasks, information and feedback (include them in your q and a wherever possible). |
| | | 4) Ensure Teams students email their work in to you after the lesson for you to provide verbal and/or written feedback. |