MAYFIELD GRAMMAR SCHOOL

GRAVESEND

E-LEARNING AND DISTANCE LEARNING POLICY

Approved by: **Date:**

Last reviewed on: 16/04/2020

Next review due by: Under constant review during COVID-19 Lockdown 2020

E-LEARNING AND DISTANCE LEARNING POLICY
– including provisions for school closure

1. OVERVIEW

This policy covers educational provision which generally does not require the student to complete written assignments (whether handwritten or word processed) for class work, homework or any other type of directed learning. This includes practice such as e-learning, distance learning and the use of web-based materials to supplement classroom-based learning.

The policy outlines the minimum requirements that Mayfield Grammar School expects. These should be met by all staff and students when delivering this provision. The requirements of the policy are in addition to the Mayfield Expectations document and School Code of Conduct.

In the current circumstances (16th April 2020) this policy is being kept under constant review and should be read with the Covid-19 Annexe to safeguarding and child protection policy.

2. DELIVERY

2.1 Teaching staff should ensure students have access to:

- information that sets out the respective e-learning task and includes specific time given for independent learning

- any success criteria of how the work will be marked/assessed and the relevant submission instructions

- a clear deadline for the work to be completed, taking into account the above points.

2.2 Teaching Staff should ensure that students can be confident that:

- study materials, whether delivered through video conferencing or through the school's web-based e learning channels, meet the expectations of Mayfield Grammar School in respect of the quality of teaching in any given subject;

- the provision for e learning software is subject to Privacy Impact Assessments and meets all GDPR requirements.

- appropriate opportunities to give formal feedback on their experience of the programme.

3. ASSESSMENT OF STUDENT WORK

3.1 Students should have access to:

- information on the success criteria for the relevant task

- formal feedback and targets in line with the school's Assessment Policy.

3.2 Teaching staff should ensure that students:

- complete e-learning tasks independently, or students at least notify the class teacher of any help received

- receive feedback that is consistent across all teaching staff within each department.

4. THE VIRTUAL LEARNING ENVIRONMENT (VLE)

Mayfield Grammar School has the responsibility for meeting the guidelines below for the VLE systems which they maintain, namely vle.mgsg.kent.sch.uk, GCSEPod and UpLearn. However, if any department uses anything that is not supported by the school, then they must close down its use until a formal check for GDPR compliance can be made.

4.1 Delivery - students should be confident that:

- any software offered for study has had the correct level of GDPR compliance checks and is authorised for use within the school

- In the event of failure, contingency plans would come into operation for students to complete similar work using different provisions

- all software programmes within the school are fit for purpose and subscription is reviewed annually.

4.2 Assessment of students - students should be confident that:

- their assessed work is correctly identified and any assessment scores issued have been recorded accurately;

- any processes for submitting work are safe and secure, without risk of interception or amendment.

5. SCHOOL CLOSURE

In the event of school closure, work will be set through the school's VLE (Firefly). All staff will be required to:

- set a maximum of one hour's work per lesson.

- offer regular support to all students with their 'distance learning' using video conferencing where possible.

- mark any submitted work that is to be formally assessed in line with the school's assessment policy.

- provide students with key feedback and targets.

5.1 Classwork

The minimum expectation is for all work for period 1 lessons to be set before 8:30am each day. All work for periods 2 - 5 should be set before 9:30am. However, staff are able to upload work on the school VLE during any day before the timetabled lesson, but must set the start date correctly. If you

set a piece of work for any time in the future, the VLE will distribute this work automatically at 8am on the chosen date.

Class work set through the VLE should be in the following formats:

- Online based work using specific e-learning platforms that are approved through Accordio using a Privacy Impact Assessment. Work here may be automatically marked on the web-based software, or marked independently by class teachers.
- Written work (paper-based or word processed) will be submitted via the VLE, for teacher assessment.
- Research based tasks where a specific list of secure (https) websites are provided to students via the task instructions.

If tasks are set by one teacher for a whole year group, each teacher responsible for a class within the year group must be assigned as a 'co-owner' of the task. This will mean that all teachers and students will receive the same information.

5.2 Homework

In the event of school closure, students will not be set specific homework on top of their class work. All work that is set during this time will be independent learning, and homework is deemed to be unnecessary.

5.3 Assessment

During this period, students will be completing a large volume of work in their free time. However, it is still very important for staff to regularly assess student progress. This may be provided through:

- Specific feedback on e-learning software and allowing students to make corrections to their work
- Specific feedback on the VLE after written work has been submitted.

Staff will be asked to record the results of any formative assessment in the usual way and ensure any issues in assessment pieces are followed up when school resumes.

Formal targets are to be issued to students in the usual way, with a designated distance learning lesson being provided to work on the required improvements.

These will then be stored by the student for submission when school resumes, or resubmitted via the VLE upon the class teacher's request.

Staff are able to get work printed at school and sent home for marking. There is a specific folder in the 'Staff Resources' area called 'Distance Learning Printing', where staff can save work. This folder will be checked multiple times per week, and any items saved will be printed and sent home to staff at least once per week.

5.4 Video Conferencing

Staff may also wish to hold video conference sessions with their classes. This should be completed using the 'Zoom' application, which has been approved for use by Accordio. When video conferencing, specific safeguarding provisions must apply:

- Staff should never hold video conferencing sessions on a 1:1 basis with students.

- Staff should ensure that all video conferencing sessions are conducted in an acceptable location, with absolutely no risk of students seeing or hearing anything that may bring the school into disrepute.

Staff may also wish to collect some 'reusable whiteboard' sheets from Reprographics.

5.5 Staff Sickness

In the event of staff sickness, class teachers must notify the school as part of the normal absence process. However, subject leaders should also be notified urgently in order to ensure work is distributed to students. If a class teacher is unable to set work for their classes due to illness, the subject leader will organise for work to be set. In the event of a subject leader suffering from an illness, the responsibility of setting work must pass to another appropriate colleague.

5.6 Students with IT issues

We are aware that students may have limited IT resources at home, or may have to share these with siblings and parents throughout the day. As such, the school will collect a list of all students of whom this may affect, and publish to teaching staff.

Students will be expected to complete all work set, but will be granted special leniency with deadlines in these circumstances. If completing electronic work is not possible, then teaching staff will be asked to provide special written work for each student on the list.

5.7 Key Workers and Vulnerable Children

Under rare periods of school closure, it may be appropriate for the school to remain open for the attendance of Key Worker and vulnerable children. Parents will be contacted prior to the period of school closure and will ensure that the school remains accessible, as much as possible, to these students. This may also include standard holiday periods, such as Christmas, Easter and half term holidays.

During this time, students will have the opportunity to work in a computer suite to complete distance learning tasks set on the VLE. If a student is attending school over a holiday, work will not be set by the school. Parents will be required to make the necessary arrangements to keep the student occupied throughout each day.

The school will also maintain a staff rota, to ensure enough supervision is provided to the students who attend. There will always be a member of the Senior Leadership Team onsite for teacher liaison if required.