



THE KING'S SCHOOL
C H E S T E R

Remote Learning Policy

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Date Policy Published	March 2020
Date of Next Policy Review	March 2022
Approved by	
Circulation	School Website
Linked Policies	
ISI Regulatory Requirements	

Introduction

This policy covers remote learning (i.e. students learning at home in place of their lessons at school) in the case of both students having long-term authorised absence and school closure. The purpose of this policy is to ensure that there is continuity regarding student learning and progress in both scenarios. This policy summarises the provision of remote learning for students in this position so that there are consistent and well-understood expectations of the level of support that will be provided for the students concerned.

The school has plans to avoid closure if at all possible, for instance through the use of alternative premises if the site is unusable or the combination of classes if a disproportionate number of teaching staff are absent, though in certain circumstances closure may need to take place, particularly where it is advised by local civil authorities.

Given the dissimilar nature of learning and resources in different sections of the school, the policy is divided accordingly.

Senior School

Remote learning for students with long-term authorised absence

This will generally only apply to students with more than a week (5 working days) of authorised absence.

Arrangements will be as follows:

- The school will provide remote learning to students mainly via Firefly/OneNote. Most subjects use Firefly as their main online learning platform though some use OneNote for particular purposes (the students will know). If any students, parents or teachers experience any issues with these platforms they should contact itsupport@kingschester.co.uk.
- Subject teachers will set all class and homework (where relevant) tasks through Firefly on a regular basis and according to existing timetables to ensure that the student's work is structured and can be completed in a timely manner. Heads of department will help to ensure that teachers in their department are setting appropriate tasks in line with schemes of work with appropriate resources.
- Form tutors will maintain regular oversight of tasks set to ensure all subjects are setting work in a regular and appropriate manner.
- Completed homework exercises can be submitted via Firefly/OneNote for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly and hard copy work can be emailed to teachers, or attached to the Firefly task submission, once scanned or photographed. Work will be returned to students in a timely manner via Firefly/OneNote or can be alternatively scanned or photographed and emailed to students.
- If the student is absent during a period of mocks, assessments or class tests, papers will be sent to them via Firefly for completion at home under exam conditions (instructions will be provided).

- If extended written notes are taken in lessons by students, a copy of these notes will be forwarded to the student via Firefly. In some circumstances, such notes will be supported by reference to key pages in textbooks if available.
- Absent students can and are encouraged to email their subject teachers to ask questions about any work set, preferably during school hours. Once the student returns after the extended period of absence, their form tutor and subject teachers should speak to them individually to ensure that they are up to date with and understand the work that has been covered during their absence.

Remote learning in the case of school closure

- The school will provide remote learning to students mainly via Firefly/OneNote. Most subjects use Firefly as their main online learning platform though some use OneNote for particular purposes (the students will know). If any students, parents or teachers experience any issues with these platforms they should contact itsupport@kingschester.co.uk.
- In addition to ensuring they have access to Firefly/OneNote, students must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks. If we anticipate a potential school closure then students will be advised to take all exercise and text books home at certain times, for example at the end of school on a Friday.
- Subject teachers will set all class and homework (where relevant) via Firefly **by 9am on each day that the school is closed.**
- Completed classwork should be returned by students to their teachers via Firefly/OneNote by 4:00 p.m. each day.
- **Teachers will be remotely available during the day to interact with students.** This will be done via a Firefly group discussion page: such pages will be set up for each year group within each subject. Teachers will need to refresh the page regularly through the day to ensure that all student comments are noted and, where appropriate, responded to. In addition, students may email teachers outside of school hours to seek clarity over homework tasks.
- Completed homework exercises can be submitted via Firefly/OneNote for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly and hard copy work can be emailed to teachers, or attached to the Firefly task submission, once scanned or photographed. Work will be returned to students in a timely manner via Firefly/OneNote or can be alternatively scanned or photographed and emailed to students.
- If students are absent during a period of mocks, assessments or class tests, papers will be sent to them via Firefly for completion at home under exam conditions (instructions will be provided).
- Where necessary, departments may set common assignments across year groups rather than on a class-by-class basis. In such cases, whilst the submission of work will still be possible, the marking and return of work may have to be delayed further than normal.

- During a period of school closure, the management of set work and marking amongst teachers remains the responsibility of the Head of Department.
- If the school closure is for an extended period, work will be set to ensure effective progression through schemes of work to ensure curriculum coverage. This will be particularly important for GCSE and A level classes. Examples of work set may include use of Firefly/OneNote pages and resources, the reading and noting of material from textbooks and/or the provision of notes, presentations or video clips. Homework will be used to assess the learning of new material or in preparation for subsequent lessons.
- If any subject teacher is ill and unavailable during a school closure, they must inform their line manager who will ensure that appropriate work is set for students.
- Please note that personal email accounts and/or social media must not be used to communicate with students at any time.
- All other activities beyond those specifically associated with academic lessons will be suspended for the duration of the school closure.

Junior School

Remote learning for students with long-term authorised absence

This will generally only apply to students with more than a week (5 working days) of authorised absence.

Arrangements will be as follows:

- The school will provide remote learning to students mainly via Firefly. A Parent Guide to using Firefly will be available via Parent Portal. If any pupils or parents experience any issues with this platform they should contact itsupport@kingschester.co.uk.
- Form teachers will set all class and homework (where relevant) tasks through Firefly on a regular basis and according to existing timetables to ensure that the student's work is structured and can be completed in a timely manner. Subject co-coordinators will help to ensure that form teachers are setting appropriate tasks in line with schemes of work and with appropriate resources.
- Completed homework exercises can be submitted via Firefly for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly and hard copy work can be emailed to teachers once scanned or photographed.

Remote learning in the case of school closure

- The school will provide remote learning to students mainly via Firefly. A Parent Guide to using Firefly will be available via the Parent Portal. If any pupils or parents experience any issues with this platform they should contact itsupport@kingschester.co.uk.

- In addition to ensuring they have access to Firefly, students must also ensure that they have all other appropriate resources at home to complete work set, including for instance their textbooks.
- Subject teachers will set all class and homework (where relevant) via Firefly **on a daily basis**. This is to ensure that students' work is structured and can be completed in a timely manner. Humanities, Art, DT etc will have enquiry-based learning projects set with clear content and guidance.
- Teachers will be available for support via a Firefly group discussion page/email. In addition, pupils may email teachers to seek clarity over homework tasks.
- Completed homework exercises can be submitted via Firefly for marking by teachers where appropriate. Electronic work can be attached to pupil task submissions on Firefly and hard copy work can be emailed to teachers once scanned or photographed. Work will be returned to students in a timely manner via Firefly or can be alternatively scanned or photographed and emailed to students.

Willow Lodge

Remote learning for students with long-term authorised absence / in the case of school closure

Arrangements will be as follows:

- Parents will be able to access online activities and suggested websites which support the pupils' learning via subscriptions already in use by parents e.g. Purple Mash, Active Learn etc. This will be available via the Parent Portal.
- In addition, teachers will set daily tasks which will be emailed to parents. Parents may email teachers to seek clarity over tasks.