

## Oasis Academy Sholing – Local Continuation of Learning Policy

### 1. Background

This policy is to ensure the ongoing education of Oasis Academy Sholing students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from circumstances such as epidemic, extreme weather, power-loss etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the academy remains fully open.

### 2. Remote Learning Lead

Mrs Edwards (Vice Principal) is responsible for formulating and overseeing OAS's Continuation of Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to her in the first instance.

### 3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Oasis Academy Sholing. We would expect that there will be future benefits to putting these plans into place.

Oasis Academy Sholing will be proactive in ensuring that:

- Staff have access to Microsoft Teams for all their classes, and that these are set up
- Students within classes have access to the relevant Microsoft Team
- Students will receive teaching on how to access Teams (and specific Teams Meetings/Assignments instruction) during tutor periods
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education.

Oasis Academy Sholing should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable, functioning device in the academy or, in the event of closure, that staff are able to use their academy device from home during the closure period.

Staff should ensure that they:

- Have received appropriate training
- That their computer-based teaching resources are available outside of school (e.g. on Microsoft Teams or OneDrive)



- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to the internet at home and, if this is not the case, then staff should alert the Continuity of Learning Lead to the situation.

#### **4. Continuity of Education in Event of Individual Students Isolating**

Oasis Academy Sholing will make provision for remote learning via Microsoft Teams. Class teachers will upload the lesson resources for the lessons on the student's timetable the following day e.g. Monday's Science lesson resources will be uploaded on Tuesday along with work for the rest of the week.

#### **5. Continuity of Education in Event of a Year Group Bubble Being Directed to Isolate**

Oasis Academy Sholing will make provision for students to have access to work on Teams that allows them to continue progress while at home. As far as is possible, Oasis Academy Sholing will attempt to replicate the timetable that students follow through the course of a normal school day.

Where possible, teachers will deliver timetabled lessons live via Microsoft Teams. If for some reason the class teacher is unavailable (e.g. due to illness), appropriate cover work will be set for that period on Microsoft Teams.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves as readily as others to remote learning.

#### Students in years 7, 8 and 9

If a year group bubble needs to self-isolate and there is an issue with accessing online learning, hard copies of home learning packs will be available for every subject. These paper based packs will be issued to those students unable to access their lessons online.

#### Students in years 10 and 11

Students in priority year groups (years 10 and 11) who do not have access to the internet or a device at home, will be issued with a laptop from a national pool of Oasis of devices. Students in years 10 and 11 will be able to borrow devices for the self-isolation period.

#### **6. Continuity of Education in Event of a full Closure**

Oasis Academy Sholing will make provision for remote contact with students on a daily basis in two forms:

- Students will have access to work via Teams that allows them to continue progress while at home

- Students in years 7 to 11 will attend a virtual tutorial on a daily basis

As far as possible, Oasis Academy Sholing will attempt to replicate the timetable that students follow through the course of a normal school day.

## **7. Remote Learning Practice and Recommendations**

- Microsoft Teams will be the single hub for all remote learning interactions
- Teams meetings / lessons allow teachers to host video and audio calls and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Class Team)
- Teachers will record the meeting for easy cloud access at a future date and time - particularly for those students who are sharing devices or who face technical problems
- We recommend that, where possible, students wear headphones/ear buds during calls to improve their listening experience, and also engagement with remote learning sessions
- Screen sharing will allow teachers to broadcast their screens and open documents during the meeting calls for discussion and sharing with the class
- We are mindful that, if remote working/learning is happening nationally, then there may be bandwidth restrictions across the UK internet backbone. In this event, dropping the Teams Meetings down to just audio may be necessary.
- Classwork that can be handed in online will be set through Teams and marked online.

## **8. Student behaviour and safeguarding while using online learning platforms**

We expect students to conduct themselves with the same levels of respect and focus on learning on online platforms as during lessons in the academy building.

Sanctions will be issued for students are not meeting our behaviour expectations, in particular not working hard or are not being safe online. Poor online behaviour may result in students being removed from online classes, as well as further sanctions.

Live online sessions are recorded to not only allow students to access the learning materials after the session has ended, but also to safeguard students and staff.

Poor behaviour will be addressed swiftly and decisively, with parental contact at each stage:

- A student will be removed from a lesson if they behave inappropriately and their chat function privileges on Microsoft Teams will be also be removed
- If a student continues to behave inappropriately, they may be removed from attending all live remote lessons, but can still access the learning from saved recordings
- If unsafe and inappropriate online behaviours continue, then the student's account may be disabled and they will need to resort to hard copy paper based learning pack.

## 9. Online safety

We will continue to have appropriate filtering and monitoring systems in place. Where staff are interacting with students online, staff and students will continue to follow the behaviour policy and IT acceptable user policy. Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures. We will make sure children know how to report any concerns they have back to the academy, as well as signpost them to other sources of support too.

## 10. Students

We expect students to engage with learning to the best of their ability and to complete the work that they are set to the highest standard possible. We will have the same expectations for students when learning online in terms of behaviour as we do when they are taught in the academy.

## 11. Information for parents

Parents already have access via MCAS to their child's timetable.

Parents will also be able to request their child's login details for Microsoft Teams by emailing [info@oasissholing.org](mailto:info@oasissholing.org).

To support your child's online learning, please refer to the 'Remote Learning' section under the 'Learning' tab on the academy website: <https://www.oasisacademysholing.org>

## 12. Online platforms

To maximise the learning opportunities for our students, we subscribe to a number of online platforms to support learning. These include:

- Office 365 – email (Outlook) and Microsoft Teams ○ Students need their email address ([firstname.lastname@oasissholing.org](mailto:firstname.lastname@oasissholing.org)) and school password to access both
  - Students need to contact their tutor or year team to have their password reset
- Seneca learning <https://senecalearning.com/en-GB/> ○ Students can reset their passwords themselves
- Mathswatch <https://vle.mathswatch.co.uk/vle/> ○ Students need to contact their class teacher to have the password reset

## 13. Summary

The primary purpose of this policy is the continuity of education for students at Oasis Academy Sholing. Using existing academy systems (Microsoft Office 365 and, specifically, Teams) means this provision can be put into place quickly and students only need their existing login details of school email and password.

A small group of students are self-isolating at home (not the whole class or year group).  
 Setting up remote learning day 1 – students will be set work by the end of the day they have reported the absence. Current work set will be followed during this time.

Lessons for students with device/ internet access.	Lessons for students without device/internet access	Monitoring student work	Monitoring setting of lessons	Keeping in touch
Lessons are uploaded to Microsoft Teams each day with explanation and resources, so that students can complete at home. Work is submitted on MS Teams.	If a device cannot be provided for students, paper-based work will be set for students in line with their usual curriculum. This could be a work pack, worksheets or textbook work. This must be submitted to teachers when they return to the academy.	Student work will be monitored by individual teaching staff.	HOY will co-ordinate information sent to teaching staff to ensure correct work is set. HOD will be invited to all class teams to ensure access.	Individual teaching staff will feedback to students via Microsoft Teams.

A whole class or year group bubble must self-isolate.  
 Setting up remote learning day 1 – lessons will be taught as per the student timetables as soon as the class/ bubble is closed.

Lessons for students with device/ internet access.	Lessons for students without device/internet access	Monitoring student work	Monitoring setting of lessons	Keeping in touch
Normal timetable of live lessons on MS Teams to be followed, with work submitted on MS Teams. Reasonable adjustments may need to be made for subjects	If a device cannot be provided for students, paper-based work will be set for students in line with their usual curriculum. This could be a work pack, worksheets or	Student work will be monitored by individual teaching staff.  Progress will be logged to ensure recovery curriculum covers any	HOY will co-ordinate information sent to teaching staff to ensure correct work is set. HOD will be invited to all class teams to ensure access.	Individual teaching staff will feedback to students via Microsoft Teams.  All staff will have contact with

<p>with practical aspects, such as: PE/Dance may focus on theory and give suggested practical activities; Art/DT/Music will have to adapt to use equipment available to students; Science will be unable to complete practical work.</p>	<p>textbook work. This must be submitted to teachers when students return to the academy.</p>	<p>topics that students have struggled to understand remotely.</p>		<p>students during live lessons.</p>
<p>Whole academy lockdown with vulnerable students on site. Setting up remote learning day 1 – lessons will be taught as per the student timetables as soon as the class/ bubble is closed.</p>				
<p>Lessons for students with device/ internet access.</p>	<p>Lessons for students without device/internet access</p>	<p>Monitoring student work</p>	<p>Monitoring setting of lessons</p>	<p>Keeping in touch</p>
<p>Normal timetable of live lessons on MS Teams to be followed, with work submitted on MS Teams. Reasonable adjustments may need to be made for subjects with practical aspects, such as: PE/Dance may focus on</p>	<p>If a device cannot be provided for students, paper-based work will be set for students in line with their usual curriculum. This could be a work pack, worksheets or textbook work. This must be submitted to teachers when</p>	<p>Student work will be monitored by individual teaching staff. Progress will be logged to ensure recovery curriculum covers any topics that students have</p>	<p>Lead SLT (KED) to ensure all SLT at LM are gaining feedback on lesson quality and dropping into lessons. HOD will be invited to all class teams to ensure access.</p>	<p>Live lesson and tutor time interaction. Phone calls to any student who is not engaging in online learning.</p>



theory and give suggested practical activities; Art/DT/Music will have to adapt to use equipment available to students; Science will be unable to complete practical work.	students return to the academy.	struggled to understand remotely. Moderation across department to check lessons are being set at the right level.	HOD drop ins to check quality.	
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### **Links to other policies**

- E-Safety policy
- Safeguarding policy
- Online safety curriculum policy
- Behaviour for learning policy
- GDPR and data protection policy