

Remote Education Provision at Ark Putney Academy



This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where pupils must remain at home for COVID-related reasons but are well enough to work remotely.

NB: ONLY PUPILS WHO ARE SELF-ISOLATING/AT HOME DUE TO COVID ARE ENTITLED TO ACCESS REMOTE LEARNING WHILE THE SCHOOL REMAINS OPEN.

Essential Information:

1. Parents must inform the school about their child's absence following the normal procedure. At this point, they must notify the attendance officer about whether their child is well enough to access remote learning or not.
2. Parents must also make the school aware if their child does not have adequate access to the IT necessary for completing remote learning effectively e.g. internet, Chromebook etc.
3. The school must be notified of any other issues that may prevent their child from attending and engaging fully with remote lessons.

Learning Remotely While Isolating:

- If pupils are self-isolating while the school remains open and are well enough to do so, they are expected to attend all lessons, including Tutor-Time, following their usual timetable via MS Teams.
- Pupils identified by the student office as self-isolating owing to COVID will be able to access live remote lessons starting from the day after parents have informed the school of their absence/COVID status.
- Pupils will receive an e-mail invitation with a link to access their normal lessons via MS Teams from their normal subject teachers. Alternatively, they should look at their calendar on MS Teams and click on the relevant lessons to join the meeting.
- In the case of teacher absence, pupils will be able to access lessons as normal if the teacher is self-isolating but well enough to deliver the lesson remotely from home. If the teacher is absent due to illness, pupils will not always be able to access their lesson via MS Teams as there may be a supply teacher covering the class.
- Online lessons will follow the normal timetable, it is important therefore to be online at the correct time with books and equipment ready. In addition to this, pupils are required to be in school uniform.
- When joining an online lesson, teachers will request that pupils switch their camera and microphone on or off at various points.
- While attending online lessons the school's behaviour policy also applies with sanctions being set on return to school, if necessary.
- At any point during their period of self-isolation, pupils can click on the relevant subject/class from the Teams homepage. This will show them any messages their teacher has sent, worksheets and lesson slides that have been shared with the class. They should also check their school e-mails regularly.

- The use of MS Teams is monitored by the school and teachers, so it is important to remind all pupils to use MS Teams appropriately and that the acceptable use of ICT policy applies at all times. Pupils **MUST NOT** record remote lessons under any circumstances. They must also safeguard themselves and follow the safety guidance provided.