Wyggeston & Queen Elizabeth I College

REMOTE TEACHING, LEARNING AND ASSESSMENT POLICY

The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.

1. Policy Statement

WQE is committed to providing high quality Teaching, Learning and Assessment opportunities for students. Whilst core delivery of this is expected to be carried out on site, the College also offers some remote learning solutions.

The Remote Teaching, Learning and Assessment Policy covers the online tools that are suitable for use, examples of teaching strategies, expectations, safeguarding regulations and communication rules that are necessary for online delivery.

2. Aims and objectives

a) Every student has access to teaching and materials for all of their lessons, all of the time;
b) All planned assessment, both formative and summative, can take place throughout the year and mechanisms are in place to submit it remotely
c) All members of staff acknowledge that the quality of teaching and teaching materials directly affects the achievement and attainment of our students and is of paramount importance for a successful college;
d) There is a commitment by all members of staff to provide consistently high standards of teaching even when conducting that remotely in order to have a direct positive impact upon the progress, engagement and aspirations of our students;
e) Online feedback to students following all assessment is effective in developing their understanding of their next steps;
f) All members of staff understand what is meant by the term 'good online teaching and learning';
g) All members of staff understand their role and responsibilities in improving the quality of online teaching;
h) All members of staff understand how the quality of online teaching impacts upon the ability of a teacher to reach and exceed the Teachers' Standards (Appendix 1);
i) All members of staff understand the role of CPD and appraisal in developing and improving the quality of online teaching, learning and assessment;
j) All members of staff are informed about the clear and transparent procedures in place for monitoring and evaluating the quality of online teaching;
k) All members of staff understand how to provide online learning that conforms with current safeguarding regulations and practice

3. Remote Teaching Learning and Assessment

Online tools suitable for use
Staff must set student work using one of the following:
- WQE Online
- Microsoft Teams - Staff must only use Microsoft Teams as an audio/video platform to communicate with students, the use of WhatsApp, Zoom and Skype are not permitted
- Email

Examples of teaching strategies

- Course areas on WQE Online are populated with all the materials and resources necessary for the delivery of the course
- Teachers can set assignments online and students can submit directly online
- Teachers can mark work and share feedback with students
- Relevant videos can be uploaded by teachers and links to useful websites
- Staff can set quizzes as well as setting up discussion forums for specific topics
- Past papers can be stored
- Teachers can record virtual lessons and post them so that students can revisit learning
- PowerPoints for lessons can be stored and staff can record voice overs of these to make them more interactive
- Students can be directed to useful articles for research

Expectations and safeguarding regulations and communication rules

Staff should under no circumstances share their personal address, email, telephone number or any other personal information with students. If they do so accidently or inadvertently, they must notify the DSL immediately.

Staff are not required to deliver live video streams or to record themselves delivering a lesson, either on audio or video. Staff can deliver material using such methods if they feel comfortable in doing so, but must follow WQE expectations when delivering virtual lessons, especially where webcams are involved:

- If doing a 1:1 session, do not use video. Make it audio only and record.
- Staff and students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- If delivering a class live, the class should be recorded so that if any issues were to arise, the video can be reviewed.
- Individuals who are not employed by WQE should not be permitted to take part in the lesson at any point
- Language must be professional and appropriate, including any persons/family members in the background.
- Staff should record all such communications with students; the length, time, date and attendance of any sessions held.
- Students who do not have access to IT facilities should be sent work via post, so they are not penalised. This work should be sent to the appropriate admin support on site who will print and post the work
- WQE will where possible provide IT facilities for students, especially those who are identified on the College closure list as being vulnerable.

The College will engage with parents and carers advising them of how to keep their children safe online during periods of time where their on-line activity is highly likely to increase.

4. **Expectations regarding the balance of face to face and remote Teaching, Learning and Assessment**

a) WQE primarily delivers learning onsite and aims to extend the student experience with a wealth of online learning activities and resources*
b) Students should have access to varied methods of delivery throughout their programme of study
c) All courses have dedicated areas on WQE Online populated with materials and activities for use in advance of a session, during session learning time as well as to allow students to extend their learning independently
d) Teachers use a combination of email, WQE Online and Microsoft Teams to deliver course content in a multitude of ways
e) The College expects students to engage with the materials and activities provided in excess of their planned timetable hours

N.B. during the COVID 19 Government imposed lockdown Jan 2021 to March 2021, WQE converted all Teaching, Learning and Assessment activities to remote access. It was the expectation that teachers would provide a virtual timetable in line with students' working pattern

5. Responsibilities

a) Oversite of the College's Remote Teaching, Learning and Assessment sits with the Associate Principal – Organisational Development and Learner Experience
b) Day to day management, upkeep and innovation of WQE Online is the responsibility of the ILT Development Assistant. This role works closely with leaders and staff in maintaining individual areas as well as being responsible for the whole site, both outward facing and backroom management
c) All student facing functions are represented on the VLE and leaders of those areas are therefore responsible for the content displayed in their sections
d) Microsoft Teams backroom management sits within the IT Systems team
e) Quality assurance of this product when delivering content for students sits within the line management structure of the Curriculum Area.

6. Follow up and review and monitoring

a) Materials placed on our online learning platforms are due the same level of scrutiny as any teaching materials, schemes of work, lesson planning or lesson delivery
b) It is expected that teachers develop their use of remote delivery methods over time and therefore this will be reflected in PRD targets for individuals
c) Curriculum Areas should be considering the development of their online working as a college priority and as such will be including aspects of this work in their development plans

7. Related Policies

This policy is to be read in conjunction with other policies and procedures such as those listed below:

- College safeguarding policy
- COVID19 – College safeguarding policy addendum
- Teaching, Learning and Assessment Policy
- Lesson Observation Policy
- Computer equipment rules of use - Staff
- Computer equipment rules of use - Students

Authorised by	The Principal
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Effective date of the policy	April 2020
Circulation	Teaching staff / all staff / parents / Students on request
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