

# ***Sponne School***



## ***Remote Learning Policy (Guide for Staff)***

Reviewed by:	Scott Cornelius – 7 May 2020
Agreed by:	Local Governing Body
Next Review:	June 2021

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## Introduction

All remote learning is to take place over the Google Suite platform, incorporating Google Classroom, Mail and Drive. This must be done at all times, using an @sponne.org.uk account.

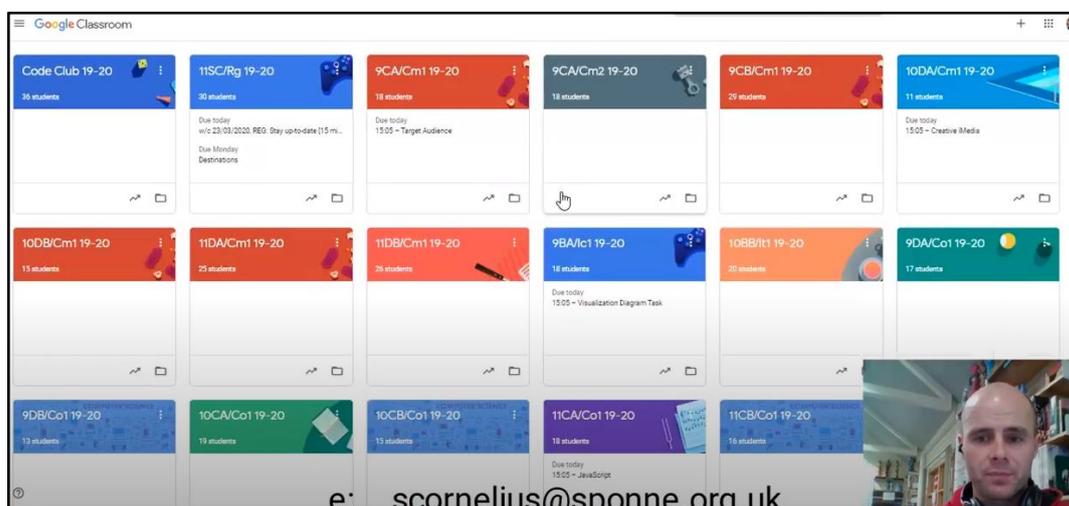
## Teacher - Student Dialogue

All teacher to student dialogue should take place within Classroom. Encourage 'stream' posts for discussion open to the whole class. Use 'private message' for communications specific to one student.

Teachers may deliver live lessons via Google Meet as per the Live Lesson Policy.

Another tool for consideration is Screencastify, who have lifted their 5 minute recording limit for the duration of COVID-19. This allows you to pre-record 'live lessons'. You can record audio over recording your screen, where you can show a document/ series of documents.

Additionally on Screencastify, you can use the picture-in-picture option, to record from your webcam and record your screen (see example below). If you do use this option, please refer to the [screencasting guidelines](#).



Gmail is one other communication method, but not advised as all contact should be made through the Classroom format. Student inboxes can be overwhelming, and we should encourage good and consistent use of the Classroom tools.

## Remote Learning Assignments

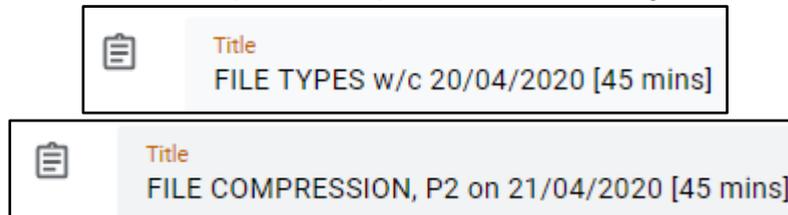
Assignments must be created in accordance with a students' timetabled hours.

For each one hour lesson, a task of 45 minutes (maximum) should be set. Teachers may wish to group lessons together (covering the week or fortnight), but 45 minutes of work, per "lesson" must not be exceeded.

## Assignments

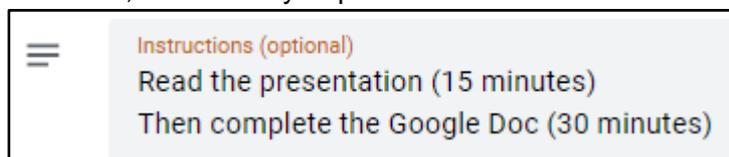
### Titles

Assignments must be set with a clear title, including the following information; topic covered, when the work should be completed and time expected to spend on the work, e.g.



### Instructions

Keep instructions brief. Students often miss this section.  
 It is better to provide instructions, in the files you provide.

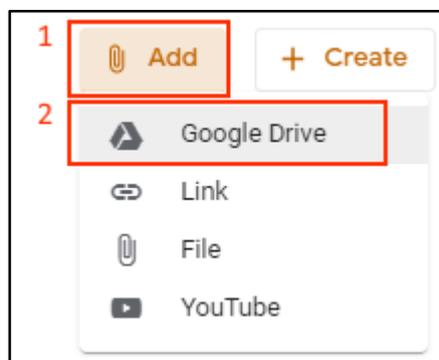


### Files

Files must always be in a Google format before you create the assignment.  
 Avoid Microsoft formats. PDFs should only be used if a file is being read, for reference or theory.

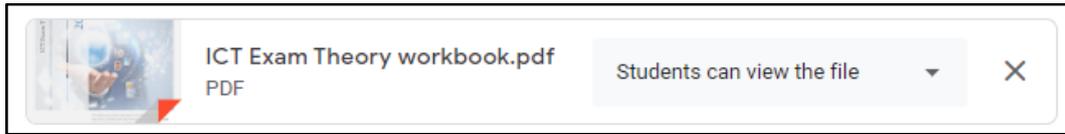
Use Add > Google Drive, to select files to associate with the assignment.

Link no more than two files here, else students have too many tabs/ windows to navigate.

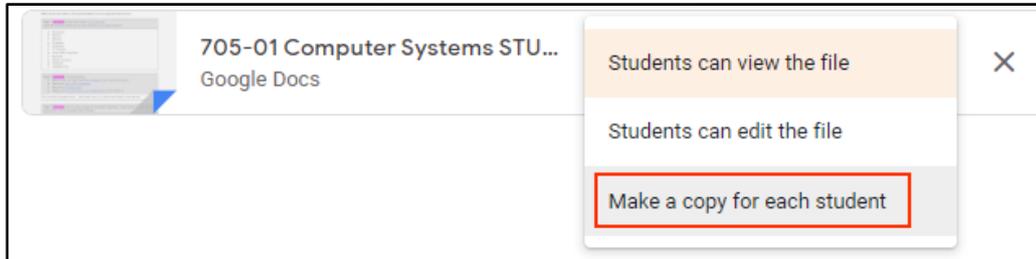


- Aim for one file to support the learning (e.g. a presentation of theory)
- Then one file for the student to complete their work on, e.g. a Google Doc worksheet
  - Or you may invite students to upload their own evidence, for example a photograph of hand-written work. When asking for evidence in this manner, please make it clear, what is expected in your instructions

Files for reference/ theory, always mark as 'Students can view the file'

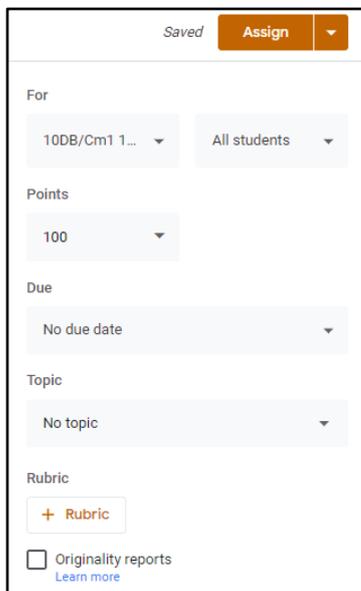


Files to act as student worksheets, always mark as 'Make a copy for each student'



### Other Assignment Settings

Don't forget this configuration area, before clicking 'assign'.



Saved Assign ▼  
 For: 10DB/Cm1 1... All students ▼  
 Points: 100 ▼  
 Due: No due date ▼  
 Topic: No topic ▼  
 Rubric: + Rubric  
 Originality reports [Learn more](#)

*For* - Change this if you are setting differentiated worksheets (e.g. not setting one assignment for the whole class)

*Points* - Change this to 'unmarks' if you are not going to mark and score completion of work.

*Due* - Always set a due date. Avoid setting this for the particular lesson, the work is due. E.g. if the lesson is P5 on Friday 24th April, it would be more appropriate to set a deadline early the following week.

*Topic* - Use topic to help group your assignments as appropriate to your subject area.

### Other Information

Tasks should not be logged onto Go4Schools. This is duplication of workload. Encourage students to regularly check Classroom. Students should be making good use of their timetable (so they know when to expect work) but more importantly the Classroom landing page, which indicates any upcoming deadlines.

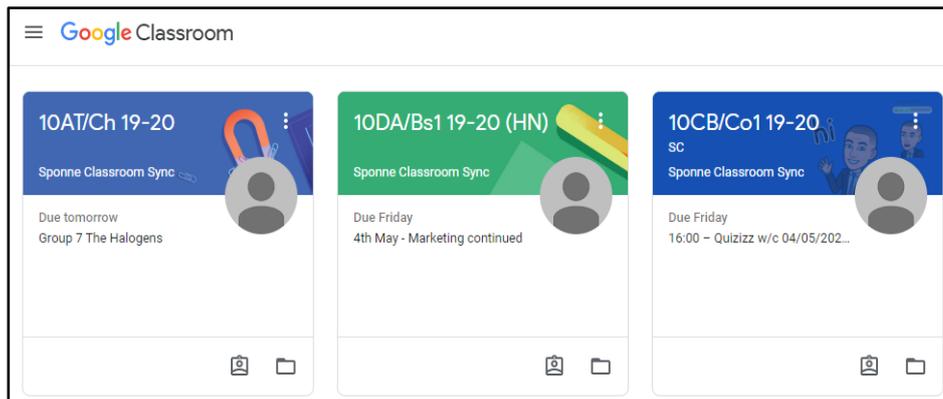


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### Screencasting Guidelines

When using Screencastify, with your webcam showing. You must follow the following guidelines.

1. *Dress Code* - Appropriate dress code still applies when on camera. Please do not wear pyjamas during any video calls.

Bear in mind we have no control over students screenshotting / screen grabbing any video lesson you provide. Keep this in consideration when previewing your recording, before sharing with a class.

### Google Suite Support

[Teacher support is offered here.](#) Where problems still exist, please contact Scott Cornelius. A message over Google Hangouts is preferred, with screenshots of your issue, if relevant.

### Feedback

Lessons should be kept simple, without expectation for students to produce too much work; remember they may be working independently and sharing technology devices.

The 45 minute rule should incorporate a retrieval starter, main task and plenary.

Marking and individual feedback is not an expectation. Instead, post whole class feedback on the Classroom stream, for all students to see.

### Setting Work by Subject

Consider team work for creating and publishing assignments, to reduce your individual workload. Don't forget an assignment can be set across multiple classes.

### Non-Engagement

Non/reluctant engagement should be reported weekly, on the [Go4S tracker](#) if students fail to respond to private messages on Classroom/email. The deadline each week is 3pm on Friday each week. Then emails will be generated to make contact home. Depending on the number of events logged, contact will be made by a form tutor, PLL or SLT.