

Remote Teaching and Learning Policy

2020-2021

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1 Introduction

The purpose of this policy is to provide MPW staff with advice on how to manage and conduct on-line classes and other on-line sessions with students. It supplements the staff and student codes of conduct along with the ICT policy. Staff should therefore consult these policies as well.

2 MS Teams

The college uses Microsoft Teams (MS Teams) to conduct all on-line meetings. All MPW staff have a Microsoft 365 account which will allow them to download the Teams software onto their home computer. Members of staff using a college computer will find the software already installed.

All members of staff need to ensure that they are familiar with how MS Teams works. If you are unclear, please visit the MS Teams page on the VLE <https://mpwcambridge.fireflycloud.net/how-to-guides/how-to-guides-office365-1> where you will find guidance.

3 General on-line protocol for staff

If staff are not teaching on-line from within the college, either because they are self-isolating or because the college is in lockdown, then they are expected to be available during their normal contracted working hours, normal breaks notwithstanding (e.g. breaks between lessons, lunch breaks). They should furthermore check their emails at least three times a day: e.g. 9am, 1pm and 4pm. Part-time staff are obliged to check email only during their normal contracted working hours but it is advisable (if possible) to check email outside of them just in case any urgent communications have been sent

Staff should be logged into MS Teams and be present in the lesson for the duration of every lesson, even when students are individually and silently engaged in an activity, in case students need to contact them. Staff can turn their own camera/microphone off during such times if they need to take a short rest break.

4 On-line teaching arrangements

Staff should adhere to the guidelines below.

Setting up lessons

- All invitations must be made via MPW email addresses.
- All lessons should be conducted as scheduled meetings in MS Teams. Ensure scheduling is done the day before the lesson.
- The title of the lesson should be the name of the group.
- Lessons must take place at their scheduled times during normal school hours.
 - Overseas students should be aware that lessons take place at UK times (i.e. GMT or BST depending on the time of year).
 - If full group lessons are rearranged due to students in different time zones this needs to be agreed in advance with the students and the Registry. The Registry will then reschedule the lessons on the timetable.
- Ensure resources have been sent out in advance / are on the VLE.
- As the tutor, you must be the owner of the team that is the class and the organiser of the lesson.
- You must be present at the start of the lessons.
- Make sure you are seated in an appropriate private space such as a classroom or, if at home, an office or living room rather than a bedroom or bathroom.
 - Avoid showing personal photos/effects.

- Use the “blur background” function. (The latter will require you to use the full stand-alone version of MS Teams rather than using it via a browser.)
- Ensure that, in your teaching area, you are not going to be interrupted. Put a sign on the door and, if at home, inform those you live with that a lesson is taking place.
- Dress appropriately: the usual requirements contained in the Code of Conduct apply.
- Language must be professional and appropriate at all times: the usual requirements contained in the Code of Conduct apply.
- Attendance registers should be completed as usual via Cloud School.

Setting and submitting work

- Tutors should continue to set assignments and post them in the normal way on the VLE.
- Students will need to send you all work electronically and you will need to return it to them electronically.
 - Where students send typed work, tutors can add comments electronically (e.g. in Word).
 - Where students hand-write their work, they will need to scan their work in as a PDF and send it to the tutor. Students should use the OneDrive app to do this. Tutors can add comments in Acrobat.
 - Tutors can add comments electronically to Word documents or PDFs. If they prefer, they can print work off, write marks on and scan the work in again.
 - Guides to using the OneDrive app and Acrobat can be found here: <https://mpwcambridge.fireflycloud.net/how-to-guides/how-to-guides-office365-1>.
- Encourage students to submit files with their names/assignment titles in the document title and in the document itself (e.g. in the header).
- Marked work should be returned in a timely fashion in line with MPW’s teaching and learning policy.

Cover arrangements

- If you are unwell and cannot teach your class, the procedure is as follows.
 - First, alert your HoD. Your HoD will check other staff members’ timetables within the dept and see if another tutor can teach that class.
 - If that teacher can teach the class then they will contact you. You will need to add the cover tutor to the lesson as a Required Participant. (Note that if you have set the lesson up with “Only Me” presenting you will need to cancel the lesson and re-create it without this option selected so that the cover tutor can present.)
 - You then need to alert Registry so that there is a record of the arrangement in case students try to dial into lessons that are not happening.
- If no cover can be found and the lesson is to be cancelled:
 - The tutor will need to email the group(s) to say that they are unwell and will not be available for the on-line lesson.
 - The tutor will need to email the cover work to the student with clear instructions as to what they are to do during the lesson and what they need to send to the tutor during/after the class.

Safeguarding

- The college continues to provide welfare support in the event of a full lockdown or self-isolation. These can be found in the annex. Information on this can be found in the Covid-19 Annexe to the college’s Safeguarding Policy.

- Staff should be clear on the part that they play in ensuring that the mental health of the students is given utmost priority. Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Staff must be aware of this in setting expectations of students' work where they are at home.
- Staff must be alert to changes of the mental and/or physical health of students and should contact the DSL or a DDSL if they have any concerns.
- Mental health support and guidance has been issued by the DSL. In addition, the counsellor will continue to offer counselling sessions (via telephone or MS Teams) during term time.
- Any safeguarding incidents / concerns should be reported to the DSL as soon as possible so that advice and support can be given.
- If there are issues over student behaviour during a video conferencing lesson, this should be reported to the DoS and Simon Horner.

Monitoring

- Members of SLT will be invited to lessons on a regular basis to ensure good teaching practice and that on-line behaviour standards are being adhered to.

MS Teams Guidance and Problems

- Please contact IT support should any MS Teams software problems arise.
- Please contact your HoD/SLT if you have questions on teaching and learning procedures on-line that are not covered by this policy.
- If you are unclear on how to use MS Teams, please visit the MS Teams page on the VLE (<https://mpwcambridge.fireflycloud.net/how-to-guides/how-to-guides-office365-1>) the usual requirements contained in the Code of Conduct apply) where you will find a number of how-to guides.

5 On-line code of conduct

On-line class management

In order that the lessons run smoothly, please observe the following points and guidelines:

- If this is the first lesson with the group, the tutor should run over the on-line etiquette rules (see below).
- The tutor's camera should be on unless students are working on their own or the class is taking a break. Students should, by default, have their cameras on. Note that staff cannot turn on/off students' cameras.
- The tutor should inform the class that their microphones should be muted by default to minimise background noise. The tutor can mute some or all students (via the *participants* tab) but be aware that students can unmute themselves.
- The tutor cannot turn on/off students' speakers so as to address some students selectively. If you are speaking to one student, you are speaking to the whole class.
- The tutor should not take screenshots of students under any circumstances with the exception of a situation in which a student is behaving inappropriately (e.g. eating, talking to a friend in the same room) and an image would be useful as part of bringing this to the attention of the Director of Studies.
- Unless they have been asked to do so or have a good reason for doing so, the tutor should not be recording the lesson or any part of it. If a tutor wishes to record a lesson or some part of it, they need to discuss their reasons for doing so with their Head of Department/Head of Faculty and explicitly obtain permission from all the students who will be recorded. Recorded lessons may only be stored on MS Teams.
- If you share your screen (e.g. when showing a PowerPoint), be very careful to unshare it before switching to another window on your computer so that you don't share anything inappropriate (e.g. your email in-

box). (Note that the area of the screen shared is bordered in red, so you can shrink the MS Teams window to occupy only a part of your screen.)

- If a student drops out of the class without permission, please re-invite them. Please inform the DoS if student does not return to the lesson or drops out repeatedly.
- There is nothing in the software to prevent students from inviting other students to the class. Any such students should be removed from the class immediately. The tutor can tell who sent the invitation and should inform the DoS as soon as possible.
- Students can be ejected from the lesson but can rejoin it themselves. Please report any such student immediately to their DoS as this is very disruptive.
- At the end of the lesson it is **very** important that the tutor is the last person to hang up. Do not close the lesson until all pupils have signed out. You can also eject pupils from the class to speed up the process.

On-line etiquette

- Students should, as normal, be present at the start of the class with a means of making notes and all appropriate resources. If they need resources from the VLE, please let them know before the lesson begins.
- Students should ensure that they are in a private space at home for the duration of their lesson. They may not invite friends or family to sit with them for any or all of the lesson.
- Students should be properly dressed.
- Students should be running MS Teams on a computer rather than on their phones. The small screen of a phone means that a student will not be able clearly to see anything shared on screen by a tutor and also will mean that they cannot share their screen either, which may be necessary if they are completing written work in the lesson.
- Students should turn their microphones off to minimise noise unless they are speaking.
- Students who are using MS Teams via a device with a camera should have the camera on during the lesson unless there are good reasons for it to be turned off; for example, when internet connectivity is compromised by the demands of video-streaming.
- When students are sitting a formal test (CT, EP, mock exam), they will need to make arrangements to ensure that they are using a device with a functioning camera.
- Students should raise their hand if they wish to make a contribution.
- Students can request control of the screen to facilitate collaborative working (e.g. collectively editing a document). Staff can regain control by clicking at the top of their screen and clicking on "Cancel Control".
- Students should not use the chat function except to alert the tutor of problems (e.g. that they cannot see/hear or that they are experiencing connectivity problems). In particular, students who use the chat function to make inappropriate comments about others should be removed from the lesson and reported to their DoS.
- Students are not allowed to record lessons or take screenshots and must be told that they are not to do so. It is unfortunately not possible to monitor whether students are doing so but students should be aware that if any images or videos of the lesson are discovered, the college will instigate disciplinary procedures.

Lesson formats

- Tutors should try to replicate the structure of a normal lesson as far as possible though it is to be expected that they will be tutor-led to a greater degree than is normal. It is not expected that tutors and students will be working together on-line throughout the lesson. A suggested schema for a lesson might be the following:

- The teacher shares the task and aim of the session. (5 minutes)
 - Plenary teaching on the related topics related to the task. Students should be making notes (10 – 15 minutes)
 - Opportunity for questions from students (10 minutes)
 - Students given time to complete the task (c.20 minutes – offline)
 - Students then come back on-line. Opportunity to share their responses (if the software allows for this)
 - Didactic teaching where the teacher shares a ‘model response’.
- A break of fifteen minutes should be taken as normal around the middle of a two-hour lesson. The tutor should turn off his camera and microphone during this time.

6 Individual meetings

There are a number of circumstances in which a tutor will have an on-line meeting with a single student. These are the following:

- A class with a group that contains a single student.
- A normal class that has more than one student but where only one student is present.
- A DoS meeting.
- A study skills lesson.
- A session with the college counsellor.

It is very important to ensure that any such meeting is entered into your calendar. Staff should not arrange *ad hoc* lessons or simply call students. If students wish to arrange a meeting with a member of staff, they should not set up the meeting themselves but rather email the relevant member of staff who should then set up the meeting.

7 SEN/D students

Students with SEND may have difficulty making use of remote learning. Where this comes to light, advice on how best to provide alternative provision will be provided by the academic support department.

8 Expectations of students and parents

- Students should choose a room at home that is free from distractions and the rest of the family should be aware that a lesson is taking place to avoid loud or embarrassing interruptions.
- Only the student should be in the chosen room for the lesson. Parents must not be present during lesson time.
- Students need to be on time for their lessons and have with them all the resources they would ordinarily bring to a lesson.
- Students should be dressed appropriately.
- Students should not call members of staff via MS Teams and should not create meetings with members of staff themselves. If they wish to request a meeting (e.g. with their DoS), they should email the member of staff who will then set up the meeting.
- Classroom standard behaviour is expected from all participants.
- Students are not allowed to record lessons or take screenshots and must be told that they are not to do so. Any student found doing so will be in breach of college policy and subject to disciplinary procedures.

9 FAQ

- Can I be present in my child's lessons during online teaching?
 - No. In a normal classroom setting, someone who is neither a member of the college's staff nor a student may only be present if they are either a vetted visitor accompanied by a member of the college's staff or someone who is working at the college who has passed enhanced DBS checks. Such stringent measures are part of our commitment to clear safeguarding procedures which are there to protect young people. (A copy of the safeguarding policy may be found on the college's website.)
- Are there any resources to help parents keep their students safe online?
 - Yes. Below is a list of links to such resources.
 - <https://www.internetmatters.org/> (for support for parents and carers to keep their children safe online)
 - <http://www.lgfl.net/online-safety/> (for support for parents and carers to keep their children safe online)
 - <https://www.net-aware.org.uk/> (for support for parents and carers from the NSPCC)
 - <https://parentinfo.org/> (for support for parents and carers to keep their children safe online)
 - <http://www.thinkuknow.co.uk/> (for advice from the National Crime Agency to stay safe online)
 - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers> (advice for parents and carers)
- How can students report concerns online?
 - Students can use the services listed below:
 - <https://www.childline.org.uk>
 - <https://reportharmfulcontent.com/> (to report harmful content)
 - <https://www.ceop.police.uk/safety-centre/> (for advice on making a report about online abuse)