



Codsall Community High School

Online Learning Policy

Introduction

The quality of teaching and learning at Codsall High School is good and improving, as identified through student and parent surveys, performance data and the school's self-evaluation process. Despite the uncertainties caused by school closure for Covid-19, the looming possibility of future local or national lockdowns and changes to examination arrangements, it is the intention of leaders and teachers to ensure that students continue to receive the best possible learning experience as the school continues its journey to consistently outstanding provision. This policy outlines the procedures used at Codsall Community High School to ensure the continuity of education where face-to-face classroom lessons cannot take place for some or all students, as a result of mandated absence from school.

Definitions

Throughout this policy, the following definitions will be used:

- **Isolating:** students or staff who have been instructed to remain at home for a period of time following contact with an infected person
- **SIMS:** School Information Management System – a software package for recording school data including attendance registers
- **Virtual Classroom:** an internet-based video-conferencing session featuring audio and visual interaction, resources and teaching materials led by a teacher, for the purposes of facilitating learning

- **Hybrid learning:** a lesson where the teacher uses technology to deliver learning simultaneously to students who are physically at school in the classroom and to students who are in a Virtual Classroom at home.
- **Edulink:** A web and mobile phone app-based software package available to staff, students and parents that provides access to student information including two-way communication and homework-setting.
- **Moodle:** A web-based Virtual Learning Environment (VLE) that hosts learning resources, virtual classrooms and provides facilities for students to submit work to teachers for assessment.

Statutory duties

Where students are required to isolate at home, Department for Education guidance¹ expects schools to:

- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use

Further, when teaching pupils working remotely, to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

¹<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> as enacted in *PROVISION OF REMOTE EDUCATION (ENGLAND) TEMPORARY CONTINUITY DIRECTION*

On-going activity

Irrespective of the status of current local and national lockdown measures, senior leaders at Codsall Community High School (CCHS) will, on an on-going basis, ensure that:

- A Moodle website is maintained in an updated state with active 'courses' set up to reflect the courses delivered to students at CCHS; these Moodle courses will contain relevant resources such as Knowledge Organisers, lesson materials and work submission opportunities to support learning. They will also serve as a platform to host Virtual Classrooms which can be used as and when required.
- Staff training is delivered, reviewed, revised and maintained to ensure teaching staff are able to use Moodle – in particular to receive/mark students' work and deliver Virtual Classroom lessons - to maintain learning for all students where necessary.
- Edulink is maintained, used and promoted to staff, students and parents for the purposes of facilitating two-way communication and setting homework.

Activity in response to isolation

In liaison with Staffordshire County Council and on advice from Public Health England, the Executive Headteacher may require individual students or groups of students to begin a period of self-isolation in their homes. When this happens, the measures detailed below will become active:

Classroom teachers will review projected attendance figures on the SIMS register for each of their classes. They will identify students marked with an "X" code (indicating they have been instructed to self-isolate). Where the number of students marked "X" represent fewer than 10% of the total class, the teacher will set work for absent students using Edulink. Where the "X" coded-students represent 10% or more of the given class, the teacher will:

- On the first day following an instruction to students to isolate, set work via Edulink for the students to complete at home. This is to enable the teacher to adapt their lesson plans for the following days to take account of the need to deliver a hybrid learning lesson.
- On the second and subsequent days following commencement of the self-isolation period, having used Edulink to inform absent students of the

particulars of their forthcoming lessons, use a Virtual Classroom hosted on Moodle to deliver a hybrid learning lesson to the students at home and at school, simultaneously.

Conclusion

CCHS aims to deliver an outstanding quality of education to all students. Where self-isolation for students makes school attendance impossible, teaching staff will apply this policy to ensure high-quality teaching and learning can continue and to minimise the disruption to students' education.