



# ROYAL HIGH SCHOOL BATH

---

G D S T

## **Guidance for Remote Learning at the Royal High School**

In the event of mass absences or a school closure the following measures will be taken to ensure continuity of education for our pupils. The school is in a good position to support remote learning with our Digital Strategy which includes BYOD, Firefly and our use of Office 365 (especially Microsoft Teams.)

Our provision for remote learning will be as follows:

1. As far as possible, pupils will be expected to follow their usual timetable. Teachers will be available during timetabled lessons to support this learning remotely, through email or the use of Microsoft Teams.
2. Work will be set via Firefly and there will be interactive lessons to launch new work and interact with pupils concerning the work that has been attempted using Microsoft Teams, One Note or subject specific software.
3. Teachers will endeavour to provide a balance of learning activities so that pupils are not required to have too much screen time.
4. Teachers will continue to expect assignments to be completed and submitted as directed
5. Teachers will provide feedback on work submitted.
6. Support with technical aspects of Remote Learning can be accessed by emailing [servicedesk@rhsb.gdst.net](mailto:servicedesk@rhsb.gdst.net)
7. If teachers are ill, they will put an automated email response to indicate who will be managing your daughter's learning in their absence.
8. Pastoral support can be accessed by contacting your daughter's tutor or Head of Key Stage via email.

Below are the key points made to pupils regarding remote learning:

1. In the event of a school closure, you will be set work, most likely through Firefly. Please check your emails regularly, and make sure you are available to do school work during the school day.
2. If the school closure is for a prolonged period, staff will set up online meetings with you to check in on your learning. These will happen during your normal lesson time. These will happen through Microsoft Teams. Not every lesson will be an online meeting; you will be told by email in advance by your teacher. When they happen it will be an opportunity for the teacher to go through the work you are doing and a time for you to ask questions.
3. To join the online meeting, you will need to go to <https://teams.microsoft.com/> and go to the relevant "team" (Click Teams on the left-hand side bar to see all the teams you are a member of). Before joining a meeting, you must turn off your video camera and your microphone. Once you have joined, open the "conversation" window so that you can type questions to the teacher.
4. The same rules apply to online lessons as classroom lessons; good work and effort will be rewarded with merits and disruptive behaviour will be dealt with using sanctions such as debits.
5. Teachers will keep a record of who has been present at an online lesson. If you cannot be at the online meeting, please let the teacher know in advance.

Parents can help support remote learning by:

1. Helping your daughter to set up an appropriate remote learning space.
2. Discussing the schedule with your daughter and helping her to stay on track by reinforcing her teachers' expectations.
3. Contacting the school through the usual channels if any issues with learning arise.
4. Please report any pastoral matters to your daughter's tutor or other members of the pastoral team via email.