**Radford College**

**Secondary School**

**Updated Plan for the Remote Delivery of Lessons**

Combines Week 7 Bulletin Article to parents and Week 7 Published Plan for Teachers.

**Principles Behind Plan:**

1. Instructions for learning will be provided online for all subjects on *SEQTA* including lessons, assessment tasks and resources*.* Changes to the permissions on *SEQTA* so that students can access lesson details will be required while the school is closed to students. See below.
2. **Work set will be purposeful and meaningful, and teachers should clearly identify the learning intentions and success criteria for the lesson.**
3. **Teachers should indicate to the students what needs to be completed before the end of the lesson.**
4. **Students will work at a slower pace when working remotely. Teachers will therefore set less work for a remote lesson to be completed than for a face to face lesson.**
5. **Not all work to be completed by students needs to done online. For example, students could complete work in paper workbooks and then photograph and upload to their OneNote.**
6. Teachers will need to make references to digital resources should students not have access to textbooks.
7. Teachers can use other digital platforms they are comfortable with using to communicate with their students. For some this will be email and *OneNote* collaborative documents. For others, *Microsoft Teams*.
8. In the event that a class teacher becomes ill or is required to take carer’s leave and is not able to work online, work will be provided through another teacher for the class.

**Details About Attendance and Assessment:**

* In the event of an absence in the secondary school, a student is expected to catch up on work when they are unwell. In Years 11 and 12 students must provide documentation so as not to V grade (miss unapproved more than 5 lessons in a semester for one class).
* If the student is absent for self-isolation, no medical certificate is needed for this type of absence, but the family should notify the attendance officer so this can be recorded.
* If the student is absent due to the closure of the College and is not unwell, they should continue with their learning, as per their timetable. Students need to show engagement with their learning, for example completing class work. No medical certificate is needed for this type of absence, but the family should notify the attendance officer so this can be recorded.
* If a student misses an assessment task, and they are:

1. unwell, documentation is required.
2. in self-isolation or the campus is closed, prior notice is given by the parents and the normal extension policy will be used.

* In either scenario, where a task cannot be rescheduled, estimates will be applied based on the student’s performance in other like tasks (As per Radford and BSSS policy).
* Assessment tasks must be adapted to enable completion away from the College. Details will be released through *SEQTA* in the usual way.
* All assessment must be submitted as instructed and on time. Late penalties will be applied as usual.

**Details About Delivery of Lessons:**

1. **Lessons will be delivered by teachers to students as per their timetable. Teachers are expected to be online and available to students for contact during timetabled lesson times unless on the rare occasion personal circumstances preclude the teacher from doing so. If a teacher has been unable to be online during the timetabled lesson they need to have provided feedback to student on the work they have completed within a 24 hour period.**
2. **Students are expected to be online during timetabled classes unless personal circumstances such as being the primary carer of young siblings, on the rare occasion precludes them from doing so. If a student has been unable to be online during the timetabled lesson they need to notify the teacher and complete the work within a 24 hour period.**
3. Where possible, teachers will work collaboratively to deliver the content of courses.
4. Students of all abilities should be able to complete the core body of the work within the lesson time.
5. If a teacher uses a live meeting using MS Teams or Outlook to deliver direct instruction for a lesson, the teacher will need to record the meeting so that students who experience any challenges with connectivity during a lesson time, will be able to individually manage the completion of their work via eplatforms.
6. Lesson details will need to be included in the *SEQTA Planner* rather than in *SEQTA Notes* and made visible to students. To make this happen:

Click on the arrow to open and enter lesson details.

A screenshot of a cell phone

Description automatically generated In the Coversheet screen mode, make sure all of these are ticked on.

**Supporting Teachers in Development of Online Lessons:**

**Heads of Departments will maintain Radford’s collaborative planning approach to preparing lessons and units of work by:**

* **checking in with their teams each day to ascertain how their online lesson planning is progressing and to ensure that a consistent approach to the work set within subject and year level teams is being achieved.**
* **identifying any concerns or needs of their staff with their online planning and well being,**
* **keeping their teams connected through various means including phone calls, MS Team meetings or Zoom video conferencing, and**
* **communicating with the Assistant Principals Teaching and Learning and Curriculum and Dean of Senior Studies and ID DP Coordinator the progress of their teams with online learning and any concerns that need to be addressed.**

**Senior Executive and Deans will:**

* **support Heads of Department and teachers and be available throughout the day to liaise with and support staff through various means including phone calls, MS Team meetings or Zoom video conferencing, and**
* **keep connected with their teams through various means including phone calls, MS Team meetings or Zoom video conferencing.**

**Monitoring Student Progress:**

* **Feedback will be not be provided to students via a phone call. Preferred mediums will be email or *OneNote*.**
* **Teachers will provide feedback to students on their learning and monitor their completion of lessons.**
* **If a teacher notes after 2 lessons none or little engagement in the work they must contact the student.**
* **If this action fails to see an improvement in engagement, they must contact the parent via email or a phone call through the *communicator go* app the College will have installed on their phone.**
* **If after 2 more lessons the teacher does not see an improvement, they enter a pastoral note on *SEQTA.***
* **The Head of Year will then contact the parent if a pattern of non completion of lessons is apparent.**

**Key:**

**Additions or changes to plan from Week 7 version.**

**eLearning Pedagogical Suggested Approaches for Teachers**

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| --- | --- | --- |
| **Pedagogy** | **Suggested Approaches and ePlatforms** | **Links to Tech Tips** |
| Direct instruction of new content | *OneNote*  *SEQTA Planner*  *Outlook* and *Teams* Meetings | **Microsoft recorded webinars for Teams**  **Register for this recording and view in Firefox or Chrome:**  [Online classes & lectures with all your students](https://microsoftteams.eventbuilder.com/event/15026)  [Online meetings with student groups or anyone via their email](https://microsoftteams.eventbuilder.com/event/15027)  More webinars coming up (these will be recorded)  [**https://microsoftteams.eventbuilder.com/TeamsEducation**](https://microsoftteams.eventbuilder.com/TeamsEducation) |
| Collaborative learning | *OneNote*: Collaboration Space  *OneDrive* shared docs  *MS Teams Posts and Channels*  *Outlook and Teams Meetings*  *Flipgrid*  *SEQTA Forums* | [OneNote Collaboration Space groups tech tip](https://web.microsoftstream.com/video/cb98c3ef-52f6-4a14-ad3a-d61631b58672) |
| Students responding individually | *OneNote Class Notebooks*  *OneDrive* shared docs  *MS Teams Assessments*  *Microsoft Forms Quizzes* | [**https://web.microsoftstream.com/video/29cffa20-0915-4213-996c-ab16452ddacb**](https://web.microsoftstream.com/video/29cffa20-0915-4213-996c-ab16452ddacb) |
| Providing formative feedback | *OneNote Class notebooks*  Emailing  *Microsoft Forms Quizzes* |  |
| Differentiating the learning | *SEQTA* and *Onenote* for tasks and resources.  Providing feedback through variety of methods suggested above. |  |
| **Assessment and Reporting** | **Suggested Approaches and ePlatforms** | **Links to Tech Tips** |
|  | All assessment tasks need to be completed under non test/exam conditions.  Submission must be electronic using Turnitin, OneNote or SEQTA  Reporting must completed using SEQTA. |  |

[**Link**](https://radfordcollege.sharepoint.com/:w:/r/sites/Staff/ForTeachers/ICTTL/_layouts/15/Doc.aspx?sourcedoc=%7BF2C957C0-776C-49E5-89A7-2C3F6A83F39F%7D&file=Radford%20College%20SS%20Plan%20for%20Students%20Accessing%20Lessons%20Remotely.docx&action=default&mobileredirect=true) **to Updated Table on RoL**