



The Wilnecote School

Title of Policy:

Staff Guidance – Remote and Blended Learning

Member of leadership team with lead responsibility for oversight and update of policy	Mrs. J Marsland
Approved at SLT	Feb 2026
Policy approval at Governing Body	July 2026
Policy review cycle	Triennial
Policy review date	July 2029

Staff Guidance for Remote and Blended Teaching

Covering instances:

- Short term closure due to snow, elections or unforeseeable circumstances
- National lockdown or significant closure
- Individual students who are absent due to illness or self-isolating during a national lockdown

1 - Short term closure due to snow, elections or unforeseeable circumstances

Operational Protocol:

Follow the protocol set out by Mike Stevenson regarding school closures due to snow, elections or unforeseeable circumstances.

Remote Learning Expectations:

- **Remote Learning tasks:** Set appropriate remote learning tasks suited to your current scheme, for your classes. There is no expectation for live virtual lessons in this instance.
- **Timing:** During or before Period 1 or within the first hour after the school closes, set appropriate remote learning tasks for your classes.
- **Platforms:** Upload the tasks to both **Go4Schools (G4S)** and **Microsoft Teams** to ensure accessibility for all.
- **Task Labelling:**
 - In Go4Schools: Work will appear as 'homework,' so clearly label it as: "**Virtual work for school closure**" at the start of the title.
 - In Teams: Use a similar labelling system to ensure consistency.
 - Ensure the same work is uploaded to both platforms.

Guides and Support:

- Guidance videos can be found on the staff intranet and website.

Communication with Students and Parents:

- Students and parents will be informed via the school app about remote learning expectations.
- They will receive guidance on accessing both Teams and Go4Schools.

Any digital problems please contact "Vince Henley-Stocks" vhenley-stocks@wilnecotehighschool.org

National lockdown or significant close-contact cohort closure

The following guidance has been compiled to help colleagues provide the best possible curriculum to our students whilst ensuring the safety of all parties. All virtual teaching will take place through the Microsoft TEAMS platform.

Structure of TEAMS and Timetabling

To ensure the continuity of quality curriculum provision teachers should continue to follow the current timetable, teaching their usual lessons through the TEAMS platform. Break and lunch times will also be maintained.

All classes will have their own TEAMS portal which will be assigned to the relevant teachers.

Each virtual lesson will begin at its usual time but should last for a minimum of 45 minutes and a maximum of 50 minutes. The earlier finish allows for:

- staff movement within the building (if blended learning is taking place)
- time to upload resources and make ready for the next lesson
- a few moments to stretch legs – this is for the benefit of both staff and students

Registers should be taken each lesson. Unless otherwise stated you will be given home access to SIMs. Absences will be followed up by the Attendance Officer.

Teachers should teach through webinars/video conferencing.

Curriculum

Where appropriate a subject's planned curriculum should be continued. Some teaching approaches may need to be adapted and HoDs should ensure their colleagues are briefed about modifications.

PPTs should be uploaded into the 'Class Materials' folder in the 'Files' tab within the appropriate TEAM portal, allowing students to access learning at a later date.

HoDs should ensure that all their colleagues are comfortable with how to present and organise a virtual lesson. (Further guidance on delivery of virtual lessons is attached).

Setting and submission of EFAs, FAs and homework should be completed through the TEAMS portal via the Assignment/Submission settings. These settings provide privacy for feedback.

Feedback should continue to follow school policy. Formal written feedback is only expected for those assignments and homework which are identified by department policy and planning.

Teachers are not expected to give formal written feedback in the place of usual learning conversations within a lesson. However, teachers may give verbal feedback and answer through the class thread/chat during the lesson.

Students may share work through the thread or webcam during the lesson.

Individual students who are absent due to illness or self-isolating during a national lockdown

If the close-contact group forced to self-isolate is of a significant size, the school will make arrangements for them to join the in-school lesson remotely via MS Teams to receive live-learning

If the close-contact group is small or if individuals are self-isolating then teachers will place the work to be completed in MS Teams to be completed individually. The reason for this is that teaching hybrid groups can compromise the quality of learning for all if there is a disparity in numbers requiring remote versus face-to-face learning.

Code of conduct

Colleagues should continue to maintain their usual professional conduct when teaching virtually through TEAMS, and in addition must ensure that they:

- consider their surroundings when using video conferencing. Sit against as neutral a background as possible, and never sit within a bedroom setting,
- dress appropriately and smartly as you would if in school,
- check all tabs on the browser are appropriate for students to see when and if sharing screens,
- only communicate with pupils via TEAMS and within school hours (8.30am -3.00pm),
- do not answer emails from students who are using a personal email account,
- do not share personal information.

Safeguarding and Behaviour

- Student malpractice should be reported to the pastoral team.
- Students audio can be muted if needed.
- Students video can be turned off if needed.
- Student camera should be turned off if you feel the student is inappropriately dressed.
- Please report concerns as appropriate.

The following are excerpts taken from the 'Wilnecote School Staff Code of Conduct Executive Summary' which we all read through and sign to say we will abide by, when first back in September. Being reminded of a few key points is sometimes beneficial and keeps us all safe:

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. They should adopt high standards of personal conduct, ensuring their behaviour remains professional at all times, in order to maintain the confidence and respect of the general public and all those with whom they work. This includes the way in which staff dress, their use of language (including terms of endearment, please also refer to para 11 below) and their online communication, both in and out of school, which is or could become visible to students, their parents/carers and/or the general public.

Staff should not engage in any electronic or telephone communication with students using personally owned ICT or telephone equipment or personal telephone or social media accounts/platforms. This includes texting, messaging, video chat, social networking sites etc. All communication must be open, transparent, through school systems/accounts and using school owned equipment.

With regard to the use of email:

Only engage with a student through official school email accounts at both ends of the communication. Neither you or a student should contact each other using any personal or non-school based email account.

Do not engage in any other communication with them, aside from through either school email or preferably the TEAMS system. Any sort of social media platform should not be used.

If a child uses electronic communication inappropriately towards you, please contact a member of the Pastoral Team and we will contact parents accordingly.

If this is done using school systems, please contact the Pastoral Team who will in turn contact the ICT Team. They will take action as appropriate as the student will have broken the contract they signed to have access to the school system.

Responding to a concern:

If a child raises a concern around their basic welfare and you feel confident in giving some advice, then please do so.

We are asking you very much to use your professional judgement if a child seeks advice. For example - if a child says that they are feeling fed-up as they aren't allowed out and are going to bed late and getting up late, this is not a safeguarding matter as their parents have a responsibility to run their house and put boundaries in place for their children.

Students will often use in their everyday speech what we would consider to be inflammatory language such as "I'm so bored that I just wanna kill myself". Should this sort of language be used, the first response should be something along the lines of "do you really

mean that?" or "explain what you mean by that?". Please 'take the temperature' of the comment and ascertain the context through asking for an explanation, as taking the comment in isolation will likely set alarm bells ringing, but with a bit of digging you are likely to find out that this is a throwaway comment and not something that should be raised as a safeguarding concern.

Reminding students about the 'Staying Safe and Well Pages' in the Student Planner and on the Website (see links below), enables them to find information regarding a range of services that allow them to be independent and take control of a situation. There are links to counselling services and advice around a range of subject areas including what to do if subjected to online bullying, sexuality, relationships and dealing with stress.

<https://thewilnecoteschool.com/keeping-safe/>

<https://thewilnecoteschool.com/wellbeing/>

Should you have concerns about a young person which you believe should be followed up and further looked into, please contact us, explaining the situation and any advice you have given.

Dealing with disclosures:

If you believe that a student needs to disclose and you do not have the ability or feel comfortable to take that disclosure, please reassure them and advise them to contact the school and ask to speak to a member of the Safeguarding Team by:

Telephoning: 01827 831300

and/or

Emailing: info@wilnecotehighschool.org

If you do this, please can you also:

send an email explaining what has happened and adding all of the following staff to ensure that one of us picks it up:

Fran Taylor, Stephen Simpson, Mark Herbert, Sam Ager, Tom Croydon, David Foskett

If you take a disclosure yourself, please contact the above staff informing them of the details. Likewise, should you have real concerns that a child may be in danger or at risk to themselves or others, please forward this information on an email to us.