

Approved by: Pat Kerton

Date: December 2020

Last reviewed on: December 2021

Next review due by: September 2021

# REMOTE LEARNING POLICY



High Close School

## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
2.1 Teachers .....	2
2.2 Learning Support Assistants .....	3
2.3 Middle Leaders .....	3
2.4 Key worker and Link workers .....	3
2.5 Unit Managers .....	3
2.6 Senior leaders .....	3
2.7 IT Support .....	4
2.8 Pupils and Parents .....	4
2.9 Governing body .....	4
3. Plan for delivering Remote Learning .....	4
3.1 Technology available .....	4
3.2 Microsoft Teams Training Needs .....	5
3.3 Remote Learning during timetabled lessons .....	5
3.4 Remote Learning outside timetabled lessons or learning 1:1 .....	5

3.5 Blended learning for students studying for external qualifications including BTEC .....	5
4. Data protection .....	6
4.1 Accessing personal data .....	6
4.2 Processing personal data .....	6
4.3 Keeping devices secure .....	6
5. Safeguarding .....	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	6
Appendix 1 – Remote Learning Staff Check List.....	6
Appendix 2 – Expectations for young people whilst accessing remote learning.....	7

## 1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who aren't in school

To ensure that blended learning delivery meets the guidelines set by the awarding organization

To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

Set out expectations for all members of the school community with regards to remote learning

Set out how remote learning is used in different contexts including whole class learning and 1:1 support

Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

All Staff have a responsibility when contacting students and families outside school.

### 2.1 Teachers

If unable to be onsite but are still fit for work, teachers will be expected to support or deliver directly remote learning to students both on and off site. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent who is unwell, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers should be aware of who they need to provide work for and how they will best access the learning.
- The amount of work needed and the regularity of the work to be set
- How the work will be delivered including live lessons, videos and worksheets
- Teachers should liaise and coordinate with other teachers and staff in the school to ensure consistency across year/ subjects and to make sure pupils with limited access to devices can still complete the work.

Providing feedback on work:

- Teachers are responsible for setting reasonable deadlines for return of work from the pupils
- Teachers are also responsible for providing good quality feedback to the pupils on work that has been returned in an appropriate manner e.g. email or using Microsoft Teams

Keeping in touch with pupils who aren't in school and their parents

- Use the school email system to keep in touch with pupils who are unable to be in school to keep them informed of in school learning and give schedules of remote learning opportunities
- Emails from pupils and parents should be answered in a professional manner, all contacts should be recorded on the contact sheets.
- Teachers are not expected to answer emails or deliver remote learning outside directed time
- If teachers receive any complaints from pupils or parents they should follow the school complaints procedure

Attending virtual meetings with staff, parents and pupils:

- School dress code applies even if attending meetings from the home environment
- Plain background for the shot containing head and shoulders, camera in line with eyes

## 2.2 Learning Support Assistants

Learning Support Assistants will be required to assist with remote learning both in the classroom and remotely. If unable to be onsite but are still fit for work, Learning Support Assistants will be asked to support or deliver direct remote learning to students both on and off site. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

## 2.3 Middle Leaders

Alongside their teaching responsibilities, middle leaders are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject

Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Key worker and Link workers

If unable to be onsite but are still fit for work, key workers will be expected to support or deliver directly remote learning to students both on and off site. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent who is unwell, they should report this using the normal absence procedure.

When contacting remotely, or delivering key working sessions key workers are responsible for:

Providing effective key working:

- Keyworkers are responsible for keeping up to date with key working targets and progress
- Keyworkers are also responsible for providing good quality feedback to the pupils on sessions delivered
- Key working sessions should be scheduled with the young person and/or parent/carer. Staff should ensure that if delivering remotely onsite they should ensure their line manager is aware so it can be included in planning for shifts
- Any resources needed should be sent to the young person before the session

Keeping in touch with pupils who aren't in school and their parents:

- Use the school email system to keep in touch with pupils who are unable to be in school to keep them informed of in-school learning and give schedules of remote learning opportunities
- Emails from pupils and parents should be answered in a professional manner, all contacts should be recorded on the contact sheets.
- Keyworkers are not expected to answer emails or deliver remote learning outside of their shifts
- If keyworkers receive any complaints from pupils or parents they should follow the school complaints procedure

Attending virtual meetings with staff, parents and pupils:

- School dress code applies even if attending meetings from the home environment
- Staff should ensure their background has nothing with personal information in, the shot should contain just head and shoulders, camera should be in line with eyes

## 2.5 Unit Managers

Alongside their key working responsibilities, unit managers are responsible for:

- Ensuring all young people receive appropriate key working sessions if at home self isolating, this may include group work where appropriate or the group work subject may be delivered separately. Working with other unit managers and key workers to make sure all delivery is consistent
- Monitoring the remote work set by key workers in their subject

## 2.6 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through learning walks, link meetings and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.7 IT Support

IT staff are responsible for:

- Resolving issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## 2.8 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or Learning Support Assistants or key workers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 2.9 Governing body

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Plan for delivering Remote Learning

From Guidance for full opening – 28/08/2020

*"Where needed, this is high-quality, safe and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed."*

*"Teach an ambitious and broad curriculum in all subjects"*

*"Develop remote education so that it is integrated into school curriculum planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils"*

*"All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress."*

### 3.1 Technology available

- Every student is assigned to a class Team which can be accessed through the school system
- Each classroom has a Bluetooth headset or equivalent for the teacher to be able to deliver in real time and remotely at the same time
- Parents who have identified a need for additional technology at home, including those eligible for pupil premium, will have a laptop supplied to them. The laptop will be for the primary purpose of educating the young person but the parent holds responsibility for the use of the laptop.

### **3.2 Microsoft Teams Training Needs**

Microsoft Teams is used to deliver remote learning to students who are not in school and for staff who can not be on site. Annual training will be delivered to all staff either face to face or remotely. Reminders and updates will be sent out via email throughout the academic year. Small Group and 1:1 training given for new staff as needed.

- Live streaming of parts of lessons (camera not used – audio only)
- Recording a lesson using Teams
- Sharing documents in the right areas to the right pupils
- Contacts and feedback can be given through Teams and school email

If staff identify a need for additional training they should discuss it with their line manager in the first instance and then seek expertise from IT or SLT.

### **3.3 Remote Learning during timetabled lessons**

It is difficult for every part of every lesson, particularly practical ones, to be delivered remotely simultaneously with a live lesson. In order for a remote learning to stay up to date with the learning in the classroom and the skills being delivered it is likely that the starter and plenary of a lesson would be streamed live, sharing the main display screen and audio feed but no visuals of the classroom and students within it.

- Contact with pupils prior to the lessons will have happened so they are aware of schedules and have links to learning and support materials
- Alternative learning is offered if class lesson can not be accessed using digital and paper resources available
- Expectations of behaviour is explained to the class in school
- Expectation of behaviour is explained to the pupil and parents at home. A remote learning agreement will be signed by all pupils and parents/carers.
- Session is paused or terminated if behaviour is not suitable at either end of the live stream. Staff are responsible for ensuring that if a session is terminated, alternative learning resources are provided for the young people at home.
- All sessions must be recorded for review.
- Two members of staff should be present during live streams. If the second person has to leave for a short period then learning may continue however alternative support should be sought quickly.

### **3.4 Remote Learning outside timetabled lessons or learning 1:1**

Bespoke sessions can be tailored to the individual needs of the remote learner. If possible, these should also only be conducted by shared screen and audio (no visual live streams). Expectations of behaviour will be shared and the session terminated if there is a concern. All sessions should be recorded so that they can be reviewed.

- All sessions should be prebooked with the knowledge of line management and parents
- If possible, each session should have 2 staff members active on them. If not possible, a note of persons present should be kept and session recorded.
- All sessions should have an allotted time and a clear focus
- All sessions must be recorded.

### **3.5 Blended learning for students studying for external qualifications including BTEC**

In order to support students who are working remotely for a short period of time during their studies of examination and qualification material we will:

- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear  
Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Keep all data in the school domain and not download any data to their own personal devices
- Only access the personal data needed for their job role and current task

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected
- Making sure the device locks if left inactive for a period of time or using Windows + L to lock their devices
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Safeguarding procedures and reporting should be followed in the event of a concern. Please report concerns you have promptly to the DSL and follow this up with a written record on CPOMS. Please follow advice given by DSL.

Control Measures laid out in Section 3 should be followed to ensure safe use by both staff and students. Concerns should be raised with the school in the first instance, refer to Child Protection and Safeguarding policy for further guidance.

All Safeguarding procedures set out in Safeguarding Policy and the Covid-19 Safeguarding Policy addendum should be followed when delivering remote learning.

## 6. Monitoring arrangements

This policy will be reviewed annually by SLT or if there is a change in guidance before then. At every review, it will be approved by the governing body.

## 7. Links with other policies

This policy is linked to our:

- Countering Bullying Policy
- Child Protection and Safeguarding Policy
- Promoting Positive Behaviours Policy
- Privacy Policy and Privacy Notices
- Home School Agreement
- Acceptable Use Policy
- Online Safety Policy

## Appendix 1 – Remote Learning Staff Check List

- Are you aware of which students are absent and why?
- Have you emailed a schedule of remote learning times and links?
- Have you shared behaviour expectations with the remote learner?
- Have you informed the parents/carer of the remote learner when the sessions will be?

- If you are live streaming from a lesson have you shared behaviour expectations with the class?
- Are the materials you are sharing accessible for independent learning?
- Are there 2 staff members present for any live streaming?
- Alternative learning is offered if remote learner can not access live lesson and non digital options available

## **Appendix 2 – Expectations for young people whilst accessing remote learning**

- Nothing personal in the background of camera
- Make sure you use acceptable language (Spoken and typed)
- Your behaviour should be appropriate for school. Do not allow anyone else on your account (apart from parents /carers if you need some help)
- Do not share your password