Educational Diversity

Remote Learning Policy

Approved by:	Headteacher	Date: Spring 2020
Last reviewed on:	January 2021 (11th November 2021 - removal of staff names who left Educational Diversity)	
Next review due by:	January 2022	

'With **confidence** we learn, through **challenge** we grow, with **commitment** we achieve, together we take **control** and realise our dreams

Contents

1. Aims

Educational Diversity will provide remote learning (online) for students during national lockdown commencing January 5th 2021.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school and minimise disruption.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during a period of remote learning.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure provision is in place so that all students have access to high quality learning resources.

2. Roles and responsibilities

2.1a Teachers

Educational Diversity has assigned a team of experienced colleagues who support the smooth running and coordination of this process.

When providing remote learning, teachers must be available between 9 am and 2 pm daily.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to their line manager and/or the Headteacher.

When providing remote learning, teachers are responsible for:

- Setting work for their class/form and other classes/individual students if they are responsible for a subject or in extenuating circumstances asked to do so by their line manager
- Setting work which equates to at least 5 hours study time per day for KS3 and 4, 4 hours for KS2. It is recommended that a 'timetable' or structure is designed to ensure balanced learning opportunities and help the student to maintain a routine for learning.
- Setting the students work before 3 p.m each day.
- Upload the work via Google Classroom.

- Coordinate with other teachers/staff to ensure consistency across subjects and year groups as much as possible. This also includes devising a timetable if deemed appropriate. Please note that students receiving face to face education within a Centre will also be encouraged to access Google Classroom.

- Monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Lead teacher as soon as possible if there are any issues. Please note paper work packs should only be used as a last resort.
- Consider involving the SENCO particularly for those students with EHCP's.
- Creating videos for key teaching points and upload them onto Google classroom.
- Deliver live lessons ensuring that all students' cameras are switched off and microphones muted. However, a teacher may direct a question at a student who may then unmute the microphone to answer if deemed appropriate. It must also be noted that an exception may occur with remote 121 tuition. After discussion with SLT, if it is deemed appropriate, the learner may have the camera on and microphone unmuted during the lesson.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.

If a teacher is assigned to the rota and expected to be in school to deliver face to face lessons, they are still expected to ensure work is available for the students working remotely. This can be delegated.

2.1b Staff self isolating

Whilst self-isolating, and if able to do so, staff will be asked to support with the online learning provision for their form/ year group. They may also be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.

2.2 Providing feedback on work

Feedback via remote learning can still be defined as giving information which produces an improvement in learning. Effective and meaningful feedback should still be personal, task related, specific, positive and timely. Feedback on work set digitally should still be subject to the processes contained within the schools feedback and marking policy.
All work set via the Google Classroom can be given formative comments. Students can be given feedback via a 'stream' comment or a personal comment within the piece of work. Google Classroom, automatically tracks student work. As work is handed in, reviewed and feedback is given to students, the work will be stored in the 'grade area'.
Throughout this period of lockdown this will be revisited and reviewed as our online learning is further embedded.

2.3 Keeping in touch with students

- Staff are expected to keep in contact with all students. This should be done regularly. The agreed frequency should be gauged via the DSL and Behaviour/Safeguarding Leads, recorded and shared. This can be done via phone calls, texts and emails.
- Staff cannot use their personal phones or devices to contact students
- Emails received by students or their parents/carers should be dealt with during school hours. If it is a complaint please notify your line manager. If it is a safeguarding concern please contact the Safeguarding Lead or the DSL.
- Staff must use their work email address to contact students and also only use the students school email address
- If students are not engaging with remote learning teachers should liaise with the Lead Teachers and/or Pastoral Team Keyworker to determine the most appropriate person to contact the parent/carer directly to try and identify and remove any barriers. It might be appropriate for the teacher or SSA to make contact (see process). Disengagement could be for a valid reason such as illness, IT issues etc regardless it is imperative that monitoring and recording engagement occurs daily via the Google register. If further support is needed staff should speak to their Line Manager.

2.4 Virtual lesson or meetings

Attending virtual lessons with staff and students:

- Information is shared on the school website and via text to parents/carers regarding live lessons.
- All live lessons/virtual face to face contact will be conducted through Google meet. It is important that you delete the meeting from your calendar once it has finished. If you do not students could continue communicating without you present.
- Before each live lesson, rules and expectations should be made explicitly clear to students.
- Staff may provide a combination of 'live lessons', recorded lessons and remote learning for the students.
- Students will be sent a link 10 minutes before starting to join the session. This will be through the schools portal.
- Staff to ensure they can be heard and seen on the camera if applicable at all times. However, students must have their cameras turned off at all times.
- Staff understand that their images and audio will be shared with students via the Google platform.
- Staff are expected to wear suitable clothing for any virtual lessons.
- Staff to be situated in a suitable area within the school or home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication. This also applies to students.
- Staff and students should use appropriate language – this includes others in their household who may be heard.
- Staff are to use the necessary equipment and computer programs as intended.
- Staff do not record, store, or distribute video material without permission from the Line Manager.
- Ensure they have a stable connection to avoid disruption to lessons.
- Students must adhere to the schools expectations and values.

Meetings with staff and parents/carers

- Where possible the staff member/s attending the virtual meeting should be located in school.
- Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns.
- Dress appropriately and professionally.

2.4 Specialist Support Assistants (SSA's)

When SSA's support with remote learning, they must be available between 9 a.m. and 2 p.m.

If SSA's are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to their line manager and/or the Headteacher.

When assisting with remote learning, SSA's are responsible for:

- Supporting the students in their form who aren't in school and learning remotely. This can be to engage students, work 1:1 with identified students and safeguard, all of which must be done in conjunction with the Form Teacher and appropriate member/s of staff.
- If an SSA is assigned to be in school to support face to face lessons they are still expected to support the teachers online learning for students working remotely.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate, consistent and assessed.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and any deadlines are being met.
- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Monitor the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely

2.4a Lead Teachers

Alongside any teaching responsibilities, Lead Teachers are responsible for:

- Working with the Lead of the remote learning approach across the school and providing support where needed.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and obtaining feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4b The SENCo

The SENCO is responsible for ensuring that children with EHCP are able to access home learning as appropriate to their needs. They will oversee the remote learning provided by the teachers for individual children and direct 1:1 support SSA's on how to support their children's learning at home

2.4c The Data Protection Officer (DPO) is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and students are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5 Designated safeguarding lead

The DSL is responsible for: See the schools Child Protection Policy

- Any safeguarding issues which need escalating must be referred to the DSL
- Attending, delegating and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the headteacher and other organisations to make alternate arrangements for students who are at a high risk, where required. This should include an offer to attend school for face to face lessons.

2.6 IT staff

IT staff team are responsible for:

- Supporting fixing issues with systems used to set and collect work.
- Helping staff and parents/carers 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.
- Assisting students and parents/carers with accessing the internet or devices

2.7 Pupils and parents

Staff can expect students learning remotely to:

- Access a suitable device which supports remote learning. If it is a school device it must have suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- Be contactable during the school day but be mindful that they may not always be in front of a device for the entire time.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or SSA's
- Alert teachers if they're not able to complete work via Google email
- Students are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or can't complete work for any other reason.
- Seek help from the school if they need it via phone call or email. Staff can sign post parents/carers to other education sites such as the BBC if that would help the parent/carer and the child.
- Be respectful when making any complaints or concerns known to staff.
- Where possible, maintain a regular and familiar routine.

2.8 Management board

The Management 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. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following colleagues:

- Issues in setting work – talk to the relevant Subject Lead or SENCO.
- Issues with behaviour – talk to the relevant Lead teacher or Behaviour Manager.
- Issues with IT – talk to Neil Talbot, Steve Jenkinson
- Issues with their own workload or wellbeing – talk to their line manager,, Melissa Barker or Nikki Hilton.
- Concerns about data protection – talk to Vicky Leah or Barbara Lancaster
- Concerns about safeguarding – talk to the DSL (Ali Bellaby)

Any other queries please speak to Victoria O'Farrell or Alison Bellaby

4. Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy - **Data protection Policy**

4.1 Accessing personal data

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

- Staff must only use the devices supplied by school when working with students online. They must not use their own personal devices.
- If staff need to use student data they should do so when in school using our secure server.

4.2 Processing personal data

- Staff members may need to collect and/or share personal data such as email addresses 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.

NB. 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.
- All school devices are encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.

- Only use their school email account.
- Not sharing the device among family or friends
- Staff must not install antivirus and anti-spyware software onto their school device
- Being aware if the operating systems need updating when messaged by the LA IT team or Vicky Leah.

Links to other relevant policies or advice:

Data protection Policy - Educational Diversity

Online Safety Policy - Educational Diversity

5. Safeguarding

Students accessing remote learning is one indicator for ensuring all students are safeguarded. If a member of staff has any concerns regarding a student they must inform their line manager or the safeguarding lead.

Child Protection Policy - Educational Diversity

6. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher annually. At every review, it will be approved by Educational Diversity Management Committee

7. Links with other policies

This policy is linked to our:

Behaviour policy Behaviour Policy Addendum

Child protection policy and coronavirus addendum to our child protection policy - Child Protection Policy

Data protection policy - **Data protection Policy**

Online safety policy - **Online Safety Policy**

Feedback and marking Policy - Feedback and Marking Policy

DFE guidance on remote learning

GDPR and remote learning. - The Key

Additional Resources

DFE list of online resources - https://www.gov.uk/guidance/get-help-with-remote-education

BBC Bitesize

Bitesize Daily has been developed by the BBC to provide new lessons every weekday for students in year 1 to year 10. Created in collaboration with teachers and educational experts, its videos and interactive activities cover core subjects and other topics on the school curriculum.

Oak National Academy

The 'teaching content' will be provided to children through age appropriate video content on the DfE published list of educational resources site; from Oak National Academy. In their 'classroom' each lesson is an hour-long. They're delivered by a practising teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, there's no login or password, and you can access the lessons on any device- students only need materials they can find at home.

Appendices

<u>Student Remote Learning Expectations</u>

This code of conduct outlines what we expect of students during online sessions.
Much of this echoes our expectations of students when in school and all of it is designed to help students gain the most benefit from online learning.

Students you will be expected to:

- Only use google classroom and my school email for the purposes of online learning and will only browse, download, upload or forward material that is related to my learning and as directed by my teachers.
- Not use my school email to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- Ensure that all comments added to the stream and any other apps are appropriate to the tasks I have been set.
- Will log on everyday of the week at 9 am and check my google classroom regularly, with the help of my parent/carer, to keep track of online sessions and learning.
- Ensure that my camera and microphone remain off unless the teacher asks me to put my microphone on to for example answer a question..
- During live online sessions my parent/carer will be in the vicinity, either in the room or a nearby room, with the door open.
- Not take photos of my screen or record online interactions in any way.
- When taking part in an online sessions I will make sure that:
    - my environment is quiet and free from distractions
    - the background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you)
    - I am suitably dressed.
    - I remain attentive.
    - I communicate in a positive way at all times to both teachers and my classmates
    - Raise my hand on the chat function if I want to ask a question

Distance Learning Tips for Parents/Carers
See school website