

# Remote Learning Policy

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## 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
- Set out expectations for all members of the school community with regards to remote learning
- Signpost access to appropriate resources and documents to support remote learning

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between normal working hours.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure to the school office by no later than 7.30am on each day of absence.

#### Teachers are expected to:

- For a small number of pupils who need to self-isolate, learning should:
  - be high-quality and align as closely as possible with in-school provision;
  - meaningful and meets the needs of all pupils, including pupils with SEND;
  - livestream/share lessons through MS Teams where this is appropriate and feasible;
  - be uploaded to Show My Homework and available for the normal start of the lesson;
  - enable feedback on work where appropriate, and in a timely fashion and manner.
- For whole teaching groups who are self-isolating (if self-isolating themselves and well) deliver online lessons using Microsoft Teams which:
  - follow the safeguarding advice issued below;
  - are scheduled for the correct time;
  - begin with a short review of previous learning;
  - present materials in small steps with pupil practice after each step;
  - check for understanding and identifies misconceptions;
  - use models and scaffolding;
  - ensure work is differentiated and meaningful;
  - is interesting, engaging, appropriate to the age, ability and course requirements of the pupils they are teaching;
  - provide feedback in appropriate ways to support pupils progress;
  - review how pupils are doing;
  - enable feedback on work where appropriate, and in a timely fashion and manner.

- Respond to any inappropriate behavioural issues by:
  - issuing one warning to the student;
  - removing them from the lesson if appropriate behaviour persists;
  - informing the Head of Year (HOY) as soon as possible after the lesson, who will in turn contact parents/carers;
  - logging the incident on Go4Schools.
- Respond to all parental/carers contact they are aware of, within three working days.

## **2.2 Curriculum Leaders**

Alongside their teaching responsibilities, curriculum leaders are expected to:

- consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent;
- monitor the remote work set by teachers in their subject through department meetings and review work set on Show My Homework;
- direct teachers to resources they can use to teach their subject remotely;
- support the provision of printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access.

## **2.3 Senior leaders**

Alongside any teaching responsibilities, senior leaders are expected to:

- co-ordinate the remote learning approach across the school (JEd/NWe);
- monitor the effectiveness of remote learning through regular line management meetings curriculum leaders, reviewing work set or feedback from HOYs;
- monitor the security of remote learning systems, including data protection and safeguarding considerations;
- support all pupils and their families to have access to the digital resources they need to access remote learning and online lessons.

## **2.4 Designated Safeguarding Lead**

Alongside any teaching responsibilities the DSL has responsibility to ensure:

- that the appropriate policies are fit for purpose and regularly updated as the need arises
- all staff have had the appropriate safeguarding advice and training as normal, and with particular regard to online learning and lessons
- that the systems in place within the school to support vulnerable students should they have to self-isolate are fit for purpose

## **2.5 IT staff**

**IT staff are expected to:**

- fix issues with systems used to set and collect work;
- help staff and parents with any technical issues they're experiencing;
- review the security of remote learning systems and flagging any data protection breaches to the data protection officer;

- assist pupils and parents with accessing the internet or devices.

## **2.6 Pupils and parents**

### **Staff can expect pupils learning remotely to:**

- only use school email accounts and logins for the purposes of online learning;
- complete all remote learning tasks to the best of their ability;
- attend all of their online lessons;
- ensure their environment is quiet and free from distractions;
- use an appropriate background (and foreground) if they are likely to use a webcam/visualiser and be suitably dressed;
- behave with respect during their online lessons by:
  - logging on at the correct time and not being late;
  - following all staff instructions and completing all tasks set within the lesson;
  - ensuring that communication in the online learning environment is always supportive of learning and the learning and wellbeing of others;
  - not attempting to message others during the lesson;
  - not attempting to change the setting of the remote lesson to distract others;
  - not recording themselves or others during the lesson, including not taking photos of the screen, in any way.
- meet deadlines for any work set;
- understand that online sessions will be recorded, but that the recordings will never be made public;
- never share resources or videos created by teachers with anyone who is not a pupil or member of staff at The Sweyne Park School;
- understand that when using Microsoft Teams and other applications provided by the school that their use can be monitored and logged and can be made available to all staff;
- be aware that failure to attend online lessons and/or complete your work will result in their form tutor and parents being informed;
- be contactable during the school day – although consider they may not always be in front of a device the entire time.

### **Staff can expect parents/carers to support the school and their child to:**

- make the school aware if their child is sick or otherwise can't complete work;
- provide a distraction-free learning environment;
- ensure their child attends lessons at the assigned time and completes all set work;
- encourage their child to have high expectations and to work to the best of their ability;
- seek help from the school if they need it;
- make their child aware of the pupil's expectations during remote learning.

## **2.7 Local Governing Body**

### **The Local Governing Body is expected to:**

- monitor the school's approach to providing remote learning to ensure education remains as high quality as possible;
- ensure 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, contact the following individuals:

- Curriculum Leaders/SENCO - issues in setting work
- Form Tutor and/or HOY - issues with behaviour
- IT support staff - issues with IT
- Line Manager - issues with workload or wellbeing.
- Mr S Smith - concerns about data protection.
- Mrs S Whitcombe or Mr R Bradley - concerns about safeguarding.

### 4. Safeguarding

The Child Protection Policy should be read along with the Safeguarding COVID 19 Annex which can be found on the school website. With regard to remote teaching and online lesson, the following advice should be applied appropriately.

All staff delivering online lessons should familiarise themselves with features of Microsoft Teams and how to use it effectively – refer to the training and reminders sheet as necessary. Should you be unsure seek further support or training from ICT support

- If delivering remote lessons from home:
  - whilst live streaming you are not expected to be on camera, however if you choose to be, please ensure that you are in a neutral location that is appropriate and safe (e.g. a living room, a study or a kitchen), or in a meeting use a predefined background. It may be helpful to ask a 'critical friend' to check what is in view of the camera;
  - check what can be seen by the camera before going live or joining a meeting;
  - reduce the possibility of the lesson being interrupted by household members or pets.
- When teaching remote lessons using MS Teams Meetings, when you start the lesson remember:
  - once you join the meeting/lesson go to the three dots at the top right of the screen, click on this then select 'Turn off incoming video' at the bottom of this menu – this will ensure that you cannot see any students and they cannot see each other;
  - you can also turn on live captions if you have an HI student in your class from this menu;
  - from the same menu select 'Meeting options' – from here;
  - make sure the 'Who can present' box is set at 'Only me';
  - slide the 'Allow attendees to unmute' to the left;
  - you now control who speaks and can also remove students from the session – they cannot unmute each themselves or each other, or re-join once removed;
  - you can turn off your camera feed should you want to – there is no expectation for you to be on-screen;
  - the chat function has been disabled and should not be an issue;
  - when sharing the desktop, and when you switch between applications whatever is running in the background can be seen. This needs to be appropriate or closed down to safeguard you;
  - remember that when you finish the remote lesson that you should select the 'End meeting' option which will finish the lesson for all students;
  - only use first names when communicating with pupils in a meeting;
  - please ensure you have read and understood our acceptable use agreement which is in the Code of Conduct;

- adhere to professional standards as you would in school at all times;
- do not have one-to-one live-streaming lessons with pupils/students;
- be conscious that in an online environment remarks are being heard by a number of pupils and possibly members of their family, and could be easily misconstrued;
- be mindful of the need for confidentiality; especially if you are live-streaming a lesson from a venue where other adults or children are present.
- Ask students to leave their phones, as they would in school, in a bag etc. and remind them they should not use them during the lesson
- The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity

Everyone who comes into contact with children and young people and their families has a role to play in safeguarding. If you or a pupil/student experience a problem when teaching remotely, you should treat it in the same way as you would in school.

If you have any safeguarding concerns about a child, you should discuss these with a member of the safeguarding team.

Further support and help can be obtained by contacting John Edwards, Dan Joslin or James Clark.

Watch this video to help you get started: <https://www.youtube.com/watch?v=giflKbLIYs4>

## **5. Monitoring Arrangements**

This policy will be reviewed at the end of each half term by Nicola Welch, Deputy Headteacher. At every review, it will be approved by Lynda Walker, chair of the local governing body.

## **6. Links with Other Policies**

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy and Coronavirus Addendum
- Data Protection Policy and Privacy Notices
- ICT and Internet Acceptable Use Policy
- E-Safety Policy
- Blended Learning Guidelines