HIGHFIELD SOUTH FARNHAM SCHOOL
The Continual Pursuit of Excellence

REMOTE LEARNING POLICY
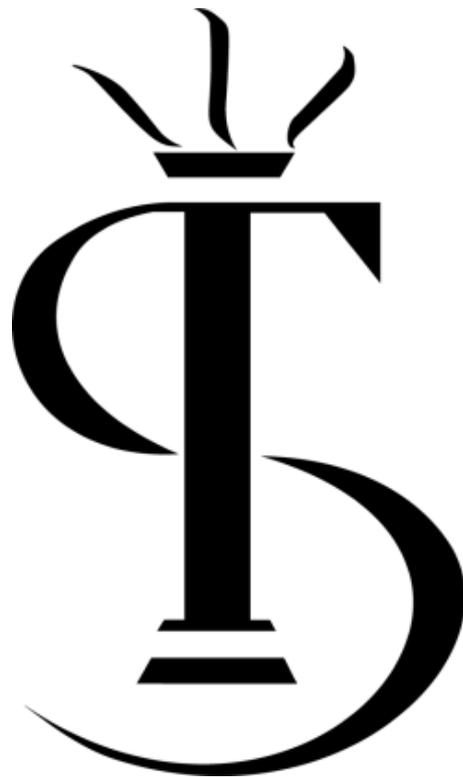
Remote learning Policy

Introduction

Where pupils need to self-isolate due to COVID-19, or there are national or local restrictions in place requiring pupils to remain at home, schools have a responsibility to provide access to remote education.

This policy 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
- Provide appropriate guidelines for data protection

Roles and responsibilities

Teachers

When providing remote learning during a national lockdown, staff will teach remotely from their classrooms using an agreed online platform (i.e. Teams, Zoom or Tapestry)

When providing remote learning from home due to a bubble closure, teachers must be available during their normal working hours

If a member of the teaching staff is 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 (see Staff Handbook).

When providing remote learning, teachers are responsible for:

- Organising their online classroom for their pupils
  - ➢ Provide a timetable for parents and pupils to access
  - ➢ Hold live online registration sessions
  - ➢ Ensure children have access to sufficient contact and lessons during school hours (following DfE recommendations)
  - ➢ Follow set school curriculum and planning (please refer to MTP)
  - ➢ Set differentiated activities on online learning platforms such as *Readiwrite*r, *Times Table Rockstars* and *Mathletics*
  - ➢ Create and upload online resources to support lessons throughout the week
  - ➢ Ensure all children know how to complete assigned work, turn it in, use templates, take photos of written work and upload (whole school support document provided for parents)
  - ➢ Incorporate reminders about online safety during lessons – how to interact on the live stream, cyber bullying, appropriate languages, safe searching etc.

- Providing feedback on work:
  - ➢ Teachers should provide feedback using the online learning platform to all work submitted each day in line with the marking policy
  - ➢ Pupils who have not submitted work will be contacted by a member of staff
- Keeping in touch with pupils who are not in school and their parents:
  - ➢ Teachers can keep in touch with parents via the online learning platform or by calling/emailing the school office. Teachers should not email or telephone parents directly. All communication about a child should be sent through the appropriate channels (this includes any staff self-isolating and working from home)
  - ➢ Attendance to be monitored and parents contacted with any concerns
- Attending virtual meetings with staff, parents and pupils:
  - ➢ Bubble isolation groups are expected to attend virtual meetings
  - ➢ In the case of bubble isolation, staff will be expected to join virtual staff meetings when arranged by the Headteacher

Teaching Assistants

If working from home due to Bubble Isolation, teaching assistants must be available during normal working/contacted hours. During this time, they are expected to check work emails and be available when called upon to support the children with their learning.

If 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.

Teaching Assistants are responsible for:
- Supporting the teacher with online learning
- Supporting pupils with their learning
- Being available to attend virtual meetings or training sessions within normal working hours

Subject Leaders/Year Leaders

Alongside teaching responsibilities, Subject/Year Leaders are responsible for:
- Considering whether any aspects of the subject/year group curriculum need to change to accommodate remote learning
- Working with class teachers to support consistency and appropriate level of challenge
- Alerting teachers to resources/tools they can use to teach their year group/subject remotely

Senior Leadership Team

Senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school (mitigating against workload increase as relevant)

- Monitoring effectiveness of the planned curriculum/remote learning/feedback to learners – meeting with staff regularly to discuss what is working, what needs improving, gathering feedback from all stakeholders

- Liaising with SENDCO to ensure SEND support arrangements are in place

- Ensuring that governors are aware of the school's approach and arrangements for remote education

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

- Monitoring pupil attendance – in school and online

- Ensuring adequate staffing level for delivery

- Liaising with families with insufficient access to devices/internet (provision of resources where possible)

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns

- Ensuring that the safeguarding policy, protocols and procedures are adhered to

IT staff

IT staff are responsible for:

- Fixing issues with systems used to deliver lesson, share resources, provide feedback and set/ collect work

- Assisting 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 or safeguarding concerns to the SENDCO

Pupils and parents

There are several key guidelines that children should follow in order to ensure positive behaviour whilst using school digital platforms. These include:

- Behaving in a courteous manner with their peers and teachers while online

- Having adequate time away from devices and sufficient opportunity for physical activity

- Participation in live online learning sessions and ensuring that this takes place within an appropriate place in their house (avoiding their bedroom if possible)

- Wearing school-appropriate attire (i.e. not pyjamas) when in live lessons

- Seeking help if they need it, from teachers or teaching assistants

- Completion of work set by their teacher (deadlines met as appropriate) or alerting staff if they are unable to complete a task

Staff can expect parents 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 by contacting the school office
- Support their child in their learning
- To provide assistance with the upload of completed work to the online learning platform
- Be respectful when the teacher is talking to the class

Governing board

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

Data Protection

Accessing personal data

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

- Use the school laptop only to access SharePoint or the VDI where all files can be accessed from the school network

  Please note that applications such as SIMs can only be accessed through the 'desktop experience' on the VDI Portal

- All staff have access to CPOMs to record concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party

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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping the laptop in a secure location when it is not being used
- Adherence to school *IT Acceptable Use* and *Online Safety* policies

Safeguarding

Please also refer to the school safeguarding policy and the annex relating to remote learning during COVID-19

- To ensure everyone's safety, pupils must not take recordings, photos or screenshots of the live sessions, on any devices they have in their home

- A DSL will be available on-site at the school for any concerns during the school day. The school will continue to use CPOMS as a method of recording safeguarding issues

- Children working at home on devices are under the supervision of their parents (monitoring online safety). Advice has been sent to all parents regarding how to monitor their children(s) online use. Websites provided by the school are all safe and educational

Support for parents and carers to keep their children safe online includes:

- ➢ UK Safer Internet Centre - to report and remove harmful online content
- ➢ Childline - for support
- ➢ CEOP - for advice on making a report about online abuse
- ➢ Internet matters - for support for parents and carers to keep their children safe online
- ➢ London Grid for Learning - for support for parents and carers to keep their children safe online
- ➢ Net-aware - for support for parents and careers from the NSPCC
- ➢ Parent info - for support for parents and carers to keep their children safe online
- ➢ Thinkuknow - for advice from the National Crime Agency to stay safe online
- ➢ UK Safer Internet Centre - advice for parents and carers

Monitoring arrangements

This policy will be reviewed every 6 weeks during the COVID-19 pandemic by the Headteacher.

Links with other policies

This policy is linked to our:

- Behaviour policy

- Child protection policy

- Safeguarding Policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy

- Online safety policy

- GDPR policies

Appendix 1

Online Learning Etiquette

Have everything ready

Be ready for your sessions. Be dressed in uniform and have everything you need before the session starts; pencils, pens, paper/activities. Make sure you have been to the bathroom beforehand. If you want to have a drink of water, have a water bottle ready at the start of the day. Make sure your device is fully charged!

Start of a session

Your teacher will want to call the register at the beginning of the lesson. They will want to be able to see you, to make sure you are well. So at the beginning of the call, please make sure you have your camera on so the teacher can see you.

Know when and how to mute

Make sure you know where the mute/unmute button is on Teams/Zoom. Make sure you are muted during the lessons, unless you are asking or answering a question to the teacher. This will help all the other learners hear the teacher when they are speaking, and it will help your classmates concentrate on their own work.

Find a quiet spot

To avoid distractions for you and others, find a quiet spot in your house. It will be easier for your classmates to hear from you and for you to hear them when they are speaking. Please make sure you are in an appropriate place within your home.

Be on time

Be on time for your lessons. Try and log in a few minutes early to make sure your device is working properly.

Wait your turn

On Teams, use the 'hand up' function, or raise your hand if you have something to say. Use good manners by using one of these signals before speaking.

Be presentable

Make sure you are fully dressed, in your school uniform. Pyjamas do not count as being fully dressed.

Be respectful

During your online sessions, act like you would in your classroom at school. Good listening, and being respectful of others is just as important online as it is in the classroom. It is also important that, in order to keep everyone safe, that you do not take photos, recordings or screenshots during the live sessions.

Preparing for online sessions takes an additional amount of time and energy to prepare. They are not easy to deliver and staff are giving a huge amount extra in delivering them. Please respect this. If you choose not to respect these rules then you will have to accept the sanctions the school will put in place because of your choices.

If you are concerned about anything that happens during the live sessions, please contact the school.