



# Alderman Knight

## Remote Education Policy

Date Reviewed	29/09/2020
Reviewed By	Hannah Shaw – Deputy Head teacher
Next Review Due	<b>September 2021</b>
Ratified by Governors	

Specialist School in  
**Communication & Interaction**



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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 are not able to be in school through high quality online and offline resources
- Set out expectations for all members of the school community with regards to delivering high quality remote learning
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families to encourage engagement/ attendance to learning and best practice around remaining safe online.

The following DfE guidance has been used in the writing of this policy:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

## 2. Roles and responsibilities

The information below highlights the responsibilities of school staff in the event of the whole school or specific groups of pupils being absent from school. This policy is applicable to the following groups:

1. A child/young person who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
2. A child/young person is having to shield due a serious medical condition
3. A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
4. All children if the school is required to close as a result of national guidance.

**We recognise that our pupils will need support with completing the work at home and will need to the support of parents and carers to do this.**

### 2.1 Lead Teacher for Alternative Curriculum

There are a small number of pupils who are not attending school due to shielding for serious medical conditions relating to COVID 19 or are self-isolating due to awaiting a test (number 1 and 2 on the list above). For these pupils' regular contact is provided by the Lead Teacher for Alternative Curriculum. For those pupils who will be off school for an extended period of time due to shielding a bespoke learning support plan will be produced by the Alternative

curriculum team identifying what work is to be provided to meet the needs of these individual pupils. The lead teacher for Alternative Curriculum is responsible for:

- Liaising with parents and carers to set up learning support plan including the discussions on the subjects required, amount of work, IT facilities at home and impact of any accreditations being taken
- Collating work from subject teachers and sending to pupil/parents via Microsoft Teams
- Monitoring and organizing weekly welfare calls
- Liaising with Tutor Team to set up socialisation sessions via video link for tutor times
- Collecting and passing on feedback on work completed
- Monitoring the amount of work completed via Microsoft Teams
- Ensuring pupils and parents/carers have the necessary equipment for online learning and they are able to access Microsoft Teams on an appropriate device.
- Liaising with Exam officer for any accreditations being studied

## 2.2 Teachers

If teachers are unable to come onto the school site due to whole school closure or bubble isolation, teachers must be available between 8:40am and 3pm to provide remote education. They must also be available for staff meetings and other appointments as necessary as documented in 'Use of Teachers Directed Hours'.

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. Full guidance on providing cover is available in the planning policy. A full copy of the planning policy is available on the staff information drive: K:\2020-2021\3. Teaching, Learning and Assessment\1.0 Teaching and Learning Policies.

**Teachers need to be aware that some pupils may struggle to access the suggested tasks below due to their Special Educational Needs and if this is the case the tutor will discuss with parents the most appropriate tasks for the individual pupil.**

When providing remote learning, teachers are responsible for setting remote work for the classes they teach in accordance with the below guidance where the whole bubble/school is not in school. If a pupil is not in school due to awaiting test result/self- isolation, then work will be collated and organised by Lead Teacher for Alternative Curriculum (see above).

### Key Stage 2

- Pupils will be set three English activities (mixture of comprehension and creative writing tasks) and three Maths activities per week. One of these sessions in each subject will be via Microsoft Teams (Video or Audio) if the pupils are able to access this. These three sessions should aim to be equivalent to the time allocated in school for English and Maths per week if the pupils can access this and parents can support it. Daily contact with teachers should be arranged
- Pupils will also receive two creative activities per week (e.g. craft project they can complete at home)
- If the pupil receives spellings these will continue to be provided on a weekly basis
- The first set of spellings will be uploaded to Microsoft Teams on a weekly basis
- If pupils do not have access to reading books they should contact their teacher who will arrange for books to be delivered
- New tasks will be placed on Microsoft Teams daily by 9:00am each morning

### Key Stage 3

- Teachers of core subjects (English, Maths and Science) should set work for each lesson on the pupils' timetable. The set work should last the length of the lesson e.g. 45 minutes. If the whole class is accessing remote education, then at least one lesson per week should be held via Microsoft Teams

(audio or video). This Microsoft teams session should be held at the same time as the class would normally have this lesson.

- If they are teaching a foundation subjects (Computing, PE and PSD) or additional subjects (Art, DT and Food, Humanities, RE etc.) they should set work for one lesson per week. The work should be suitable for the standard lesson length e.g. 45 minutes and the specific group. Teachers should set up a group on Microsoft teams to allow the pupils to contact them directly.
- Pupils will receive Maths activities through the My Maths website (<https://www.mymaths.co.uk/>). These will be monitored on a lesson by lesson basis by the class teacher. New activities will be set each week on a Monday morning by 9:00am
- All work should be uploaded to submitted through Microsoft Teams by 9:00am Monday morning.

## Key Stage 4 and 5

- Subject teachers for all accreditation subjects will add weekly work through Microsoft Teams on the allocated day by 9:00am. This will include access to appropriate past papers, links to online resources such as Seneca Learning and BBC bitesize (<https://senecalearning.com>) and online copies of study guides.
- All pupils who are studying for Level 1 or 2 qualifications can access communication directly with the teacher via Microsoft Teams during their allocated lesson time. This should be used for all communication between teachers and pupils. Pupils can message teachers with completed tasks and teachers will respond with feedback. **Teachers should not use other forms of communication such as Skype or Phone calls directly with pupils.**

## 2.3 Microsoft Teams

### Setting up class teams

Teachers will be responsible for setting up their classes on Microsoft team to reflect their current timetable. They will need to add the pupils of the group to the team. Guidance and training has been provided via a staff training session and additional support materials.

If pupils that are not able to access Microsoft Teams due to limited online facilities or technical ability at home, they should be provided with the work via a hard copy. It is the teachers' responsibility to ensure the pupils are able to access the set work.

### Providing feedback on work:

- Once pupils have completed the set work they will upload through Microsoft Teams for teacher to provide feedback.
- Teachers of all subjects should provide feedback to the pupils on the work completed at least once a week. This should be written feedback as per the school marking policy.

It is not expected that teachers will be required to remote teach a lesson to a mixture of pupils at home and in school at the same time. If pupils are at home due to shielding or awaiting a test result they will be provided with remote learning via the lead teacher for Alternative Curriculum. The only exception to this would be for tutor interaction sessions during tutor PSD sessions (see below).

It is the class teachers' responsibility to ensure high quality remote education for the pupils in their classes. Teachers should note that long term research projects and internet research tasks should be avoided. Additional guidance is provided by DfE on the quality of remote education here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

## 2.4 Tutors and Tutor Teams

- Keeping in touch with whole groups of pupils who aren't in school and their parents:
  - Tutor teams should aim to make daily contact with their tutees and are expected to make regular contact with their parents/carers via a weekly welfare phone call. A log of these weekly welfare calls should be sent to SLT at the end of each week.
  - The Tutor team should monitor Weduc daily and be available to answer questions and offer support during the school day to parents and carers. Staff are not advised to respond to message outside of school hours. Please note that Weduc is main communication route and all messages to parents/carers should go via this portal.
  - Pass on any concerns to SLT or DSL as they arise. For further information, please see Safeguarding Policy.
  - If parents/carers have any specific questions or would like support with pastoral issues or concerns, please pass information to the pastoral team.
- Attending virtual meetings with staff, parents and pupils –:
  - If the tutor team/teachers are required to attend virtual meetings such as EHCP/parents evening the standard school dress policy still applies
  - It is important to be aware of the locations of the meeting (e.g. avoid areas with background noise, nothing inappropriate in the background)
  - Parents will need to sign Video Consent Form prior to the meeting. This form will be available on Weduc.

## 2.5 Subject leaders

Alongside their teaching responsibilities, subject leads 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 – 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

## 2.6 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 regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.7 Designated safeguarding leads

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy. The DSL will work very closely with the pastoral team and tutor teams who will report daily if children or families do not engage or respond to communications.

## 2.8 IT Coordinator

IT Coordinator is responsible for:

- Fixing issues with systems used to set and collect work e.g. Microsoft Teams

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- Helping staff and parents 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 pupils and parents with accessing the internet or devices

## 2.9 Pupils and parents

Staff can expect Pupils and Parents and Carers learning remotely to:

- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Be contactable during the school day
- Parents to make the school aware if their child is sick or otherwise can't complete work
- Complete work to the best of their abilities set by teachers
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 2.10 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

## 3. Who to contact

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

- Subject specific curriculum issues in setting work – talk to the relevant subject leader
- Pastoral Issues e.g. issues with behaviour for learning – Talk to pastoral team
- Issues with IT – talk to IT Coordinator- Mark Jarvis
- Issues with their own workload or wellbeing – Talk to line manager
- Concerns about data protection – talk to the Data Protection Office Ceri Jones
- Concerns about safeguarding – talk to DSL's – Clare Steel, Alex Cameron or Ceri Jones

## 4. Data protection

### 4.1 Accessing personal data

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

- Access personal contact details will be available via Microsoft Teams (staff information and guidance) Staff access only.

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [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.

However, staff are reminded to collect and/or share as little personal data as possible online.

## 4.3 Keeping devices and personal information secure

All staff members will take appropriate steps to ensure their devices and any personal information taken off school site remains secure. This includes, but is not limited to:

- Keeping devices 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)
- Ensuring the hard drive is 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
- 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
- Keeping personal information in a secure location which is not accessible to non-school staff
- If staff have to use their own mobile phone to contact parents/carers they need to ensure their phone number is withheld
- All school information should only be accessed via RM unify

## 5. Safeguarding

Please refer to the safeguarding policy which includes amendments on providing remote education during COVID and guidance for Teachers and support staff.

## 6. Monitoring arrangements

This policy will be reviewed yearly by Clare Steel/Hannah Shaw. At every review, any changes will be approved by the full governing board.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Planning policy
- Video conferencing consent form

