Remote Learning Policy

2021 - 2022

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Aims

This remote learning policy for staff aims to:

● Signpost Safeguarding considerations.
● Signpost Data Protection considerations
● Set out expectations for members of the school community with regards to remote learning.
● Ensure consistency in the delivery of remote learning for pupils who are not in school.

Platforms

In The Meadows all pupils have access to an online Google classroom for their year group. This has been in operation since Autumn 2018 . This platform has been selected as it relies on 'object' interface which visually supports our young people. It allows for laptop and mobile devices to connect for virtual learning.

● **Google Slides, Docs and Forms** are the identified medium of delivery as this allows for consistency for pupils; enabling ease of access. Pupils can complete learning online with responses directed back to staff who have set the work. This affords daily feedback.
● **Daily contac**t is supported by a message to pupils who are learning remotely. Pupils can also leave messages and request help with learning.
● **All online learning** is backed up by paper resources which are sent out on a weekly basis with stamped address envelopes for return. It has been identified through pupil feedback that this delivery is a valuable alternative. Posting also allows for reading materials / books and magazines to be selected and sent individually to pupils creating a sense of connection .
● **Google Meetups** will be arranged for groups in two week isolation.
● **Welfare Calls** to parents once a week and the level of contact will increase if concerns are raised or identified. For vulnerable pupils the contact will be through the SENCo and DSL.
● **Website:** Videos are uploaded directly to the website to create a connectivity with learning resources. The School Website also hosts Staff and Student links.

Teachers

When providing remote learning, teachers must be available for the normal school day. If they are 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.
When providing remote learning, teachers are responsible for:

- Setting work for their 'usual' timetable for individuals and / or for identified classes / remotely or on site if required.
- Work set should aim to be equivalent to that taught in school and follow the usual planning expectation see Curriculum Folder Intent SOL new Front Sheet.
- Provision for Tutor group classes may also be requested.
- Outside of the 2 week contingency planning work should be set by 3:30pm the day before pupils will need to access it. This will be an adaptation of what is being delivered in school on the day with consideration being given to accessibility. The paper resources should be available for the week on the second day on isolation and be given to Andrew McGarry by 8:45 am
- Work should be uploaded into Year group Classrooms / pup[il classrooms
- Crib sheets are located within staff CPD file

Work set as part of two week contingency planning should follow guidelines in Appendix 1

Feedback on work
- There will be daily messages online for all isolating pupils
- Online work should allow capacity for marking and feedback
- Marking and feedback for paper packs will be undertaken by the staff setting the work

Teaching assistants
Will be asked to complete tasks and training at home specific to the organisations requirements.

If assisting with remote learning, teaching assistants must be available for the usual working day. 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.

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 virtual meetings with teachers and reviewing work set.
- Reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Considering and documenting 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 are appropriate and consistent, see deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

Designated safeguarding lead, IT staff and the DPO

There is a risk assessment of the security of remote learning systems with careful monitoring and reporting allowing for resolution of issues.

E Safety and Acceptable Use procedures remain operational and the website details the most recent Safeguarding Policy

Pupils and parents/carers

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
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Governing Body

The Governing Body 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

Who to contact

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

Andrew McGarry

Data protection

Staff are not required to collect and/or share personal data online.

Staff will use School devices with associated security settings for any working from home contact .

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)
- 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

Safeguarding Live streaming

Live streaming is being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown.

At The Meadows we have decided to use Google meet. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

https://bit.ly/3nvY3LN - Full guidance for Google Meet.

The application has a number of functions to it. As a school we are able as the host to control the meeting and close the meeting to individual's if the need arises. This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions. For staff GoogleMeetup will only be used from the school site

It is our expectation that as users of the application both pupils and staff should report any additional problems directly to the Headteacher /Designated Safeguarding Lead around the functionality of this application.

Live Streaming will always be carried out by the School's ICT system and any other access is not be authorised.

Filtering and Monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT lead/department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.
Please ensure that you report any identified issues immediately.

Equipment

The functionality of the application will be disabled or enabled by the administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our school's, 'acceptable use' Policy which highlight's clear expectations of the use of equipment.
Please ensure that you sign appropriate consent forms.

Expectations of Pupils

At The Meadows the following expectations are in place:

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concern directly to my parent/teacher/school.
- I will be available for my log in and lessons
- I will be dressed appropriately.
- I will turn my webcam on and my microphone on to mute.
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through Google chat function
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

At The Meadows the following expectations are in place:

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified lesson time
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

At The Meadows the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will provide online learning during the school day
- I will not record the session or if there is a reason too I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Useful links and publications:

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

The dfe doc

Links with other policies

This policy is linked to our:

- Behaviour policy
- **Child protection Policy**
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-safety policy

Teaching and learning - Covid-19 2 Week Contingency Plan

Rationale
To reduce the impact on teaching and learning and progress of students in the possibility of Covid-19 related school closure/staff or student isolation/issues.

Contingency planning procedures in the case of: Group closure due to a positive test
- Staff plan and resource a two week (10 days) remote learning pack for the subject(s) and classes that they teach.
- This should reflect thoughtful curriculum planning considering work/skills/knowledge being revised and revisited or new learning being revisited and built upon in the year. This is so that all work is specific and useful to the curriculum needs of students and no learning time is lost.
- Remote learning contingency plan proforma completed.
- Electronically provided work must be offered in a paper based format to ensure that students who may not be able to access virtual/electronic learning or prefer to complete tasks that are paper based can still complete associated learning activities.
- In the instance of these remote learning contingency plans having to be used then another cycle of plans will be planned and prepared when staff are isolating in order that a new two week plan is in place for any possible future closure.

Staff absence - Covid related isolation (pupils still in):

- Staff planning and resourcing of current topics should be supplied by isolating members of staff in order that cover staff can deliver the current work face to face and keep students learning within the current plan so that the isolating teacher upon return can continue with the current plan. This aids in consistency for students as they can continue building on their work/skills/knowledge within the current topic.

Student absence - Covid related isolation (14 day)

- Staff to provide work to be sent to the isolating student that their class are completing within school so that the isolating student is kept up to date with the work being completed by their peers. If the staff member reflects that the learning planned in class does not easily transfer consideration needs to be given to developing skills that will facilitate learning alongside supporting 'missed' learning. This supports students for an easier return to school and transition back into class and point of learning.

Student absence – Covid related longer term absence (anxiety, vulnerability etc)

More bespoke planning and work provided which may include:
- Staff provide work that their class is completing within school so that the isolating student is kept up to date with the work being completed by their peers.
- Specific work provided which will build skills for certain subjects (e.g. reading and writing skills for GCSE English exams), work and assessments to allow students to acquire accreditations (e.g. functional skills, unit awards etc).
- Specific work tailored in relation to the students' needs, ability to access work in remoteness and ability to work independently.
- Staff provision virtually for supporting students with work completion (dependent on staff availability and deployment).

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