

Remote Learning Policy

Reviewed	DHY
Committee to Review	Quality of Education
Ratification date by Trustees	Summer 2022
Review Due	Summer 2024

Statement of intent

At Taverham High School, we understand the need to continually deliver high quality education, including during periods of remote working. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Roles and responsibilities

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 the Senior Leadership Team are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

SLT is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.

- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a bi-annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require supporting pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

The Health and Safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with SLT.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

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 pupils 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.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.

- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with SLT and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with SLT and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

The ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

The Teachers are responsible for:

When providing remote learning, teachers must ensure work is available for students to access on Microsoft Teams during the students' timetabled hours.

If a student or a group of students are required to isolate during normal school opening, then staff members will be notified, and appropriate work will be set via their Class Team following the guidance detailed below. Staff members will be notified when the student returns to school.

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.

In the event of a full or partial closure of the school, the following will apply:

- Microsoft Teams will be the single hub for all Remote Learning interactions.
- Teams Meetings allow teachers to host video and audio calls and invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team or via their Outlook or Teams calendar). Each subject should provide some form of 'live lesson' content at least once over a fortnightly timetable. This does not have to be for the full hour and can include pre-recorded content.
- Teachers should record the Meeting for safeguarding reasons and easy cloud access at a future date and time, particularly for those pupils who experience illness which may prevent them from attending the live lesson.
- Screen sharing will allow teachers to broadcast their PowerPoint and/or Websites, during the Meeting calls for discussion and sharing with the class.
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary
- Classwork and prep that can be handed in online will be set through Teams Assignments and marked/feedback online.
- Teams Assignments must be set regularly (in line with their curriculum expectations) to enable teachers to effectively monitor pupil progress.

Pupils are accountable for the completion of their own schoolwork. Teaching staff can contact parents via email or phone if a student is not completing their schoolwork or their standard of work has noticeably decreased. If teachers have significant concerns about pupils or groups of students not completing school work they should contact their line manager and the pupil/s can be contacted centrally through the school.

In the event of a school closure the following process will be implemented for students who are not engaging or have limited engagement with home learning:

Teachers identify students that are not or have limited engagement with home learning and can make contact home via email or phone call.

Teachers highlight students on centralised spreadsheet by 3pm Friday each week detailing what actions have already been taken. Head of Year will then coordinate actions required for those students.

Each Tuesday the ICT Manager will download a log of Microsoft Teams usage and distribute to HoY so that usage can be monitored, and appropriate actions implemented.

Actions may include:

- Letter of concern
- Phone call home
- Personalised interventions

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision as soon as possible.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible

When providing remote learning, teachers are also responsible for:

- Setting work:
 - A clearly labelled folder 'Remote Education' within the relevant Class Team which directs students to either a PowerPoint, live stream, recording or other material. Clear objectives must accompany each lesson. For further information on how to set up a Remote Education Folder, see our Remote Education Training Videos, which can be accessed via the link distributed in school.
 - Learning must include differentiated work for SEND students, where possible, in a separate folder clearly labelled.
 - An appropriate amount of work should be set for each lesson, in line with the current scheme of work and must not exceed 60 minutes.
 - All lesson material should be uploaded to Teams, located within the Class Team and a folder called 'Remote Education'. Offline work will be submitted to a folder within the Staff Room Team under instructions from our Senior Leadership Team, to be printed and distributed accordingly.
- Providing feedback on work:
 - Regular assessments (in line with curriculum expectations) must be carried out on Microsoft Teams Assignment to adequately enable teachers to monitor pupil progress. Individual written feedback will be provided through this process.
 - Feedback and Marking must be completed, online, via Microsoft Teams Assignments.
 - Students should receive a form of feedback at least once every 4 lessons. This can be individual feedback or whole class feedback but should be specific to the work set and performance of the group.
- Attending virtual meetings with staff, parents and pupils that can reasonably be undertaken at home:
 - Smart work wear must be worn during each online session or meeting which includes pupils.
 - Staff must not hold one to one or very small group virtual meetings at any time.

- It is important to ensure your background noise is kept to a minimum and there is no inappropriate or sensitive material viewable to the audience.
 - Teachers are expected to monitor school emails during working hours and will endeavour to respond within a reasonable time frame.
 - Teachers are expected to report any safeguarding concerns via CPOMs as soon as possible.
 - Complaints or concerns shared by parents and pupils should be dealt with in a professional manner with the support from our pastoral or senior leadership team, when required.

Taverham High School has made a provision for remote contact with pupils on a daily basis:

- ✓ Pupils will have access to work that allows them to continue progress whilst at home in line with our current curriculum

In as far as is possible Taverham High School will attempt to replicate the current timetable that pupils follow through the course of a normal school day.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning
- some staff will be unavailable due to illness, but we endeavour for all subjects to participate in remote learning, in some form that can reasonably be undertaken at home.

Teachers can access further support, training and guidance through the remote learning folder that has been shared on One Drive.

Parents/Carers are responsible for:

- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues by emailing itsupport@taverhamhigh.org as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Making the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Pupils are responsible for:

- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues by emailing itsupport@taverhamhigh.org as soon as possible. Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're unable to complete work
- Notify a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhere to the Behaviour Policy at all times.
- Students should monitor their school email account and only use their school account to contact teachers or school staff.

Resources

Learning materials

For the purpose of providing remote learning, the school may make use of:

- Work booklets
 - Microsoft Teams
 - Emails
 - Past and mock exam papers
 - Online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will endeavor to adapt the curriculum or resources so that pupils can catch up on these areas of the curriculum when they return to school.

- Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- All lessons set will be in line with our current Schemes of Work.
- Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
- Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with this policy using Microsoft Teams Assignments.
- The arrangements for any 'live' classes, e.g. webinars, will be communicated via Microsoft Teams > Class Team.
- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

All staff and pupils using video communication must:

- Ensure that pupils cannot be seen on the camera at any time.
 - Smart work wear must be worn by staff during each online session or meeting which includes pupils.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication. We recommend staff use the 'blur' background feature.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Students must not record, screengrab, store, or distribute video material without written permission from the Head Teacher. Staff must record all sessions which are stored on Microsoft Teams for safeguarding purposes only for 20days.
 - Ensure they have a stable connection to avoid disruption to lessons.
- Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

- The school will ensure that all school-owned equipment and technology used for remote learning has 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.
- In exceptional circumstances the school will be responsible for providing access to the internet off the school premises but will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

- The DSL and SLT will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded electronically and suitably stored in line with the Records Management Policy.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

All home visits must:

- ✓ Have at least one suitably trained individual present.
- ✓ Be undertaken by no fewer than two members of staff.
- ✓ Be suitably recorded on paper and the records stored so that the DSL has access to them.
- ✓ Actively involve the pupil.
- Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- The DSL will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- All members of staff will report any safeguarding concerns to the DSL immediately via CPOM.

Data protection

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

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- Parents' and pupils' up-to-date contact details will be accessed live from BromCom, not downloaded or transferred.
- All contact details will be stored in line with the Data Protection Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school owned equipment at any time.
- Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

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

School day

- Pupils will carry out remote learning throughout the course of the day at their discretion.
- Pupils are encouraged to take regular breaks when completing remote learning.
- Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

- Pupils who are unwell are not expected to complete remote learning until they are well enough to do so.

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via letter, email and the school website about remote learning arrangements as soon as possible.
- The Senior Leadership Team will communicate with staff as soon as possible via email about any remote learning arrangements.
- The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- Members of staff will have regular contact with their line manager.
- Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- Issues with remote learning or data protection will be communicated to the school as soon as possible so they can investigate and resolve the issue.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- SLT will regularly review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.
- Staff contact their Line Manager if unable to set work

Monitoring and review

- This policy will be reviewed on a bi-annual basis by SLT.
- Any changes to this policy will be communicated to all members of staff and other stakeholders.
- The next scheduled review date for this policy is May 2024.