REMOTE LEARNING POLICY

FEARNHILL SCHOOL

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Produced by	School
SLT responsible:	Deputy Headteacher
Signatures: Chair of Governor Headteacher	

Contents

1. Aims

This remote learning policy for staff 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.

2. Roles and responsibilities

Fearnhill is committed to ensuring no student misses out on any learning as a result of the coronavirus pandemic.

Any students required to self-isolate, whilst the school is fully open to students, will be able to access the full school curriculum via the COVID-19 section of the school website. Each week a comprehensive list of lessons covered in each year for each subject will be available, along with links to Oak National academy lessons, or a similar resource.

In the event of partial or full school closures, the full school curriculum will continue to be delivered seamlessly through remote learning. Students will have a timetable made available on the school website and lesson materials will be provided for every lesson. Instructions for each lesson will be made on Google Classroom. Students will also be able to view supporting teaching resources and complete and submit work in Google Classroom using their school email credentials to log in.

It is the responsibility of subject leaders to ensure all students have access to the timetabled lessons in their subject area. Teachers - directed by their subject leader(s) - must upload to Google Classroom all required teaching materials by the start of the school day (08.30) for the classes and lessons they have been assigned. Where teachers are delivering 'live' teaching, all details of the lesson should be made available to pupils before the start of the school day. No teacher will be expected to plan and/or deliver more lessons than exist on their normal teaching timetable.

The pastoral team will be responsible for monitoring student engagement with online work, as well as monitoring attendance registers to live lessons. Where students are not engaging with remote learning, pastoral leaders are responsible for coordinating parental contact.

The SENCO, with the support of the inclusion department, will be responsible for ensuring all students with a special educational need receive weekly phone contact and support as a minimum requirement in addition to usual monitoring processes. Where students are persistently struggling to access remote learning as a result of their special need, in school support will be provided.

The AHT for teaching & learning is responsible for effective sourcing and deployment of supplementary IT equipment to support any and all students who are unable to access remote learning at home.

2.1 Teachers

When providing remote learning, teachers must be available between 08.30 and 15.00. Teachers should also be available for all meetings on the school calendar outside of these hours that they would normally attend.

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.

When providing remote learning, teachers are responsible for:

Setting work as directed by the relevant head(s) of subject

- Often this will involve taking responsibility for one year group rather than providing resources for normal classes.
- Delivering 50% of lessons live on Google Meet in Google Classroom. A timetable of live lessons will be made available to all students and teachers on the day that schools are asked to close.
- In the event of a partial closure or rota system, teachers are expected to deliver lessons as normal to classes in school and prepare paper-based booklets/exercises for students to complete on the weeks when they are not in school, as directed by their head of subject(s).
- All resources and videos should be uploaded by 08.30 on the day of the timetabled lessons. In the case of a partial closure or rota system, all resources for home-learning should be sent home with students at the end of their week in school.
- Details of all resources must be published on Google Classroom.
- Ensuring all lessons and resources they plan and deliver are agreed by the relevant head of subject(s).
- Provide students with opportunities to submit work online for all lessons.

Providing feedback on work

- Teachers will ensure students receive regular feedback. At KS4 students will receive at least weekly feedback in each subject as a minimum. At KS3 students will receive fortnightly feedback as a minimum in each subject. Students in the sixth form will receive feedback in every lesson.
- The primary form of feedback students will receive is verbal feedback in Google Meet sessions either as personalised comments or whole class feedback.
- Teachers will complete regular assessments of student work (e.g. tests or extended writing) in line with the normal assessment calendar.
- Teachers will use either Google Classroom to provide feedback.
- The Assessment, Recording and Reporting policy and Feedback policy both remain in place during remote learning. The only changes are that feedback books will remain in school so assessed work will not be recorded there and students will receive their recorded feedback in Google Classroom rather than in their feedback books.

Keeping in touch with students who are not in school and their parents

- Form tutors will deliver a weekly form time on Google Meet and record attendance.
- Form tutors will phone home parents of students who do not attend weekly online form sessions.
- Form tutors are expected to contact students in their tutor group whenever they are directed to by pastoral leaders.
- Where students do not attend lessons, the class teacher will contact the student(s) to ensure future engagement. Where students miss consecutive lessons, teachers are encouraged to contact parents directly and will alert the pastoral team. All students will have a daily live contact with the school.
- Teachers will respond to parental emails during normal working hours and within 24 hours.
- Where safeguarding concerns arise these should be recorded in CPOMS as soon as possible and the Designated Safeguarding Leads informed.
- Records of students who have not attended daily Google Meet lessons will be shared with the pastoral team for effective tracking.

- When appearing for teaching videos on YouTube or Google Meet teachers should be dressed as they would be at school. When appearing via a webcam for school business, care should be taken to be in a quiet location with a plain non-distracting/non-offensive background.
- Staff should work and film on site where possible during the normal school day, in line with relevant prevailing safety concerns.
- Staff should record all Google Meet lessons and save into their Google Classroom to ensure effective accountability and safeguarding.

2.2 Inclusion support assistants

- When assisting with remote learning, inclusion support assistants must be available during their normal working hours.
- If a member of the educational support 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.
- When assisting with remote learning, inclusion support assistants will be directed by the teacher who line manages them and/or the SENCO towards contacting and supporting named SEN pupils with their remote learning and supporting vulnerable students who still need to attend school.
- Every student with an Education, Health & Care Plan will have access to at least one lesson either in person or online with an ISA every day, or as frequently as parents feel is appropriate, in addition to the offer to all students.

2.3 Heads of subject

Alongside their teaching responsibilities, heads of subject are responsible for

- Considering whether any aspects of the subject curriculum need to be adapted to accommodate remote learning whilst ensuring curriculum continuity is not compromised.
- Directing teachers teaching their subject remotely to make sure all work set is appropriate and consistent for all classes in all year groups.
- 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. Line Managers will review with subject leads.
- Alerting teachers to resources they can use to teach their subject remotely.
- Supporting teachers with training to deliver effective remote education in their subject.
- Adapting assessment in their subject area as required for remote learning, whilst ensuring the normal assessment cycles are followed.
- Completing assessment reports for each year group according to the assessment calendar.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for

- Co-ordinating the remote learning strategy across the school - Deputy Head (Curriculum & Standards) will provide timetables and direction to all staff on the expected approaches to remote learning via the suite of remote learning guidance and through line management.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from students and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

- The DSL continues to carry out all aspects of their role according to the Child Protection policy (see school website for further details).

2.6 IT staff

IT staff are responsible for

- Responding quickly to any issues with systems/platforms used to set and collect work.
- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting students and parents with accessing the internet or devices.
- Deployment of school equipment for teachers, staff and students who need it.
- Keeping an accurate inventory of equipment loaned to staff or students.
- Gathering back all loaned resources once they are no longer required by staff or students.

2.7 Students and parents

Staff can expect students learning remotely to

- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.
- Attend all their live online lessons.
- Contribute to live online lessons by asking and answering questions in live lessons.
- Login to Satchel One and Google Classroom every day.

Staff can expect parents with children learning remotely to

- Support their child with their learning.
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it for any reason, be that a lack of equipment to support remote learning, financial support, provision of free school meals etc.
- Be respectful when making any complaints or concerns known to staff.

2.8 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.

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENDCO.
- Issues with behaviour – talk to the relevant Head of Key Stage.
- Issues with IT – raise a ticket with Priory Network Helpdesk.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – email tim.spencer10@fearnhill.herts.sch.uk.
- Concerns about safeguarding – record on CPOMS and speak to a designated safeguarding person (MPS/LTY/RBN/ESE/CBN).

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will comply with the GDPR and Data Security Policies (see school website).

4.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is demonstrably necessary for the school's official functions, individuals will not 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 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.

5. Safeguarding

We have updated our Child Protection policy to reflect the current situation as of September 2020. This policy can be found in the staff area in the Policies folder.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher until the arrangements for schooling are not affected by COVID-19. At every review, it will be approved by the Full Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour for Learning Policy
- Behaviour for Learning – Coronavirus addendum
- Child Protection Policy
- Code of Conduct and privacy notices policy
- Data Security policy
- Home School Partnership policy
- GDPR policy
- Social Media policy
- Assessment, Recording & Reporting policy
- Feedback policy