

## Remote Learning Policy

***We are proud to belong to the Carr Hill Community where we pursue excellence through commitment, aspiration, resilience and respect.***

### 1. Aims:

This remote learning Policy aims to:

- Ensure consistency in the approach to remote learning for students who are not in school
- Set out the expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### 2. Scope

The policy covers situations where there may be a full or partial closure of the school or where students are having to self-isolate as a result of being symptomatic; testing positive for Covid 19; being in the same household as someone who is symptomatic or positive; being a close contact of a positive case; or who has been instructed by the NHS to shield

### 3. Responsibilities

#### 3.1 Subject Teachers

- Teachers should follow the guidance document for remote learning which is Appendix A to this policy
- Work set for students who are unable to attend school should be available at the time of the lesson on a student's timetable and be available on the Synergy platform. The instructions should include information on how students should return completed work.

#### 2.2 Mentors and Heads of Year

- In the event of an extended period of closure, mentors should make contact with students in their mentor group on a fortnightly basis. This should be done by phone preferably.
- Heads of Year should follow up on any students where it is proving difficult to make contact.

## 2.3 SENCO

- Will identify SEN students who ought to be in school during any closure and liaise with parents/carers on a daily basis
- Will direct work of Teaching Assistants during any period of remote learning
- Will support staff in setting appropriate work for students with additional needs

## 2.4 Subject Leads are responsible:

- For ensuring that appropriate remote learning is being provided across their Faculty
- For ensuring that work is set for classes of colleagues who are not available for work
- For monitoring the quality of remote learning within their Faculty
- For alerting teachers to useful resources and working with staff to develop proficiency in remote learning

## 2.5 Senior Leaders are responsible:

- For co-ordinating the provision of remote learning across the school
- For monitoring the effectiveness of remote learning through communication with parents/carers, staff and student surveys,
- For ensuring that students have access to appropriate technology for remote learning, including co-ordinating short term loans of IT equipment
- For ensuring staff are supported through identifying and responding to training needs

## 2.6 IT staff will

- Maintain the systems that allow students to access work from home
- Fix any issues emerging with technology for remote learning or source specialist help to do so
- Assist staff and students/parents with any technical difficulties being experienced
- Review the security of systems and report any data breaches to the school's data protection Officer

## 2.7 The Board of Governors will

- Monitor the school's approach to remote learning to ensure that a high quality education is being maintained

## 2.8 Parents & Carers are asked:

- To inform school if there any issues regarding technology which would impede home learning
- To reinforce the importance of learning at home and keeping up to date with school work
- To keep school informed of any change in circumstances
- To alert the school if there are any safeguarding concerns
- To inform the school if their child is sick or unable to complete for work for any reason

## 3 Safeguarding

- All staff must continue to follow the school's Safeguarding Policy
- The Designated Safeguarding Lead will continue to liaise with external agencies, monitor vulnerable students and maintain contact with parents /carers of vulnerable students
- All live lessons are recorded for safeguarding purposes

#### 4. Contacts

With regard to remote learning parents/carers should use the following contacts

- Issues with remote learning Mr D Morton
- Issues with academic work the appropriate teacher or subject leader
- Issues with behaviour the appropriate mentor or head of year
- Issues regarding pastoral care the appropriate mentor or head of year
- Safeguarding concerns Mr Johnstone or the Head of Year
- IT support contact school and ask to speak to IT Services

#### 5. Data protection

- All students have been asked to sign the acceptable user policy and must have done so to access school systems
- Staff must follow the acceptable user policy and comply with GDPR and safeguarding expectations

#### 6. Links with other policies

This policy is linked to the school's

- Behaviour For learning Policy
- Safeguarding Policy
- Online Safety Policy
- Data protection Policy
- Acceptable Use Policy

Policy reviewed and approved December 2020

Linda Nulty

Chair of Governors

Rachel Leaper

Chair of Pupils, Curriculum and Standards Committee

## Appendix A: Remote Learning Guidance 2020-21

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This guidance is for teaching and learning during the Covid-19 crisis:

when remote learning at home is necessary due to students having to self-isolate

or

where a blend of home and school based learning is necessary if there was to be a future full or partial closure of schools.

The guidance sets out the principles and good practice for effectively delivering the school curriculum via home and school-based learning. It aims to make clear what is expected in terms of lesson delivery, the feedback students should receive and how the school's teaching and learning priorities can be focussed on. This guidance takes into account the unprecedented nature of the situation.

The aim of this guidance is to:

- ensure consistency in the approach to remote learning for pupils who cannot be in school
  - set out the expectations of all members of the school community with regards to remote learning
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### **School based learning**

- All students are expected to be in school unless they need to self-isolate, are displaying symptoms of Covid, have tested positive for Covid or have been advised by a medical practitioner that they are to shield as a result of extreme clinical vulnerability.
- In the event of a partial or full closure of school, students in affected years who are deemed as vulnerable (with a social worker or EHCP) should still attend school.

### **Remote Learning due to self isolation**

In the event that a student needs to self-isolate, please inform the school if your son or daughter does not have access to a computer for remote learning. We will aim to address this wherever possible.

All students are expected to keep up with their school work while self-isolating unless prevented by illness.

Details regarding work for self-isolating students:

- All work for isolating students will be set on the school's Synergy platform. Students simply need to log into Synergy, click on 'class work' and click on the appropriate subject to access the work.
- The work set will allow students to follow their normal timetable during a day but if this is not possible they will still be able to access the work at a later time.

- The work set will follow the same curriculum content matter that the student would have been doing in class with the explicit aim that a student should not fall behind the learning of their class peers. The work set may not be identical to what is actually being done in class for a variety of reasons eg the use of specialist equipment or activities in core PE lessons
- Where appropriate, students will be directed to access the actual classroom lesson through Microsoft TEAMS or taught via a live or recorded lesson on TEAMS if a whole class were to be isolating. In the event of live lessons, students will be instructed via Synergy of what time / period to log into Microsoft TEAMS. Staff will record all live lessons (they are automatically saved on teams) for safeguarding purposes and to allow students to access the resource at a later time.
- Key vocabulary slides should be included in home-based learning resources as teachers will have limited opportunity to explain words students do not understand when not in the class room.
- Links to any websites should be added as hyperlinks (e.g. Seneca, GCSE pod etc).
- Students should follow their teacher's instructions for returning or submitting work

### **Remote learning in the event of a partial or full lockdown**

In the event of a partial or full lockdown for an extended period:

- Work will be set every day for each period as above
- Students should receive typed or verbal feedback as per the school's Teaching and Learning Policy in place of written feedback in books (via email or Teams) for a piece of work (picture of written work or electronic document). This feedback is to be acted on and RAP work competed.
- We will aim for 50 percent of a student's lesson time in any subject to be delivered via TEAMS.
- Students will be expected to keep up to date with home learning and are expected to log into live session where technology to do so is available. Year leaders and mentors will contact home where students are not logging in or keeping up to date with work. Where students are having issues keeping up with work it is expected they or their parent / guardian contact school.

**Parents are asked to contact the school if there are issues with access to Technology which impede home learning.**

### **Student expectations in live online lessons**

By joining a live online lesson, students are agreeing to meet the following expectations:

*When I participate in live online lessons I will:*

- *Make sure that I am muted, unless the teacher instructs otherwise.*
- *Decide to turn my camera on or off.*
- *Use a room that has a plain and appropriate background where possible.*
- *Respect all participants.*
- *Speak politely to all participants.*

- *Have something to write with and on.*
- *Not eat or drink during a lesson.*
- *Only use the 'chat' feature with the teacher to ask/answer questions.*
- *Be present for the whole session.*
- *Dress appropriately (for example, no pyjamas or anything revealing).*
- *Not try to re-join the meeting once it has ended.*
- *Not take screen shots or recordings of any part of the meetings.*
- *Not post, manipulate or in any other manner display images or recordings from the meetings.*

**NOTE:**

All live online lessons will be recorded by the teacher for safeguarding purposes.

Students misbehaving may not be allowed to join future live lessons.

Parents/carers will be informed of any poor behaviour.