



Remote Learning Policy

Approved by: Sam Carroll-Grigg **Date:** 1st April 2021

Last reviewed on:

Next review due by: 31st March 2022

Contents

1. Aims
2. Roles and responsibilities
3. Remote Learning
4. Data protection
5. Safeguarding
6. Monitoring arrangements
7. Links with other policies

Background: “Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.” (DfE Guidance for Full Opening August 2020)

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

Head Teacher – (Caroline Sutton overseeing holistic and strategic remote learning provision)

Deputy Head/Designated Safeguard Lead (Dave Boerm – remote and virtual lesson attendance, pastoral lead – Covid Test and Trace Lead)

Deputy Head /Curriculum (Sam Carroll-Grigg - Strategic lead for curriculum and online learning)

Assistant Head Teacher /Teaching and Learning (Giles Smith - Virtual learning and CPD lead)

SENCO Team (Fiona Dudgon - SEN Lead - supporting families of students with SEND / alternative provision /ensuring the requirements of the EHCP are met)

Headteacher’s PA (Zoe Trevis – Key Worker registrar /Covid Test and Trace support/ Public Health England liaison officer)

Operations Manager (Anthea Southall – Covid risk assessment co ordinator)

Virtual and remote learning support (Dave Harris)

Remote technical support (Ian Billingham / Dan Elwell- Invictus Trust)

Class Teachers (delivery of daily live lessons via Space to their own class when possible (re timetable) and set tasks/activities which are monitored and supported)

All teaching staff:

When providing remote learning, teachers must be available between 8:30am and 3:30pm Monday – Thursday and 8:30am – 2pm on Friday

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. Staff should contact Headteacher's PA (Zoe Trevis) by 7:45am who will contact HOD and cover supervisors.

The Senior Leadership Team will be responsible for:

- Coordinating the remote learning approach across Crestwood School
- Ensure staff training for remote learning has taken place, a 'how to' guide to train children in how to use Space and also a guide for parents.
- Monitoring the effectiveness of remote learning –such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents

Curriculum Leads/ Head of Department 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, senior leaders and line managers 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.
- Alerting teachers to resources they can use to teach their subject remotely, along with new initiatives.

Teaching assistants

When providing distance learning for the whole class/bubble is in place, the TA will assist with remote learning. Teaching assistants must be available between normal working hours (with usual breaks taken). Teachers (in consultation with the HOY & SEN) will direct TAs to support with remote learning.

Tasks may include:

- Phone calls to SEN children with alternative provision to ensure work is appropriate
- Small group intervention for literacy/numeracy via Space VLS
- Phone calls to children to support with pastoral care
- Contacting children that are not completing work to address any barriers to this.
- Attending virtual meetings with teachers, parents and students

In addition:

- The Crestwood dress code will be expected to be followed
- VLS will be live using audio (and not webcams unless directed to do so by the Headteacher)
- Avoid areas with background noise, with nothing inappropriate in the background
- Following usual policy rules for professional conduct e.g. not drinking hot drinks during teaching etc.

3. Remote learning

Preparing for Remote Learning:

We would expect that many of the steps below should already be in place with most staff within Crestwood School. We would expect that there will be future benefits to putting these plans into place.

Crestwood School will be proactive in ensuring that:

- Staff have access to Space Virtual Lessons for Classes, and that these are set up

- Students within classes have access to the relevant VLS
- Students will receive VL refresher sessions (and specific Space instruction)
- Staff are familiar with the main functions of Space, VLS and also Microsoft Teams
- Staff have the ability to host a VL (video and/or audio) with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

When delivering remote learning, staff will:

- Only use online tools that have been evaluated and agreed by SLT
- Ensure their background is neutral when delivering the online lessons
- Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account
- Record the any online lessons/contact held or made using Space
- Revisit relevant policies such as our acceptable use of technology policy with learners as necessary.
- Where remote learning is taking place 'live' for example using webcams or chat facilities, staff and learners will ensure a safe and professional environment is maintained in line with our Remote Learning Policy.

More in depth guidance from SLT is available:

- DfE: Safeguarding and remote education during coronavirus (COVID-19)

When supporting remote learning:

- Staff have access to Space for classes, and that these are set up
- Students within classes have access to Space VLS
- Students will receive a device to support home access
- Staff will continue to receive ongoing support and training on the effective use of online and virtual learning strategies
- Staff have the ability to host a Teams Meeting to support meetings within the school day and as part of our CPD provision within their classrooms if on site or from home

When providing remote learning, teachers (along with office managers and the DSL) are responsible for:

- **Attendance** - Remote Education (DfE Guidance) "If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education.

Crestwood School will keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

If a child becomes unwell whilst their bubble has been quarantined, then parents should contact the school office to notify them as usual.

A register is taken at the beginning of the lesson by the class teacher, and is tracked by the attendance officer and Deputy Head in charge of attendance (DB)

Messages about attendance issues should be sent to the office no later than 10 am. The school office will then send a message to the family for first day calling to check.

Crestwood School should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside Continued Professional Development time (CPD)

- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period

Staff should ensure that they:

- Have received appropriate training (both in-house and via National College CPD platforms)
- That their computer- based teaching resources are available outside of school (on Space, Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the Headteacher.

Continuity of Education in Event of a Closure

Crestwood School will make provision for remote contact with students on a daily basis in two forms:

- Students will have access to work that allows them to continue progress while at home
- Students will have the opportunity for live interaction with their class teacher on a daily basis

In as far as is possible Crestwood School should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Senior Leadership Team (and Line Manager) if this is not possible.

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 so easily to remote learning (in which case provision on Space will support home learning)
- Screen time and breaks will be in place to support the wellbeing of students when working from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

Remote Learning Practice and Recommendations

- Space VLS will be the single hub for all Remote Learning interactions
- Space VLS allow teachers to host video and audio calls and automatically invite members of their classes (Students join by clicking the relevant lesson as indicated on their timetable)
- Teachers should record the VL where possible for easy access at a future date and time - particularly for those students who may be unavailable to attend the live lesson (due to illness)
- Staff will use microphone headsets to improve the quality of audio on the calls
- We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions (we can recommend suitable headsets)
- Screen sharing will allow teachers to broadcast their screens and open documents during the VLS 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 Invictus IT team will provide the necessary support
- Classwork can be handed in online and will be set through VLS and feedback given online (as well as being set on Space).

4. Data Protection

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

- Need to ensure that all documents required for home learning are stored/backed up in their school account
- Teachers should only use school laptops or protected devices to stream lessons via Space VLS
- Teachers should ensure all other documents are closed before streaming

Processing personal data

Staff members will not need to collect any further data from parents other than that stored on programmes already used.

Keeping devices secure

All staff members are to use secure devices when accessing Space or Home Access (under the guidance of the Headteacher)

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 no documents are stored on any devices other than encrypted Crestwood School or Invictus Trust devices
- 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

All these measures are undertaken by the IT department; any issues contact IT support via Space (raise a ticket via ICT Support)

5. Designated safeguarding lead / safeguarding arrangements:

Crestwood School DSL is responsible for:

- Ensuring that when children are online that guidelines are made clear for the correct use of remote technologies
- Ensuring that there is a blank wall behind the teacher in place when filming and delivering the online lessons.
- Ensuring first day calling still takes place

Online safety at home

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy.
- Where necessary, referrals will be made to LADO, children’s social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - o Childline: www.childline.org.uk
 - o UK Safer Internet Centre’s ‘Report Harmful Content’: <https://reportharmfulcontent.com>
 - o National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers will continue to be made aware of what their children are being asked to do online, including the sites they will be asked to access.

Crestwood School will continue to be clear who from Crestwood School (if anyone) is going to be interacting with a child online.

- Parents/carers will continue to be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- Crestwood School will ensure any sharing of information, communication and use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- All communication with learners and parents/carers will take place:
 - a) within school hours as much as possible. (Or hours agreed with the school to suit the needs of staff)
 - b) with staff using Crestwood School devices over personal devices wherever possible and in line with our existing IT and E Safety policy. Where this is not possible, staff will speak with SLT.
 - c) using Crestwood School provided or SLT approved communication channels; for example, Crestwood School provided email accounts and phone numbers and agreed systems e.g. Space and Microsoft Teams. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
 - d) Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school/setting behaviour policy/code of conduct.

Information for parents - keeping in touch with students who are not in school and their parents:

Parents will find the following useful information already on Space:

- A copy of their child's timetable and virtual lessons
- Email contact details for their child's teachers
- Work for each subject
- Support and ideas for remote and home learning

6. Monitoring arrangements

This policy will be reviewed every year by Sam Carroll-Grigg – Deputy Headteacher. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Conduct and Behaviour policy
- Child protection policy: and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- E Safety and acceptable use policy
- Online safety policy

Summary

The primary purpose of this policy is the continuity of education for students at Crestwood School. Using existing school systems (Space, Microsoft Office 365 and Teams) means this provision can be put into place quickly and students only need their existing login details to access Space