HOE VALLEY SCHOOL
REMOTE LEARNING POLICY

Person Responsible: Head Teacher
Date Adopted: October 2020
Date of next review: Spring 2022

To be read in conjunction with the Teaching and Learning Policy, Higher Attainers Policy and Assessment Policy, Behaviour for Learning Policy, School Charter, Child Protection & Safeguarding Policy, Coronavirus addendum to our Child Protection Policy, Acceptable Use Agreement, Google Classroom Policy and E-Safety Policy and Data Protection Policy

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

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4pm.
If they are unable to work for any reason during this time, for example due to sickness, self-isolation due to COVID-19 or caring for a dependent, they should report this using the normal absence procedure to the Head Teacher's PA and relevant Line Managers via BlueSky.

➢ When providing remote learning, teachers are expected to provide online lessons via Google Classroom and where possible Google Meet: Suitable work should be provided for all timetabled lessons

➢ The work should be easily accessible for all students and differentiated using the RAG system

➢ The work should be set before the School day begins Prep should be set on Google Classrooms and in line with the Teaching and Learning Policy

➢ Tutors are expected to provide the usual tutor programme, including the delivery of PSHE via Google Classroom and, where appropriate, Google Meet.

➢ When in a noisy environment, teachers should use the Bluetooth headset provided by the School to ensure they are able to communicate effectively via Google Meet.

- Teachers are expected to complete registers so tutors, Heads of Year and Heads of Faculty can monitor attendance in lessons and contact home where necessary and appropriate.
- Feedback should be provided by teachers for any work completed online, following the relevant Faculty Feedback Policy. This may be written, verbal (via Google Meet or a recording) or a combination of both.
- If teaching via Google Meet, teachers should ensure they record the meeting.
- See Appendix 1 for further guidance.

Additionally, it is expected that teachers respond to emails or phone calls from parents within the usual time frame of 48 hours, but not outside of working hours; i.e. before 8:30am and 5:15pm or at weekends.

Where necessary and appropriate, teachers are expected to attend virtual meetings with staff, parents and students.

If teachers are also working in school, sufficient and suitable work will be posted on Google Classrooms for students at home to complete and, where possible, lessons will be streamed live via Google Meet.

Teachers are expected to report safeguarding concerns in the usual way (see 'Who To Contact' below).

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 4pm.

If 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, teaching assistants are responsible for supporting students who are not in school with learning remotely:

- Continue to support students they are allocated to in every lesson via Google Classroom and, where appropriate Google Meet
- Provide online feedback in the lesson where possible
- Provide one to one face time via a Google Meet where possible, ensuring they record these interactions for educational purposes.

Additionally, it may be necessary for Teaching Assistants to attending virtual meetings with teachers, parents and students.

When a Teaching Assistant is also working in School, they must liaise with the SENCO to organise cover for lessons in order ensure remote support is given to those students who are entitled to it.

Teaching Assistants are expected to report safeguarding concerns in the usual way (see 'Who To Contact' below).

2.3 Heads of Faculty and Head of Personalisation

Alongside their teaching responsibilities, Head of Faculty and the Head of Personalisation 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 Head of Faculty, Head of Years and the Senior Leadership Team to make sure work set remotely across all subjects is appropriate and consistent, and prep deadlines are being set allowing students seven days to complete it
➢ Monitoring the remote work set by teachers in their subject and continuing to hold regular Faculty meetings
➢ Alerting teachers to resources they can use to teach their subject remotely

2.4 The Senior Leadership Team

Alongside any teaching responsibilities, the Senior Leadership Team are responsible for:

➢ Co-ordinating the remote learning approach across the school; Suzi Austen being the overall lead on this in her capacity as Head of Teaching and Learning
➢ Monitoring the effectiveness of remote learning by tracking the engagement and progress of all students across the School
➢ A particular focus on SEN, Disadvantaged and High Attaining students through regular meetings with Heads of Faculty and the Head of Personalisation
➢ Considering feedback from parents from Google Surveys, phone calls and emails and reviewing the quality and quantity of work being set remotely with a view to continuous improvement
➢ Monitoring the security of remote learning systems, including data protection and safeguarding considerations through regular meetings with the IT Team and the DSL

2.5 Designated Safeguarding Lead

The Designated Safeguarding Lead is Kevin Kelly and the Deputy Designated Safeguarding Lead is Val O'Keeffe. All of the Senior Leadership Team and Heads of Year also fully trained DSLs

The designated DSLs are responsible for:

➢ Referring a student if there are concerns about possible abuse, to the Local Authority Single Point of Access (SPA)/Children's Social Care to discuss concerns. Referrals should be made in writing, following a telephone call using the Children's Services Request for Support Form (RFSF) / local referral form. Keeping detailed written records of concerns about a student even if there is no need to make an immediate referral
➢ Ensuring that all such records are kept confidentially and securely and are separate from the student's records, until the student's 25th birthday, and are copied on to the student's next school or college
➢ Liaising with other agencies and professionals
➢ Ensuring that either they or the relevant staff member, remotely if necessary, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents

➢ Ensuring that any student currently with a child protection plan who is absent from the educational setting without explanation for two days is referred to their key worker's Social Care Team
➢ Organising child protection induction, and update training every year, for all school staff

Providing, with the Head Teacher, a termly report for the Board of Governors, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of students on the child protection register (anonymised).

2.6 IT Staff

IT staff are responsible for:

➢ Fixing issues with systems used to set and collect work
➢ Helping staff and parents with any technical issues they may be 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

2.7 Students and Parents

Staff can expect students learning remotely to:
➢ Be contactable during the school day – although we recognise that family circumstances may mean that students are unable to attend all of their lessons all of the time.
➢ Complete work to the deadline set by teachers
➢ Seek help if they need it, from teachers or teaching assistants
➢ 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 by contacting the School Office, or their child's tutor in the first instance. Be respectful when making any complaints or concerns known to staff

Parents are expected to check the School's website daily for any whole School updates and are encouraged to follow HVS on twitter

2.8 Governing board

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 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 using their school email addresses:

- ➢ Issues in setting work; contact the relevant subject teacher, Head of Faculty or Janette Wood (SENCO)
- ➢ Issues with behaviour; contact the relevant Head of Years
- ➢ Issues with IT; contact Simon Bell, the Senior IT Technician
- ➢ Issues with their own workload or wellbeing; contact their Line Manager
- ➢ Concerns about data protection; contact Rebecca Knight, our Internal Compliance Officer in the first instance and our Data Protection Officer is Judicium
- ➢ Concerns about safeguarding; contact Kevin Kelly, the DSL and DHT

4.   DATA PROTECTION

4.1 Accessing personal data

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

- ➢ Have access to SIMs, our Management Information System which is on a secure cloud service
- ➢ Use the laptop provided to them by the School to access the data rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as other colleague's personal email addresses or mobile phone numbers as part of the remote learning system. As long as this processing is 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. Staff are not allowed to use any external hard drives or USB sticks
- ➢ 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

The Child Protection and Safeguarding Policy has recently been reviewed and is published on the School's website along with the Covid-19 Addendum.

6. MONITORING ARRANGEMENTS

This policy will be reviewed in Spring 2022 by Jane Davies the Head Teacher and at every review, it will be approved by the full Governing Board – Chair of Governors being Simon Baker.

	Students all in school	**Some students self-isolating**	**Class at home**
Teacher in school	Lessons as normal COVID restrictions in place	Parents notify the school that their child is at home but well enough to attend lessons remotely Attendance Office emails teachers names of students in who are self-isolating Teachers to teach lessons as per the timetable in school but provide students at home access to the lesson via the Google Classroom and where possible use Google Meet to deliver live lessons to home	Lesson taught remotely to the class as per the timetable If this is a pre-recorded lesson, teachers are available on the Google Classroom to answer any questions from the students If this is a live lesson, teachers provide a Google Meet login for the participating students to join, via the Google Classroom Where possible teachers record the lesson to upload to the Google Classroom after the lessons' completion Teacher takes a register
Teacher at home (well)	Students attend normal classroom Where possible class teacher establishes Google Meet video link with the cover teacher, which is then presented to the class on the White Board The teacher then teaches the lesson as normal The lesson is recorded for later upload to Google Classroom for any absences or revision purposes	Students in school attend normal classroom Where possible class teacher establishes Google Meet video link with the cover teacher, which is then presented to the class on the White Board The teacher then teaches the lesson as normal Students at home log in to the lesson via Google Meet and mute their Chromebooks unless they have a specific question The lesson is recorded for later upload to Google	Where possible class teacher establishes Google Meet video link with the class at the time of the lesson and uploads lesson slides to the Google Classroom Students at home log in to the lesson via Google Meet and mute their Chromebooks unless they have a specific question The lesson is recorded for later upload to Google Classroom for any absences or revision purposes If this is a pre-recorded lesson, teachers are

	Cover teacher is physically present in the room at all times to supervise and help students Teacher takes a register	Classroom for any absences or revision purposes Teacher takes a register	available on the Google Classroom to answer any questions from the students Teacher takes a register
Teacher unable to deliver lesson	Work will be set for the cover teacher to deliver either by the teacher or the Head of Faculty This work is uploaded to the Google Classroom at the time of the lesson if not before Cover teacher takes a register	Work will be set for the cover teacher to deliver either by the teacher or the Head of Faculty This work is uploaded to the Google Classroom at the time of the lesson if not before Cover teacher takes a register	Work will be uploaded to the Google Classroom by the teacher or the Head of Faculty at the time of the lesson if not before