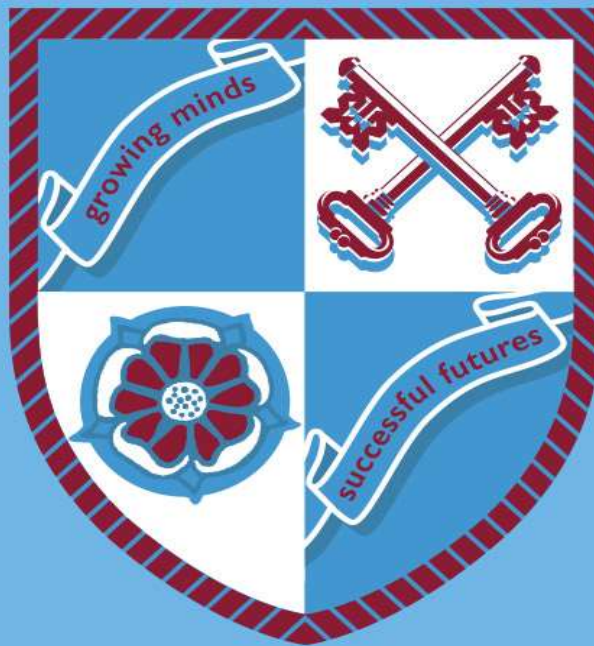




# Remote Learning Procedure

Introduced during COVID-19 Pandemic  
(Annex to Teaching and Learning Policy)



**Approved by:** Assistant Headteacher –  
Teaching and Learning

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### 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

#### 2.1 Teachers

All staff, at the end of each day, are required to take their school laptop home.

When providing remote learning, teachers must be available between the hours of 8.35am to 3.10pm. During work hours, staff are reminded of the guidance regarding the use of social media.

If any staff members are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the cover manager (by phone), their line manager, the Head's PA and/or a member of SLT using the school email.

During a lockdown, staff in school will be expected to wear professional dress.

## Staff isolating

- If a staff member is displaying symptoms, they will need to isolate and if able to do so provide cover work as per the sick policy.
- If a member of staff is instructed to isolate by Track and Trace, the expectation is that a 'live' lesson will be delivered for KS4 classes via TEAMS with a cover teacher supervising the class in school. The cover teacher will create the meeting and invite the isolating member of staff to deliver at the start of the timetabled lesson. For all KS3 classes, lessons can be delivered by PowerPoint with voice-overs. A cover teacher will be present in the classroom to facilitate the lesson.

Students will submit their work via ClassCharts where possible (IT rooms will need to be booked). Staff will submit feedback via Classcharts.

- Staff member at home looking after dependants will need to set work (refer to point two above) if they want to be paid. Staff that do not continue to set remote learning as per the requirements will take unpaid leave.
- In the event of a whole year group isolating, daily contact will be made with students during their timetabled lesson during the school day. Staff can contact pupils through announcements on Classcharts and students can respond.
- Following a whole school closure, staff will continue to use the announcements and feedback functions to make contact. Staff will contact students via announcements if they are not completing work. If this continues, staff will liaise with HOY who will contact home.
- Tutors will make contact with their tutor group each week via Classcharts.

## When providing remote learning, teachers are responsible for: Setting work

- All lessons taught in class will be uploaded to the Classcharts platform prior to the lesson being taught in school. This enables any students unable to attend school due to Covid -19, to access the same high quality teaching that they would receive if present in school.
- Staff must label all remote work as **Blended Learning** and put the **date** it is set. The 'blended learning' tab must be selected before publishing the task.



The screenshot shows the 'Add new homework task' interface on the ClassCharts platform. At the top, there is a text input field for a URL. Below this are two checkboxes: 'allow pupils to upload homework' and 'show in public homework calendar'. To the right is a dropdown menu labeled 'Homework type' with 'Blended Learning' selected. At the bottom, there are three buttons: 'Publish homework task', 'Use a template', and 'Cancel'.

### **Blended Learning can be set in either of the following ways:**

- PowerPoint with voice-overs giving clear instructions.
- PowerPoint with easy to follow, clear instructions either on each slide or added in the notes section.
- Use the Oak National Academy, if it fits with your curriculum.
- Recorded lessons, with audio, are preferred, as opposed to live lessons. They allow students to reassess content if they do not understand. Students can pause presentations, rewind presentations and access them at convenient times.

### **Components of a good-recorded lesson are:**

- Use of clear, concise instructions/ explanations
- Have a consistent structure – Begin with a DO NOW (LST – retrieval practice) and follow GROWTH
- Show modelling of tasks
- Have high expectations – be challenging and progressive
- Interleave content from previous learning
- Clearly articulate why/how this lesson is relevant to the GCSE course (KS4)
- Clearly summarise at the end what the students have learnt.
- Bring elements of the classroom experience into the home.
- To ensure consistency across the subject/year, please liaise regularly via school email with your Curriculum or subject leads if applicable. Students with limited access to devices can contact the school and work packs will be provided. This will contain the printed Blended Learning.

### **Feedback on work**

Staff provide feedback via Classcharts or through audio whole class feedback on the lesson PowerPoints. Staff can also provide students with correct answers on the PowerPoint slides or ask students to self-check using their notes / revision guides. Staff/ student interaction will be achieved through electronic communication and feedback. Staff will monitor/feedback to students not in school, at least once per week. All feedback will be provided through Classcharts. For students completing work packs, written feedback will be provided on all work handed back in within a week.

All work 'seen' by a student remotely, displays the eye icon. Staff can monitor the students who are absent and if they are accessing the work set. Students are able to upload completed work onto Classcharts, as well as send direct messages to their teacher. Staff must select the option for students to be able to upload work. Pupils can take screen shots of completed work and upload to Classcharts.

The icon (2 pupils) will appear next to the student's name indicating that work has been submitted.

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

See attached flow chart – Appendices 1.

The school's Attendance Officer will make day 1 contact with all students/parents displaying the X code on the register. Students will be reminded to access the Blended Learning and to regularly submit their work via Classcharts. If a student/parent raises any issues regarding IT not being available, work packs can be provided. Any issues with SEND students to be emailed to the SENCO. Staff will be aware of all students self – isolating from the X code on registers or names on the Communications Page. They can check for work being submitted and provide regular feedback. Staff need to ensure that instructions are clear that the preferred submission of student work is through Classcharts. If work is submitted in another way, staff must click it as submitted on Classcharts.

Day 2 contact will be made by the school's Home School Link Co-ordinator if a student is not accessing or submitting Blended Learning. Students/parents will be reminded again of the expectations. Contact will continue for days three and four if the student isolating is still not submitting completed work. From day 5, the HOY will make home contact.

Further contact will be made with parents/students via email, the school website, social media and Parent Mail. Staff will use their school email to address and issues sent directly to them, copying in the HOY/Year group email.

### **Attending virtual meetings with staff, parents and pupils.**

All virtual meetings will be conducted via Microsoft TEAMS. Please ensure appropriate dress and location are used.

## **2.2 Learning support assistants**

When assisting with Blended Learning, learning support assistants will be encouraged, where possible, to come into school to work with EHCPs students. If this is not possible, LSAs will meet virtually with students. Additional LSAs in school will work across year groups to support where necessary.

Students with SEND will be contacted at least once per week to work with LSAs, in the event of a lockdown, unless additional help is requested. Students will be able to work 1-1 with a LSA.

All LSAs have specific students assigned to them to work with in school and this will remain in the event of a student isolating or a lockdown. LSAs will contact isolating students via TEAMS or email to assist with Blended Learning. Please ensure appropriate dress and location are used.

The SENCO will co-ordinate and have responsibility for LSAs working in school and remotely.

If LSA are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to their Line Manager / SENCO. When providing Remote Learning, LSAs should be available for their contracted working hours. If in school, this will remain the same unless otherwise directed by the SENCO.

### **2.3 Curriculum/ Department Leads/ SENCO**

Alongside their teaching responsibilities, Curriculum/Department Leads and the SENCO are responsible for:

- Monitoring the remote work set by teachers in their subject/ for SEND students through analysis of work set and feedback given on Classcharts. The T&L lead will regularly request up to date monitoring information from department/subject areas.
- Weekly department/faculty TEAMS meetings to be used to have regular contact with staff and to review work in the event of a lock down.
- Curriculum Leads/ HODs to also direct their staff to additional resources that may be useful; when teaching their subject remotely.

### **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning will take place through regular meetings with teachers and subject leaders (Line management meetings), reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.5 Designated safeguarding lead**

The DSL is responsible for addressing any safeguarding concerns.

All safeguarding concerns from staff are to be uploaded via Classcharts as per the school policy. In the event of a lockdown, any concerns can be made to the DSL via the safeguarding email. Regular home – school contact is made with our vulnerable students via the Inclusion Team using the school's spreadsheet.

### **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 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

## **2.7 Students and parents**

Staff can expect students learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time. Regularly monitor any announcements and all Blended Learning set on Classcharts.
- Complete work to the deadline set by teachers and upload/submit work via Classcharts
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Ensure all students complete the Blended Learning.
- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Monitor the school website, social media platforms, email or Parent Mail for up to date information.

## **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 – contact the relevant subject lead / LM / SENCO/ Teaching and Learning Lead

- Issues with lack of engagement – contact the tutor / HOY
- Issues with IT – contact IT staff
- Issues with their own workload or wellbeing – contact their line manager
- Concerns about data protection – contact the data protection officer/IT staff
- Concerns about safeguarding – Upload all concern to Classcharts.
- Important emails:

[Year7@warblingtonschool.co.uk](mailto:Year7@warblingtonschool.co.uk)

[Year8@warblingtonschool.co.uk](mailto:Year8@warblingtonschool.co.uk)

[Year9@warblingtonschool.co.uk](mailto:Year9@warblingtonschool.co.uk)

[Year10@warblingtonschool.co.uk](mailto:Year10@warblingtonschool.co.uk)

[Year11@warblingtonschool.co.uk](mailto:Year11@warblingtonschool.co.uk)

[Keepintouch@warblingtonschool.co.uk](mailto:Keepintouch@warblingtonschool.co.uk)

## 4. Data Protection

### 4.1 Accessing personal data

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

All data can be accessed by logging on remotely to the school network, if out of school. All staff have been issued with a school laptop and should only use these devices to access personal student data. Please do not download or store personal data on your device or save in any shared areas.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data, such as school email addresses or logons, 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 eight 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**

Refer to Safeguarding policy on the website.

## **6. Monitoring Arrangements**

This policy will be reviewed in July 2021 or when deemed necessary by the AHT responsible for Teaching and Learning. At every review, it will be approved by the full governing body.

## **7. Links with other Policies**

This policy is linked to our:

- Staff Code of Conduct
- Safeguarding and Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Teaching and Learning Policy