Holly Lodge High School
College of Science

Success For All

Remote Learning Policy

Date Adopted:	February 2022
To be Reviewed:	February 2023
Signed by Governors:	
Signed by 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

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2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.35am and 3.20pm.

If they are 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:

In line with their curriculum area's remote learning plan in Learning (R:) > Remote Learning 2021~2022 > 01 Remote Learning for One or More Year Group Closure 2021~2022 > Closures > Curriculum Remote Learning Plans:

> Setting work:

> 12 & 13 (week 2).

- o Cover lessons in other year groups when a particular year group is not in school.

- o Who they need to provide work for, including if they may need to cover for other classes.

- o 50% of lesson during the appropriate week for the year group not in school will be remote learning.

- o Remote learning should to be set before the lesson is due on the timetable and the issue time must correspond with the lesson date.

- o Remote learning work and/or remote learning instructions should be uploaded on ClassCharts and/or Microsoft Teams (whichever pupils are familiar with within a curriculum area). Links to other online platforms will be provided through ClassCharts and/or Microsoft Teams. [Staff should refer to training received and the 'Staff Guidance on Using Microsoft Teams For Online Lessons' and 'Online Remote Learning Lesson Design – 7 Principles' documents in Learning (R:) > Remote Learning 2021~2022 > 01 Remote Learning for One or More Year Group Closure 2021~2022 > Closures].

- o For students who do not have access to devices and/or internet at home [Learning (R:) > Remote Learning 2021~2022 > 02 Online Remote Learning (Student Access to IT)], paper based remote learning materials should be provided forwarding these to Assistant Year Leads to arrange home delivery.

- o Curriculum area remote learning plans should be followed to ensure consistency across the year/subject.

> Providing feedback on work:

- o If asking pupils to submit work via ClassCharts and/or Microsoft Teams, electronic feedback can be given.

- o Feedback on remote learning work can be given to pupils on their return to school the following week.

> Keeping in touch with pupils who are not in school and their parents:

- o In line with curriculum area remote learning plans teachers should monitor and record engagement/effort of pupils working from home using SIMs/EMB columns and/or Microsoft Teams 'Assignments' and/or Microsoft Teams 'Insights' [Staff should refer to training received and the 'Recording and Monitoring Students' EngagementEffort Key Stages 3 & 4' and

  > Remote Learning 2021~2022 > 01 Remote Learning for One or More Year Group Closure 2021~2022 > Closures].

- o Where pupils have failed to engage at all, in line with curriculum area remote learning plans, the teacher allocated should follow up with a phone call.

- o On the first day out of school, pupils will attend a year assembly led by the Head of Year via Microsoft Teams, 8.55am to 9.15am. On following mornings, 8.45am to 9.15am, Form Tutors to make contact with individual pupils in their form groups via Microsoft Teams or phone calls.

- o Teachers should answer emails from parents and pupils if they have time during school hours.

- o Complaints or concerns shared by parents and pupils should be forwarded to relevant Head of Year.

- o Safeguarding concerns raised by parents and pupils should be forwarded to the school's DSL and Safeguarding Manager. [Parents and pupils have received information about this through the school's 'Student and Parent Guidance and Student Code of Conduct for Online Learning' document which can be found in Learning (R:) > Remote Learning 2021~2022 > 01 Remote Learning for One or More Year Group Closure 2021~2022 > Closures]

- o How to handle any behavioural issues should be handled following the school's usual behaviour management policy/procedure.

> Attending virtual meetings with staff, parents and pupils:

- o Dress code is smart work wear.

- o Location should avoid areas with background noise and nothing inappropriate and personal should be visible in the background.

Where individual pupils are not in school and not linked to a year group closure, teachers should set remote learning on ClassCharts and/or Microsoft Teams (whichever pupils are familiar with within a curriculum area). Links to other online platforms will be provided through ClassCharts and/or Microsoft Teams.

Where staff are isolating at home and are fit enough to work from home, they should deliver live lessons via Microsoft Teams into the classroom whilst the cover member of staff facilitates in the classroom.

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.35am and 4pm.

If they are 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 pupils who are not in school with learning remotely:

> - o Pupils who would normally be supported.

> - o Contact pupils (by phone call if remote learning set on ClassCharts or by joining the live lesson if via Microsoft Teams) during the timetabled lesson.

> Attending virtual meetings with teachers, parents and pupils:

> - o Dress code is smart work wear.

In some cases, teaching assistants will support DfE defined SEND vulnerable pupils in school and/or contact by phone call on a regular basis Holly Lodge High School defined SEND vulnerable pupils.

2.3 Leaders of Learning

Alongside their teaching responsibilities, leaders of learning 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.

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> Co-ordinating the remote learning approach across the school with the overall lead being the Deputy Headteacher Achievement and Standards.

> Monitoring the effectiveness of remote learning through regular meetings with teachers and leaders of learning, 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.

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> Lodge High School defined SEND vulnerable pupils and the contact arrangements for these pupils.

> Assistant Headteacher Personal Development and Welfare and the school's DSL is responsible for identifying DfE defined vulnerable pupils and Holly Lodge High School defined vulnerable pupils and the contact arrangements for these pupils.

2.5 Designated Safeguarding Lead

The DSL is responsible for:

> Ensuring that staff/volunteers know how to raise safeguarding concerns when necessary.

> Offering support and guidance to all adults who work as part of the school on matters of safeguarding and child protection.

> Ensuring that (whenever possible) the Designated or Deputy Designated Persons are available at any time. If they are absent, arrangements should be in place to ensure their duties are covered during their absence.

> Ensuring that the telephone number for the Contact Centre is available and easily accessible to staff in case, for any reason, the DSP and Deputy are not contactable, in order to ensure there is no unwarranted delay in referral.

> Discussing concerns as required with outside agencies e.g. specific agency for single need (e.g. speech and language, Inclusion Support), early intervention multi-agency (e.g. Early Help process) or Multi Agency Safeguarding Hub (MASH) /existing social worker (child protection/significant harm concerns).

> Being aware of contact details and referral routes to support families. This includes referral routes to local housing authority for families who are or are at risk of being homeless, referral routes for children in households where there is domestic abuse, child criminal exploitation, children missing from education.

> Working closely with agencies and services to improve outcomes for children and young people including (but not limited to) Senior mental health leads, Domestic abuse support, Locality COG's, community policing.

> Completing/overseeing all necessary paperwork and correspondence including referral forms to the Early

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> Compiling and submit a written report regarding children who are subject to child protection conferences. This should be shared with parents before the conference takes place –Ensure there is appropriate representation on Core Groups when a child is on a child protection plan. If the most appropriate person is a class teacher, there must be joint working with the Designated Person – consider appropriate safeguarding supervision arrangements.

> Ensuring that relevant staff are informed and advised about appropriate action when a child is subject to a

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> Keeping the school's SMT, Governors, Local Authority and SCSP informed about safeguarding and child

> Providing guidance to parents, children and staff about obtaining suitable support.

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 pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

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> 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.

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise cannot complete work.

> Seek help from the school if they need it.

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The governing board is responsible for:

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> 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:

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> jnewton1@holly-lodge.org, Year 8 lwilliams19@holly-lodge.org, Year 9 msanghera1@holly-lodge.org, Year 10 sram1@holly-lodge.org, Year 11 lburke@holly-lodge.org and Years 12 and 13 kdunn@holly-lodge.org)

> Issues with IT – talk to IT staff (Matt.Darby@Agilisys.co.uk, Jack.Hanmer@Agilisys.co.uk or Jaskamal.Dhillion@Agilisys.co.uk)

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> Concerns about data protection – talk to the data protection officer (dawnbroadbent@holly-lodge.org)

> Concerns about safeguarding – talk to the DSL (dsouthall@holly-lodge.org)

4. Data protection

4.1 Accessing personal data

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

> Access data (SIMS and Network Drives) through the school VPN.

> Utilise only Office 365 or Google.

> Not save sensitive data locally to devices.

> Use school issued devices, not own personal devices, to access data.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online. For

communication purposes, only school email address and school telephones should be used.

4.3 Keeping devices secure

These tips are included in the school's Data Protection policy, heading – passwords and protection of hardware.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

> Activating the built in security PIN and set this to the most secure level (if the device allows, this should always be a secure password as detailed below or fingerprint recognition rather than as 4 digit pin.

> All school accounts should be secured with complex passwords, including special characters, numbers and UPPER/lower case characters.

> Ensure they have a copy of IMEI numbers for the phone and the SIMS stored secure to allow deactivation in the event of loss.

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> Are personally responsible for any information accessed or disclosed on these devices so it is imperative you keep passwords safe and secure, and do not share it with anyone else. The management of the school

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> Baseline offsite web filtering is provided via Sophos Antivirus.

> All devices are covered by Securus in the Cloud – monitoring everything that is accessed and opened.

> Windows updates are deployed when required to end user devices.

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The school's Safeguarding and Child Protection Policy 2021 can be found on the school's website: holly-lodge.org > Our School > Policies & Documents > Safeguarding and Child Protection Policy 2021.

6. Monitoring arrangements

This policy will be reviewed annually or sooner if required by the Deputy Headteacher. At every review, it will be approved by the full governing body of the school.

7. Links with other policies

This policy is linked to our:

- Behaviour Management System 2021
- Data Protection Policy 2021
- Data Protection Policy for Data Subjects 2021
- Freedom of Information Policy
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