Remote Learning Policy

The DfE makes clear "*schools have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (Covid-19)".The direction comes into force on October 22 and "will have effect until the end of the current school year, unless it is revoked by a further direction".*

DFE: Remote education expectations

Where a class, group or a small number of pupils need to self-isolate, or local restrictions require 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 curriculum, for example through technology, and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

Author (Name) N Anderson	Date:12/02/2021	Last Reviewed: Dec 2020
Approved by: Governing body	Date:	Review Due: March 2021

Monitoring arrangements

This policy will be reviewed in March 2021.

Contents

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Aims

This remote learning policy aims to:

• Ensure consistency in the approach to remote learning for pupils or staff who aren't in school

• Set out expectations for all members of the school community with regards to remote learning

• Provide appropriate guidelines for data protection

Rationale:

We believe that children learn best when they are taught in a relevant, meaningful and purposeful way and have opportunities to actively engage in rich and varied learning experiences. All teachers will ensure what is being provided for at home, matches what is happening within school. These can be live or, depending on the nature of the group, pre-recorded and readily available for students.

Roles and responsibilities

Teachers

- When providing remote learning, teachers must be available between 8.30am and 2:30pm.
- 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. However, where possible, staff will be available to work outside of normal working hours, if sharing the caring responsibilities with other members of their family.
- Staff will ensure students have printed resources available for those without the appropriate IT facilities

For students who are self-isolating _when school is open_

Teachers will provide one of three types of lessons for learners (See attachment), this is entirely up to the class teacher as they know their learners best!

1) Schedule a lesson for your class on Teams and deliver to those in class and at home at the same time. Please note, staff will have 24 hours to schedule the lessons as we understand that you may have 5 lesson in one day. We know that students have workbooks at home so they can work through these whilst lessons are being scheduled.

2) Pre-record the explanation part of your lesson (use the 'meet now' option and record as you present your PowerPoint on Teams) and make available to your students by adding it to the team room. You will then teach those in school and those at home will access the recording at some point throughout the day. Alternatively, you could use video links to support your explanations (these should be saved in the appropriate Team).

3) Schedule a live lesson and ask those at home to log on for the first 15 mins. Students will then be asked to leave and complete the tasks at home once the teacher has delivered the key material. The completed work can then be emailed or uploaded onto Teams/classcharts

Teachers will need to schedule lessons and invite students if choosing option 1 or 3. To add a whole class staff need to go to the 'add channel' box when scheduling and they will find their class there. This will automatically add everyone to the lesson. Those who are absent can automatically attend. Please speak to Deputy Head (Teaching and Learning) if you have concerns regarding the behaviour of a particular group you teach.

Please note:

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a. Staff will need to set appropriate tasks using either Teams or Classcharts. Staff should be mindful that some students have limited access to devices. In this case, students should be given work packs

b. students should be encouraged to submit work via department mailboxes e.g. maths@fbec.uk, staff email, Class Charts or Teams. Teams allows staff to carry out live marking and provide appropriate feedback to students safely.

c. Students working through packs can send images of the work to department emails or bring with them upon their return. If the is the case, the 72-hour quarantine period should be adhered to.

If a teacher is required to isolate at home or if school closes for covid purposes:

Teachers will be required to teach their timetable as normal via Teams wherever possible. The home circumstances of the staff member will need to be considered. FBEC works on the principle of 'The more live the better'

1. Schedule Microsoft Teams lessons in line with their school timetable or pre-record lessons so they are available during lesson times.

2. Schedule live lessons for all classes 24 hours before the lesson is due to take place (where possible)

3. Ensure the work is appropriate for the nature and ability of each class.

4. Communicate with the person covering students still in school (if necessary) and IT support to ensure they have been invited to the lesson and have the appropriate means to support lessons (Laptop, sound, etc) rather than the group. You can also add the whole group so all absent students can attend. You will need to add the person covering your lesson in this case.

5. Check SIMS to see who is absent from the lesson and invite by 'adding a participant' so that students can access from home.

6. Ensure students interact in the lesson so that appropriate feedback can be given

7. Share appropriate information with Directors of Learning to ensure communication is effective.

Teacher absence from remote learning

If staff are unable to deliver live lessons they should endeavour to the work in the appropriate Team room so students can access it in their absence If a member of staff cannot go live as they have an appointment etc, a message should be left in the Team room saying they are not available for a live lesson and instead leave appropriate work instructions for students.

In this instance live lessons will need to be cancelled as students will still try to access it if it appears on their calendar.

All students and parents have been told that they should check their calendar and if a lesson is not there (live) then they need to go to their Team where they will find the necessary work. They will give a thumbs up to show the member of staff that they attended and then they should use the time to complete any work set by the teacher.

If a member of staff is absent we have set up cover whereby the cover supervisor will go into the Team room e.g. 8A1 History to ensure students understand what they need to do and take note of the thumbs up for registration purposes. By going into the actual Team, the cover supervisor can see the work set and check students are ok.

Providing feedback on work

• Teachers will give feedback to children in class, adults working remotely will give feedback via Teams or via department mailboxes where necessary during working hours.

• Teachers are responsible for providing feedback and marking of children's home learning - this includes work uploaded to the Teams classroom or via email/Class Charts

- most feedback will be carried out via Teams through Assignments. Staff have had specific training on 'live marking' using Teams and this should be carried out wherever possible.

Keeping in touch with pupils who aren't in school and their parents

- When communicating with parents, please liase with the appropriate Learning co-ordinator
- Teachers should reply to emails when convenient to them.
- If students fail to complete work, staff should liase with Learning coordinators in order to agree appropriate plans for intervention.

Attending virtual meetings with staff, parents and pupils

- Staff to dress as they would in school.
- Virtual meetings should avoid areas with background noise and nothing inappropriate in the background.
- Parents should endeavour to abide by the agreed code (not recording virtual meetings; not sharing virtual meetings or resources; both parents and pupils being fully dressed; appropriate language to be used within the meetings; following the ethos and values of the school - ready, respectful, safe).

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- Teachers and Teaching assistants will be sharing the responsibility of monitoring work and providing feedback for all remote learning.
- Teachers will be responsible for planning in a way that does not impact their workload and wellbeing.

Learning support assistants

• When assisting with remote learning, teaching assistants must be available between their usual contracted working hours.

• 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. However, if caring for a dependent, the member of staff, must try where possible to share caring responsibility so that they can continue to support the classroom teacher.

If a teaching assistant is required to isolate without sickness at home:

• work alongside school SENDCO to ascertain duties, such as regular contact with home, offer wellbeing support, take advantage of any remote training / upskilling opportunities

• Join the classroom live via Teams classroom to contribute to discussion and/or support a group of children.

When assisting with remote learning, teaching assistants are responsible for:

• Monitoring pupils' work and providing feedback to SENDCO

• Collating and/or preparing resources for physical resource packs

• Attending virtual meetings, if necessary, with teachers, parents and pupils:

• Virtual meetings should avoid areas with background noise and nothing inappropriate in the background.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

• Co-ordinating the remote learning approach across the school (Nan)

• Monitoring the effectiveness of remote learning through meetings where middle leaders will feedback to NAn

Designated safeguarding leads (DSLs)

The DSLs and staff within school are responsible for upholding the safeguarding policy.

Pupils and parents

Staff can expect pupils learning remotely to:

• Be contactable during the school day – although consider they may not always be in front of a device the entire time

• Check Teams calendar daily for live lessons. If these do not appear students should go to their Team where they will find the necessary work. They will give a thumbs up to show the member of staff that they attended and then they should use the time to complete any work set by the teacher.

• Seek help if they need it, from teachers or teaching assistants

• Alert teachers if they're not able to complete work via department mailboxes or in live lessons.

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

• Be respectful when making any complaints or concerns known to staff

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 via communication with the Deputy Headteacher (Teaching and Learning)

• Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

• Issues in setting work – talk to the relevant colleague, SENCO or a member of the Senior Leadership Team.

• Issues with behaviour – talk to the relevant Learning coordinator or Head of School

• Issues with IT – talk to the Network Manager or Senior technician

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• Issues with their own workload or wellbeing – talk to Director of Learning or Deputy Headteacher (Teaching Learning)

• Concerns about data protection – talk to our IT support or Chief Finance officer

• Concerns about safeguarding – talk to the SENDCO or Head of school – **ensure concerns are logged on CPOMS**

If parents have any questions or concerns about remote learning, they should contact the following:

• Issues with work – email class teacher/department mail box

• Issues with IT – email the school Network Manager senior technician (ITsupport@fbec.uk)

• Issue/concerns about safeguarding – Contact the main office to speak to a safeguarding team member

• Issues/concerns about online safety – Contact the main office to speak to a safeguarding team member

Data protection

Processing personal data

• Staff members may need to collect and/or share personal data such as Teams email account 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.

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)

• Making sure the device is locked if left inactive for a period of time

• Not sharing the device among family or friends

• Installing antivirus and anti-spyware software (or speak to IT)

• Keeping operating systems up to date – always install the latest updates

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