IMBERHORNE SCHOOL
Policy Document

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Compassion
Achievement
Respect
Endeavour

The Cornerstones of our
Learning Community

Remote Learning Policy	January 2021

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

2. Roles and Responsibilities

- The Senior Leadership Team in partnership with Leaders of Learning are responsible for ensuring all staff are appropriately trained in order to provide good quality online learning for students
- Leaders of Learning are responsible for ensuring that appropriate learning resources, for their subject, are available, for each year group, in Google Classroom and that these resources are kept up to date. Such learning resources must be consistently used across all teachers within the department. Learning resources in Google Classroom should be the basis for all virtual lessons
- Leaders of Learning in partnership with their subject Key Stage Leaders are responsible for ensuring cover is provided for any classes where the teacher is not available to set work

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

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.

When providing remote learning, teachers are responsible for:

Setting work for each lesson, per day. This may include the following -

1. Setting tasks in Google Classroom, differentiated to meet the needs of the class (to be used if the class teacher is unwell and unavailable for virtual lessons)

2. Pre-record the lesson introduction and instructions, save the link in Google Drive and share the link with students

3. Pre-record as above and then be available online to answer email questions from the class

4. Launch the lesson live via Google Hangouts Meet, and set the class off, checking back at key points to see how students are progressing and what help they need. Typically, this might mean that the teacher provides a 10 minute introduction, checks on progress after a further 10 minutes (answering queries), repeating this at least once more and then concludes the lesson with a summary of learning for the last part of the lesson

5. Teach the whole lesson live online, with breaks whilst the students complete the work

It is possible to do both 4 and 5 without using the video function (i.e. just as an audio activity).

Teachers must make sure there is a class code (Google Meets), for each virtual lesson, available to students in advance of when the lesson commences. It is good practice to ensure that each lesson has its own code (generic codes can be shared inappropriately).

> Providing feedback on work –

   o Students should generally be instructed to submit completed work in Google Classroom

   o Teachers will provide feedback in line with departmental policy, this should include awarding merits and/or praise emails as appropriate

> Monitoring and communicating with students and parents –

   o Teachers should take a register of their classes (if students have been instructed to remain at home they will be coded on the school system already, however a record of who has attended virtual lessons is helpful information to retain)

   o Teachers should be available for email communication from students during lesson time

   o If teachers have any concerns about behaviour, communication or safeguarding matters this should be reported as appropriate

   o If students misbehave during a virtual lesson they should be warned about their behaviour, if it is repeated they can be excluded from the lesson, this information should then be shared with the appropriate Head of Year. A warning will then be issued to the student and their parents informed. If such behaviour is repeated students will not be able to participate in virtual lessons

> Virtual lesson protocols -

   o Teachers should refer to the school protocols for online lessons, these protocols clarify expectations around dress, locations and conduct (Appendix 1)

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9.00am and 3.00pm.

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.

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

> Supporting pupils who aren't in school with learning remotely –

   o Contacting the students they support with virtually (Google Meets) or by email

   o Providing support by talking through the task, offering suggestions and advice, helping draft responses etc

2.3 Leaders of Learning/Subject Leaders

Alongside their teaching responsibilities, Leaders of Learning/Subject Leaders are responsible for:

> Considering whether any aspects of the subject curriculum needs 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 senior leaders 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 through scrutiny of resources and discussion with their teams

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Designated Safeguarding Lead

The DSL is responsible for:

> Ensuring that all vulnerable students have been identified and that appropriate support is in place. The DSL will coordinate regular monitoring of vulnerable students, any concerns will be investigated and acted upon including liaising with external agencies.

2.5 Pupils and Parents

Staff can expect pupils learning remotely to:

> Follow the school protocols for virtual lessons (Appendix 2)

> Follow their normal school timetable and be available to participate in lessons unless they are unwell

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

> Complete work to the deadline set by teachers

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

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise and can't complete work

> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

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

3. Data Protection

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

> If working remotely, access information securely through remote access (SIMs/Edulink)

> Communicate with students and parents through the school email system/Google Classroom

4. Links with other policies

This policy is linked to our:
> Behaviour Policy

> 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

Appendix 1 - Online Video Lessons – Guidance for Staff

› Online Video Conferences offer the potential to deliver interactive learning sessions to students remotely. The following guidelines should be followed when delivering lessons via Video Conferencing:

› Our preferred online video conferencing tool is Google Hangouts Meet. Please see the guidance 'scheduling a meeting' for how to set up an interactive lesson using Google Hangouts Meet.

› Staff and Students should only participate in Hangouts Meet sessions using their school Google accounts

› Staff should conduct online video conferences in suitable locations – such as a lounge, dining room, or office - never in bedrooms – and ideally against a neutral background

› Students should also participate in online video conferences in suitable locations – ideally a shared space where an adult is around and ideally against a neutral background. If a bedroom is the only space a student can work in, the video function must be disabled (this means the student can see and hear the teacher but cannot be seen by others). Teachers can disable the video function for all participants if they choose to do so.

› Staff and students should be dressed appropriately whilst conducting video conferences – staff should wear their lanyard and ID badge as if they were at school

› Consideration should be given to other household members that may inadvertently walk into camera shot

› Staff and students should conduct themselves in a manner appropriate for a school environment – including use of appropriate language

› Video conferencing should only be used for group sessions – never on a one to one basis

› Video conferencing should only take place during usual school hours

› Staff should consider whether a "live stream" (where students can watch and listen but not participate) is sufficient to achieve the lesson objectives rather than a full video conference

› Students should understand that they are free to mute themselves, turn off their webcam, or leave the conference if for any reason they become uncomfortable during the session. It is advisable to commence lessons with all students muted (they should mute themselves but, as teacher, you can mute all participants). This eliminates a range of background noise

› Staff are advised to record the video conference (using the tool found under the three dots icon at the bottom right of the screen whilst a Hangouts Meet call is in progress). Students should be advised the call is being recorded. Recordings are saved into the school Google drive of the teacher and not to a teacher's computer. Recorded lessons or parts of lessons can be shared with students, sometimes this may be preferred to delivering a 'live lesson'.

› Please note that there is an option to present to students without you, or them, appearing as a video. You can either opt to disable the video option so students can hear you but not see you or choose to 'present now'. This is a function that enables you to select a document or webpage for students to see on the screen. You are able to talk over the document without the students seeing you.

Appendix 2 - Online Video Lessons – Guidance for Students

> Online Video Conferences offer the potential to deliver interactive learning sessions, with your teacher, remotely. The following guidelines should be followed when delivering lessons via Video Conferencing:

> Our preferred online video conferencing tool is Google Hangouts Meet

> Staff and students should only participate in Hangouts Meet sessions using their school Google accounts

> Staff will conduct online video conferences in suitable locations – such as a lounge, dining room, or office - and ideally against a neutral background

> Students should also participate in online video conferences in suitable locations – ideally a shared space where an adult is around and ideally against a neutral background. If a bedroom is the only space a student can work in the video function must be disabled (this means the student can see and hear the teacher but cannot be seen by others)

> Staff and students should be dressed appropriately whilst conducting video conferences – Students should wear their uniform with the school logo visible on their clothing

> No elements of virtual lessons should be recorded by students or parents, if the school becomes aware that the voice or image of a teacher has been inappropriately recorded, that is viewed as a serious matter and is likely to lead to a student being removed from future virtual lessons

> Consideration should be given to other household members who may inadvertently walk into camera shot

> Staff and students should conduct themselves in a manner appropriate for a school environment – including use of appropriate language

> Video conferencing should only be used for group sessions – never on a one to one basis

> Video conferencing should only take place during usual school hours

> Staff may choose a "live stream" (where students can watch and listen but not participate) if this enables them to achieve the lesson objectives rather than a full video conference

> Students should understand that they are free to mute themselves, turn off their webcam, or leave the conference if for any reason they become uncomfortable during the session

> Students will be advised by their teacher if the broadcast call is being recorded. Recordings are saved into the school google drive of the teacher and not to a teacher's computer.