

Abbot Beyne School



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Policy:	Remote Learning Policy
Person Responsible:	GJH
Governors' Committee:	FGB
Date Adopted & Approved:	January 2021
Next Review Date:	January 2022
Signature:	

Contents

1. Aims
 2. Roles and responsibilities
 3. Who to contact
 4. Data protection
 5. Safeguarding
 6. Monitoring arrangements
 7. Links with other policies
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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 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

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.10pm

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. This means you must inform HMH and your line manager.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Work should be set on Showbie as an assignment clearly labelled as 'classwork'
 - The assignment should clearly indicate the tasks to be completed and should contain the appropriate resources to facilitate completion of those tasks
 - The work set should be comparable to the work covered in a regular 100 minute lesson
 - Work should be uploaded and accessible by students from the start of the regular timetabled lesson
 - A date should be set for completion of the work (usually the same day although the folder should be left open to allow late submissions)
 - Homework should continue to be set where appropriate as an assignment in Showbie clearly labelled as 'homework' with the completion date set accurately.
 - Work set should continue to follow the scheme of work as closely as is possible to ensure that students do not fall behind.
 - In the event of a whole year group working remotely in Years 7-11, teachers should not undertake remote face to face learning using video calling technology. However, it is expected that teachers are available online through email and the Showbie chat (class discussion) during the lesson. For Sixth Form, online protocols should be adhered to (see Appendix)
 - Consider the seven key principles in the setting of remote work (see Appendix)
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- Providing feedback on:
 - Students should upload images of their completed work using the Showbie 'scan document' feature at the end of every lesson along with any digital content they have created.
 - Teachers can review and provide feedback on this work as appropriate in line with the school assessment and feedback policies
 - Teachers are expected to make use of the Socrative app (or alternatives) to check understanding remotely.
 - Feedback can be shared as whole class feedback (through screen and voice recordings for example), individual feedback through comments, annotations or voice feedback recordings
- Keeping in touch with pupils who aren't in school and their parents
 - Teachers are expected to answer queries and questions from students who are isolating during working hours
 - In the event of a whole year group isolating, teachers should record on the work completion log whether their students have completed the work or not
 - Pastoral staff will use the information in the completion log to contact parents
- Attending virtual meetings with staff, parents and students
 - If attending a virtual meeting from home, staff dress should be smart/ casual
 - Avoid areas with background noise, nothing inappropriate in the background

2.2 Curriculum Area learning Supervisors (CALs)

When assisting with remote learning, CALs must be available between 8.30am and 3.10pm.

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. This means you must inform HMH and JMC.

When assisting with remote learning, CALs are responsible for:

- Supporting students who aren't in school with learning remotely –
 - Monitor the key students designated to you.
 - Be in regular email contact with these students.
 - Set work as detailed in a rota that SEND students can access. This needs to be uploaded to the SEND Showbie folder.
- Attending virtual meetings with teachers/ line managers, SEND team :
 - If attending a virtual meeting from home, staff dress should be smart/ casual
 - Avoid areas with background noise, nothing inappropriate in the background
 - Some CALs may be working in school. Responsibilities for these duties will be given on or before day one of attendance.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 subject leads and 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 – sampling work set by teachers in Showbie
- Alerting teachers to resources they can use to teach 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 (GJH)
- Monitoring the effectiveness of remote learning –through Senior Line Management meetings and through SLT work scrutiny of Showbie (SLT)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations (JAC)

2.5 Designated safeguarding lead

The DSL/DDSLs are responsible for:

See Safeguarding Policy and Safeguarding Policy addendum Covid 19.

2.6 IT staff

Network support staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're 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
- Providing technical support for student and staff iPads
- Undertaking the repair and maintenance of (or facilitation of) iPads

2.7 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
- 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
- Be respectful when making any complaints or concerns known to staff

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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant Head of Year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access data via a secure (https) connection to Google Drive
- Use school provided laptops and iPads to access and store personal data

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, email address, grades, marks and other non-sensitive information 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.

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. All Staff laptops are encrypted and all iPads can be remotely disabled.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Antivirus and anti-spyware software is provided and updated by the ICT Support Team
- Updates are distributed by the ICT Support Team

5. Safeguarding

Staff should refer to the Safeguarding Policy and Safeguarding Addendum Policy Covid 19. These can be found on the school website and also on the local Resources area of My Concern.

6. Monitoring arrangements

This policy will be reviewed half termly by Gavin Holden. At every review, it will be approved by the Chair of Governors on behalf of the Full Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy September 2020 and Safeguarding addendum Covid 19 March 2020
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Appendix 1

Seven Key Principles for setting work online at Abbot Beyne

With students being required to work independently for prolonged periods if at home in isolation, it is important that teachers consider the following principles when setting and managing work online.



1. **Accessible:** High clarity and specific instructions encourages routine. Limit all barriers to accessing and completing learning. Set the correct date for an assignment in Showbie and do not 'hide' work inside folders.
2. **Sequenced:** Ordered and progressive, do not assume high levels of inference or cultural context – random content in the wrong order does not support learning and progression.
3. **Proportionate amount:** Is achievable, meaningful, and encourages completion – too much work will encourage opt-out. (Provide optional extension work or drop extension tasks into the Showbie folders of select students)
4. **Engaging and compelling:** Build in hooks and engaging tasks that encourage return and continuation of learning. This reduces the propensity to opt out.
5. **Human interaction:** The more we can give a sense of human interaction, the more likely it will generate motivation. (Please consider use of voice feedback and screen recordings - these are so powerful for individual and whole class feedback)
6. **Validation and feedback:** Encourage further working by validating and acknowledging completed work. (This doesn't necessarily mean detailed marking).
7. **Empathy:** Understand that every student's home circumstances will be different. Various studies have reported an upsurge in anxiety amongst school children. Please be sensitive when giving feedback and instructions to students.

Appendix 2

Protocol for Google Hangouts

Information for Staff

You must ensure that there is more than one student involved in the video call.

It is important that you can control who can join your video conferencing call and that you use Google Hangouts. For specific instructions, refer to the support website of the service you're using. However, the following general rules apply:

- Do not make the calls public. Connect directly to the students you want to call using the school email.
- Know who is joining your call.
- Consider your surroundings. Take a moment to think about what your camera shows when you're on a call. Consider blurring or changing your background - you'll find instructions on how to do this on the support website for your video conferencing service.
- Invite LT or BG to all meetings to give an oversight of the meetings being held during the week

Finally, make sure that all your devices and applications (not just the video conferencing software) are kept up to date. Applying software updates is one of the most important things you can do to [protect yourself online](#). Update all the apps (and your device's operating system) whenever you're prompted. It will add new features and immediately improve your security.

Information for Parents and students

We will be delivering all Sixth Form lessons virtually if students self isolate. To do this we are using a product called Google Hangouts for our video-calling. We will be using our school account for this, so you do not need to buy anything or create an account.

Please ensure that **microphones are muted** unless the teacher indicates that they need a response. Microphones turned on can cause feedback.

When we make our video call, we will always send the student an email first with the video link and the time. These lessons will take place at the normal time on students' timetables.

When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps. Please also ensure that there are no other people in the background during the call.

To protect you and your child further, please:

- Do not create or use an existing account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address
- Please contact the school if you are concerned about any of the content of the video call. There should be no inappropriate content on any of our video calls.
- Ensure that students / parents do not record the calls due to GDPR. The school will not be recording the video call.

If you would like any further information, contact Mrs Timson on lt@abbotbeyne.staffs.sch.uk