

REMOTE LEARNING PLAN

Owner	Deputy Head
Authorised by	Head
Dated	September 2020
Review	September 2021

Related documents:

- Safeguarding policy & COVID addendum
- ICT policy
- Staff handbook
- Code of conduct for safe practice

Related government guidance:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf - Annexe C refers to online safety

Contents:

1. Aims of the policy
2. Overarching guidelines:
3. Scenario 1: students at home and teacher in school
 - A. Expectations of teachers:
 - B. Procedures
 - a. Individual student absence
 - b. Whole cohort ('bubble') absence
4. Scenario 2: teacher at home and students in school
 - A. Expectations of teachers:
 - B. Procedures
 - a. 6th form students
 - b. Ks3 and ks4 students
 - i. in rooms without a webcam:
 - ii. in rooms with a webcam:
 - c. Ks1 and 2 pupils
 - d. EYFS pupils
5. Scenario 3: school closed – teachers and students at home
6. Home-school partnership to support remote learning
7. Senior Leadership
8. Heads of Department responsibilities
9. Safeguarding Leads
10. IT Technicians
11. SENDco

APPENDIX A: Code of conduct for live online communication

12. AIMS OF THE POLICY

- To establish continuity of educational provision in the event of the absence of either teacher(s) or student(s) or in the event of part or whole school closures;
- To ensure a consistent approach to remote learning for all pupils (inc. SEND) by all teachers;
- To safeguard online communication between students and teachers;
- To support a manageable workload for teachers and students as far as practicable;
- To maintain effective communication between school and families and support participation of students in educational provision.

13. OVERARCHING GUIDELINES:

- All students and staff at Derby High School are included within the scope of this policy;
- Education will be provided via MS Teams as the principle platform;
- The normal school timetable will be maintained as the schedule for delivery of lessons; in Primary, classes will follow an amended timetable. In Year 1-6, class teachers will prioritise English and Maths lessons in the mornings with foundation subjects (science, topics, Art/DT, etc) in the afternoons. Specialist lessons will continue to take place, as timetabled, where practicable. For EYFS, class teachers will host live video calls at times throughout the day and sign-post the online videos that have been pre-prepared;
- Alternative provision will be made for subjects which cannot be delivered via MS Teams in a timetabled slot;
- Teachers are expected to be available during their normal contracted hours; any absence or illness should be reported in the usual way;
- The Teachers' Standards apply to remote learning as well as to in-school provision;
- In school and during periods of remote learning, students are reasonably expected to complete work set by the teacher for submission by advertised deadlines; seek help if they need it; keep their teachers informed of any issues with the completion of work;
- In all scenarios, students, teachers and parents are bound by the code of conduct for live online communication (see Appendix A);
- The Head and Governors retain the right to amend this policy at any time, in response to the evolution of the pandemic, staffing or other business needs.
- All teachers are responsible for safeguarding students at all times, whether remotely or face to face. Any concerns should be reported to the DSL as normal.

14. SCENARIO 1: STUDENTS AT HOME AND TEACHER IN SCHOOL

A. Expectations of teachers:

- Teachers will teach from their normal teaching room for that group, at the time specified by the school timetable; (amended timetable in Primary)
- Resources should be shared and assignments set via MS Teams for consistency and tracking;

- Concerns regarding student work should be reported via the usual channels such as Trail / alerts to class teachers/form tutors/HoKS as required.

B. Procedures

c. Individual student absence

- The lesson is taught to the students in the room as usual and the absent student(s) invited to participate via MS Teams.

d. Whole cohort ('bubble') absence

- The lesson is taught to all students remotely, with appropriate changes of content and activities to reflect the nature of online learning.

15. SCENARIO 2: TEACHER AT HOME AND STUDENTS IN SCHOOL

B. Expectations of teachers:

If teachers are ill, there is no expectation to teach from home and cover work should be forwarded to school in line with procedures in the staff handbook.

Teachers who are physically well but unable to come into school because their children are ill are expected to teach live lessons, and should contact the Deputy Head, Head of Primary or the Headteacher if circumstances make this impossible; as always, we will support individuals on a case by case basis.

Teachers who are self-isolating but physically well, subject to any additional complications as outlined above, are expected to teach live lessons from home in line with the following procedures:

C. Procedures

a. 6th form students

KS5 students routinely have personal devices in school.

- Teachers will contact U6 and L6 students directly and request that they each bring their device to their usual teaching room: personal devices will allow teachers to have visual contact with each student;
- Teacher should mute all but one, to avoid audio disruption;
- The lesson is taught to all students remotely, with appropriate changes of content and activities to reflect the nature of online learning.

b. KS3 and KS4 students

KS3 and KS4 students do not routinely have personal devices in classrooms and procedures necessarily need to differ from 6th form.

i. In rooms without a webcam:

Children will be able to see the teacher but teacher will not be able to see the children.

- Subject teacher sends cover in as usual for distribution in class;
- Cover teacher to ask one of the students in the class to log in to Teams – so that they can meet with their subject teacher;
- Cover teacher to then show subject teacher on IWB;
- Subject teacher explains the work to the class and gives them an opportunity to ask questions;
- Once class is ready to work, subject teacher at home mutes microphone and turns off video but stays online in case there are queries, at which point visuals/audio can be restored so the children can see and hear their teacher.

ii. In rooms with a webcam, or where teachers have laptops to facilitate two way communication:

Children will be able to see the teacher and remote teacher will be able to see the children.

- Subject teacher sends cover in as usual for distribution in class;
- Cover teacher to ask one of the students in the class to log in to Teams – so that they can meet with their subject teacher;
- Cover teacher to then show subject teacher on IWB; thereafter the cover teacher is required only for supervision of the class;
- Subject teacher teaches lesson throughout, as they would if they were in school.

c. Ks1 and 2 pupils

KS1 and KS2 pupils do not have personal devices in classrooms and procedures necessarily need to differ from above.

i. In rooms with a webcam, or where teachers have laptops to facilitate two way communication:

Children will be able to see the adult in the room (TA or cover teacher) and remote teacher will be able to see the children.

- Class / subject teacher sends cover in as usual for distribution in class;

- Cover teacher/TA to log in to Teams – so that they can meet with their class/subject teacher;
- Cover teacher/TA to then show subject teacher on IWB; thereafter the cover teacher/TA is required only for supervision of the class;
- Class / subject teacher teaches lesson throughout, as they would if they were in school.

d. EYFS pupils

i. in rooms with a webcam, or where teachers have laptops to facilitate two way communication:

Children will be able to see the adult in the room (TA or cover teacher) and remote teacher will be able to see the children.

- Class / subject teacher sends cover (recorded videos) in as usual for distribution in class;
- Cover teacher/TA to log in to Teams – so that they can meet with their class/subject teacher;
- Cover teacher/TA to then show subject teacher on IWB; thereafter the cover teacher/TA is required only for supervision of the class;
- Subject teacher facilitates learning throughout, as they would if they were in school.

16. SCENARIO 3: SCHOOL CLOSED – TEACHERS AND STUDENTS AT HOME

- A lesson will be taught to all students remotely, at the time(s) specified by the school timetable, with appropriate changes of content and activities to reflect the nature of online learning;
- Resources should be shared and assignments set via MS Teams (rather than email) wherever possible, for consistency and tracking, with the exception of EYFS who will record videos which will be shared via Tapestry;
- Online learning platforms such as Kahoot / MyMaths / Seneca etc are an accepted addition to provision via MS Teams.

17. HOME-SCHOOL PARTNERSHIP TO SUPPORT REMOTE LEARNING

Derby High School provides excellent pastoral and academic support for students, based on individual needs. This commitment exists whether students are learning at school or remotely.

- Existing pastoral and academic structures will remain the first points of contact for parents concerned about a child's progress;
- Parents should continue to inform school about a child's mental or physical wellbeing, just as if that child was in school;
- Children benefit from parental support for learning and we would encourage parents to help students settle quickly into a new routine, working in an appropriate space and with appropriate focus.

- Teachers will continue to use Trail as the tracking system for students not engaging with education;
- Class teachers in Primary, Heads of Department and pastoral leads in seniors will take action as appropriate to inform parents of any concerns with a child's engagement in learning.

18. SENIOR LEADERSHIP

In addition to any teaching responsibilities, senior leaders remain responsible for:

- supporting teachers in the delivery of remote education by establishing clear and consistent expectations and procedures and by communicating any changes clearly and with as much notice as is practicable;
- supporting the emotional well-being of students and teachers during periods of remote learning;
- co-ordinating the school's approach to remote education, including establishing and maintaining an appropriate quality assurance and quality checking methodology;
- monitoring the efficacy of the school's approach;
- communicating with parents.

19. HEADS OF DEPARTMENT RESPONSIBILITIES

In addition to any teaching responsibilities, Heads of Department remain responsible for:

- supporting teachers in the delivery of remote education;
- co-ordinating any department specific elements of remote education delivery;
- establishing and maintaining appropriate quality assurance and quality checking oversight within the department;
- maintaining academic communication with parents as necessary;
- maintaining communication with line manager.

20. SAFEGUARDING LEADS

- The DSL and Deputy DSLs and the Designated Safeguarding Officer are responsible for managing and addressing all safeguarding concerns;
- Teachers and students should refer any safeguarding concerns to these responsible officers in line with the usual school timescales and procedures.
- Teachers should contact the DSL/Deputy DSL/DSO via email or phone as first port of call. Should all three be ill, please contact the Primary DSL or Deputy who can act on your behalf. If all 5 members of staff are ill, please contact HoKS who are all safeguarding trained.
- Should any member of staff or admin staff receive a call from the safeguarding board asking for the DSL, please pass on the DSL's contact details AND alert the DSL via email/phone.

Please refer to the Safeguarding and Child protection policy for further information.

21. IT TECHNICIANS

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work;
- Helping staff 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;

22. SENDco

In addition to any teaching responsibilities, the SENDco is responsible for:

- Ensuring that children with SEND are able to access remote educational provision;
- Liaising with teachers re strategies to support students with SEND;
- Maintaining communication with parents re-emerging needs of DHS students.

APPENDIX A

Code of conduct for live online communication

This code of conduct addresses live online interactions between students and their teachers, between students and also governs individual actions.

Teachers and students have a shared responsibility to establish and maintain a positive and supportive online learning environment and therefore must:

- treat any audio or video call as a live lesson environment with the same expectations of appropriate behaviour and interaction as in school;
- ensure that all communications using school forums relate only to the course of study or to pastoral support, just as in school;
- be polite and courteous in all communication, whether written or spoken. Obscene, profane, threatening, or disrespectful language or images, posting or uploading anything inappropriate, off-topic, offensive, abusive or illegal to school forums will be addressed in line with school disciplinary policies;
- treat all participants with respect;
- be on time for all virtual classes;
- turn off or silence mobile phones during live interactions;
- dress appropriately, as if attending a school event (uniform, of course, is not required!);
- choose an appropriate venue and have due regard to anything in their environment which may be seen or overheard during a live conversation or video communication, exercising judgement about whether typed 'chat', audio or video is most appropriate for the circumstances;
- where streaming video, use the facility on Teams to blur the background or substitute an alternative.

Students also agree:

- to inform their teacher in advance if they are unable to attend any pre-arranged meeting or lesson;
- to address all teachers as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable;
- to show a positive commitment to your own development and learning.
- to show respect for other learners' development. Muting or ending (another) student's participation is unacceptable;
- mute their microphone unless they want to speak and use the 'raise hand' feature until called on by the teacher (this may not be necessary in small classes, but improves the quality of communication for larger groups)
- to share any concerns about another student with their teacher, tutor or Head of Key Stage and let their tutor know immediately if they feel unsafe in a virtual classroom;
- not to screenshot participants or record any meetings without prior agreement of the teacher. Please note that all members of a meeting are automatically notified of any recording and the recording is automatically shared with all participants;
- not to share via social media, or with anyone other than class members, any recording provided by the teacher.

Teachers also agree:

- to maintain a record of student absence;
- to report anything of concern to tutors, Heads of Key Stage, parents/guardians or DSLs, in line with standard school procedures;

- not to share recordings of lessons with anyone other than class members or, where necessary, with other Derby High teachers;
- to be the last person to leave any meeting with students.

Parents agree:

- Not to access a child's Teams account without their child;
- Not to complete work distributed on Teams on behalf of their child;
- Not to screenshot, record, upload or distribute any online communication with teachers, e.g. parents' evening appointments.