



# Remote learning policy

Last Review: January 2021

Next Review date: September 2022

*At Patcham High School we are committed to being a school for all and consider ourselves a proactive community who promote inclusivity and celebrate diversity. We are an Anti-Racist School who endeavour to create an environment which allows all our pupils and staff to thrive and learn from each other's differences; experiences, cultures, backgrounds, identities and abilities. It is our intention to ensure that all students are supported to be proud of themselves, respect each other and ultimately succeed as young adults. We are particularly conscious of the need to ensure the identities of those from minority groups are acknowledged and celebrated – in every field, at all times, every day - whether students of colour or LGBTQ+ we have an overall aim of providing equal opportunities for all by having One Team and One Dream.*

## **1. Background**

This policy is to ensure the ongoing education of Patcham School pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time because of illness epidemic, extreme weather, power-loss, etc.

## **2. Responsibility**

The Deputy Head of Teaching and Learning is responsible for Remote Learning.

## **3. Preparing for Remote Learning**

The School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes, and that these are set up
- Students within classes have access to the relevant Microsoft Teams
- Students have access to an IT Device (PC or laptop) that they can use at home for learning.
- The IT Department will ensure that all students receive proficiency lessons and regular refresher lessons on the use of teams.
- Staff are familiar with the main functions of Microsoft Teams.
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and students are made aware in advance of the arrangements in place for the continuity of education

The school will ensure that staff are supported in the development of the above framework by:

- Providing regular opportunities for staff CPD on remote learning.
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with device during the closure period.

Staff will ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert their Line Manager.

## **4. Continuity of education during closure**

Microsoft Teams will be the single hub for all Remote Learning interactions.

The School will make provision for remote contact with students on a daily basis in two forms:

- They will have access to work that allows them to continue progress while at home
- They will have the opportunity for a virtual interaction with their Tutor on a daily basis

In as far as is possible the School will attempt to replicate the timetable that students follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with their Line Manager if this is not possible.

Students will access their learning and adhere to the protocols outlined in our [Live lesson guidance for students during school closure](#) ref: **Appendix 1** Teachers will follow the [Live lesson guidance for teachers during school closure](#) ref: **Appendix 2**

## 5. Cover protocols during closure

- Normal protocols for calling in sick still apply. The school Cover Manager must be called by 7:00am.
- **Short term PLANNED:** (1-3 days eg: training day) Teacher needs to set appropriate assignments on Teams.
- **Short term UNPLANNED** (1-3 days eg: sickness). HCA needs to set appropriate assignments on Teams.
- **Medium term** (1-2 weeks eg: paternity leave) HCA needs to (where possible) amalgamate class so that another teacher in the department delivers their live lesson to both groups **OR** where this is not possible a cover teacher will be arranged and the HCA will need to provide work so that the cover teacher can deliver live remote lessons.
- **Long term** (More than 2 weeks eg: maternity): Long term supply teacher will be booked. HCA will need to support the supply teacher with preparation and planning of lessons. The supply teacher will need to deliver a full timetable of live lessons.

## 6. 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
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **7. Safeguarding:**

- Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff behaviour apply.
- Teaching online is different to teaching face-to-face. Teachers will always maintain professional relationships with children and young people.
- When recording or live streaming lessons, teachers will make sure that they are in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Sometimes teachers might need to contact children individually, for example to give feedback on homework. Teachers should only contact children during normal school hours, or at times agreed by the school leadership team
- Any one-to-one sessions, for example pastoral care meetings, should be risk assessed and approved by the school's leadership team.
- Teachers must use school accounts to communicate via email or online platforms, never their own personal accounts.
- Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.
- All safeguarding concerns will be referred in accordance to expectations outlined in the schools Safeguarding and child protection policy.

## **8. Personal data and GDPR**

During closure the school will continue to adhere to data protection guidance when managing personal data with specific consideration given to:

- Taking care not to share contact details when emailing multiple people
- Being careful when sharing usernames and other personal data for access to online resources
- Providing access to school data systems safely

## **9. Links to other policies**

- Behaviour policy with Covid-19 Addendum
- Safeguarding and Child Protection Policy and Procedures
- Data protection policy
- Special Educational Needs Policy
- Home-school agreement
- Acceptable use of ICT and E-Safety Policy

## Appendix 1

### Live lesson guidance for students during school closure

*Please read this carefully so that you can make the most of your learning.*

You will need to follow your normal timetable.

*Tutor Time	8.45-9am
Lesson 1	9 -10am
Lesson 2	10-11am
Break	11-11.20am
Lesson 3	11.20-12.20pm
Lesson 4	12.20-1.20pm
Lunch	1.20-1.50pm
Lesson 5	1.50 -2.50pm

\*During Tutor Time your Tutor will ask you to turn on your mic so that they can hear you answer when they call the register.

**Your lessons will be with your classroom teacher live via Microsoft Teams.**

**To join the lessons:**

- **Log in** to Microsoft Teams using your school email login.
- You will join the lesson through your Subject Team.
- Assignments will be set in your Subject Team.
- Follow your normal lesson timetable for each day.
- Open the Team and you will see a '**Join Now**' button or a link to take you into the lesson.

**For each lesson:**

- Turn your **camera off** as you join the lesson.
- Turn your **microphone off** as you join the lesson.
- Respond to the teacher when **the register** is called (your teacher will unmute you or you will answer in the chat)
- Only make **respectful comments** in the chat; this will be moderated by staff. Anti-social participation will be blocked.
- **Join in** with comments about learning as often as you can.
- Have **equipment** with you so that you can make notes that will be useful to your learning - a pen / pencil and paper.

**At the end of the lesson:**

- **Hang up** to leave the lesson when it is over.
- You will have a **short break** between each lesson.
- When it is time for the next lesson, **open the next subject Team**, wait for a 'Join Now' button or link to take you into the lesson.

If you have any problems with technology or if something is making it difficult for you to do you online lessons please **contact your Tutor**.

## Appendix 2

### Live Lesson Guidance for Staff during school closure

Tutor Time	8.45-9am
Lesson 1	9 -10am
Lesson 2	10-11am
Break	11-11.20am
Lesson 3	11.20-12.20pm
Lesson 4	12.20-1.20pm
Lunch	1.20-1.50pm
Lesson 5	1.50 -2.50pm

#### What to do:

- Follow your normal TT, as above.
- Get the balance between revision of 'previously taught' content & teaching new content
- Gauge how well students are progressing using questions, quizzes etc and giving feedback on a weekly basis (whole class / digitally)
- Adjust the pace/difficulty of lessons when required
- Have departmental systems for checking, at least weekly, whether students are engaging in their work & informing parents where there is a concern





#### Before each lesson:

- Put your resources into Class Materials & label clearly: 'Yr7 Science Lesson 1 Date'
- When you want to start a lesson, go to your Team, click the 'Meet Now' icon and your lesson will start with the most secure settings.
- Plan for 45mins of learning (taking the register at the start & being available for 1:1 questions at the end will take the time to 55mins).

#### During the lesson

- Once you have clicked 'Meet Now', you will admit students in through the lobby.
- Call each students' name to register them – ask students to respond by typing 'here' in the chat.
- (Take a list of who is attending the lesson (Participants – download attendance list)
- Record your lesson for students who cannot not attend.
- Share your screen with students so that they can see your slides. If you need help watch this Loom:  
<https://www.loom.com/share/f1fcbf3ef61f46e99c4f4609014cecea>
- Use a starter – retrieval practice quiz
- Remind students of protocols by displaying the 'common protocols slide'

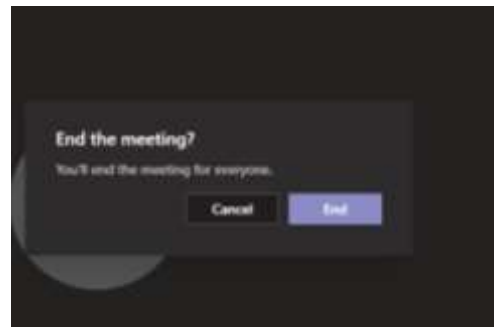
You are about to start a live lesson, please remember to:

- Turn your camera off, 
- Turn your microphone off, 
- Place respectful comments into the chat; 
- Join in with comments as often as you can;
- Have equipment with you so that you can make notes that will be useful to your learning. 

- Give clear instructions & timings for each activity
- Model what you want students to do
- Place video links into the chat
- Students will primarily be working on pen & paper
- Give students time to complete tasks
- Students have two methods of engaging in a learning dialogue with you:
  - Through the mics
  - Through the chat
  - When using these features, know how to enable/disable
- **Download & save 'Meeting Attendance' for future reference**
- At the end of the lesson tell students to hang up & proceed to their next lesson.

### Lesson ends

- Teachers MUST hover over the ... to 'End Meeting' & move on to their next scheduled lesson.
- Students join their next lesson.



### Texting home:

- If a student has missed your lesson send the \*online learning alert text in Teachers2Parents & put your name into the end of the text.
- This can be done during the lesson, at the end of the lesson or at a time convenient to you **on the same day of the lesson.**