



Ringwood School

Remote Learning Policy

Policy Details:

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| Author | Assistant Headteacher for Teaching and Learning |
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| Authorised By | Governor Teaching and Learning Committee |
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Contents

| | |
|-------------------------------------|---|
| 1. Aims | 2 |
| 2. Roles and responsibilities | 2 |
| 3. Who to contact..... | 7 |
| 4. Data protection | 7 |
| 5. Safeguarding | 8 |
| 6. Monitoring arrangements..... | 8 |
| 7. Links with other policies..... | 8 |

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

- **Pastoral leads and Heads of Year** – monitor and support well-being and engagement of students in lessons and tutor time
- **Assistant Headteacher for Inclusion & SEN and SENDCo**– implements the learning support programme during remote learning and the timetable of lessons for 1:1 and student support.
- **Remote Learning Support Tutor** supports students with general issues relating to Microsoft Teams and remote learning, liaising with students, parents and teachers
- **Site Manager** – checks Covid Enquiries directing them to the appropriate teaching or support staff
- **Assistant Headteacher for Teaching and Learning** –monitors and evaluates remote learning provision and practice
- **Assistant Headteacher for Student Behaviour, Personal Development and Welfare**- liaises with the pastoral team and teachers to support disadvantaged and vulnerable students. Ensures behaviour expectations are met and that sanctions are applied when they are not.

Teachers

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

Students are encouraged to take the initiative and communicate with their teachers via Teams or email if they have any questions about the work set.

Teachers check engagement in tutor registration, live lessons and assignments on a daily basis using the Teams attendance function or their own registers. Non-attendance is recorded in Arbor and followed up by the pastoral team.

Each week, the class teacher will record the engagement of students in live lessons with the work set for each subject/topic delivered. The student will either be recorded as having **'fully'** engaged in the learning (they contribute to the lesson and submit all work), or **'partially'** engaged (they may attend the lesson but not contribute, or not consistently submit work). If a student does not engage at all, the teacher will follow a 3-step process for following up:

1. Send the **student** an **email** – this is a gentle prompt to check everything is ok and that the student has everything they need to be able to engage
2. Send the **parent/carer** an **email** – this step is reached if the student does not respond to the email sent to them and/or continues not to engage in that subject; the email will ask for the parent's/carer's support in helping the student engage
3. Make a **referral** to our pastoral **Guidance and Achievement (G&A) Team** – the Head of Year will check the engagement tracking sheet weekly and follow up on any G&A referrals; this will usually involve an initial phone call to the parent/carer to discuss the situation and offer support. Support may include regular phone calls, TA support, emotional support or IT support; the support offered is dynamic and responsive to needs. This step is reached if the parent/carer does not respond to the email from the teacher, or if the student is not engaging in multiple subjects.

Safeguarding

Teachers should report any safeguarding concerns using the school reporting process (see Safeguarding below)

Behaviour

Teachers will ensure students adhere to the live lesson and online learning expectations (set out in section 2.7). If a student does not meet our expectations, sanctions may apply. As with our school Behaviour, Rewarding and Exclusion Policy, Ringwood School understands that the use of sanctions must be consistent, reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual student needs in determining the appropriate use of such sanctions, including the student's age, any special educational needs or disability and any religious requirements affecting the student. When a student is learning remotely, the following range of disciplinary sanctions may be implemented:

- Reminders and warnings
- Removal from the live lesson
- Removal from future live lessons (either in one subject, or across all subjects, on a temporary or permanent basis)
- Temporary or permanent removal of access to school computer systems, email, internet and/or Microsoft Teams
- Alternative provision for learning
- Managed move to an alternative school
- Fixed term exclusion
- Permanent exclusion

Sanctions will be applied flexibly depending on the nature of the incident, but incidents of poor behaviour will always be addressed. Such behaviour may entail interrupting the learning of others, treating others without respect required by the behaviour policy whilst online or a contravention of the acceptable user policy at a time when working online is essential for all. In matters relating to e-safety or other illegal offences, the school safeguarding team, the police and/or local authorities will be involved.

A review period of 7 weeks / a half-term will be in place for any student who has removal of access to school computer systems, email, internet and/or Microsoft Teams. This will allow for an assessment of the current situation and consideration of whether removal from IT remains an appropriate sanction.

Designated safeguarding lead

The DSL is responsible for creating the Safeguarding Addendum to be adhered to during a period of school closure and remote learning.

IT staff

IT staff are available to assist with:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing with school devices and our learning platforms
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Students and parents

Expectations for students.

Students will:

- Where possible follow their normal timetable.
- Complete work set through Microsoft Teams and resources provided through Teams. All students need to have access to the internet and a working device. If they need support with access to technology then they contact school for support covid19@ringwood.hants.sch.uk
- Follow the same curriculum as in school and follow their usual school timetable.
- Complete work in line with the school day and complete broadly the following number of hours each day (including remote teaching and independent work):

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| Key Stage 3 | Tutor Registration 8:50-9:00 5 lessons per day of 60 mins in length. |
| Key Stage 4 and 5 | Tutor Registration 8:50-9:00 5 lessons per day of 60 mins in length. Some additional home learning may be set |

- Follow the instructions in the Remote Ready Checklist' below:

Before the lesson

- ✓ Check the device you are using is charged and ready with Teams loaded
- ✓ Check your microphone and camera are working
- ✓ Have the timings of the school day available (see below)
- ✓ Have your diary open on your timetable so you know what lessons to do in the correct order each day
- ✓ Have the exercise books, resources and pens ready that you need for each lesson

Each day

- ✓ Be present on Teams from 8:45 am
- ✓ Attend Tutor Time at 8:50-9:00am
- ✓ Follow your timetable like when you are in school
- ✓ Go to your Class Team for each different lesson when you have it
- ✓ Check to see if work has been assigned or if a live lesson is taking place (this will be in the Teams Posts under General)
- ✓ Either attend the lesson or complete the assigned work
- ✓ Remember to **'hand -in'** assignments

Always

- ✓ Present work neatly with underlined dates and titles, keeping it organised as if you were at school
- ✓ Communicate with your class teachers if you are unsure about the work via Teams Posts and emails
- ✓ Respect and adhere to the Online Learning Etiquette and Protocols for Live Lessons
- ✓ Stick to your lesson timings (for live lessons teachers will direct this, for assignments, work within the usual 50-minute slot and then move on to the next lesson as when in school)
- ✓ Try to have your break and lunch away from your screens so you get a proper break and switch off

Expectations for Online Learning

Students must use proper online conduct when interacting with staff and other students, as set out in our '7 Steps to Successful Online Learning Etiquette':

1. Treat the virtual classroom exactly the same way you would treat the real classroom. Remember STARS.
2. Use Microsoft Teams and the online learning tools to complete the work set by your teacher. Be helpful, respectful and supportive to your teacher and each other.
3. When joining a video call with your teacher, ensure you blur your background using the 3 dots on the call toolbar.
4. Address your teacher and peers politely and when communicating use correct grammar and appropriate writing style. Don't confuse online learning with social media; remember you are in a working environment and contributing to a learning discussion.
5. Use the message board for questions related to the topic so your teacher can help you. Off task behavior and conversations will be treated the same as low level disruption in the classroom.
6. Do not do anything that would compromise the online safety of anyone in the class, including the teacher. The use of someone's image without their permission and posting inappropriate material go against our anti-bullying and 'Student Acceptable Use (IT Systems)' policy.
7. Online safety of students and staff at Ringwood School is taken very seriously and will be dealt with if compromised. You may have certain privileges (e.g. access to our school systems and network) temporarily or permanently removed if you abuse it.

Expectations for Live Lessons

To participate effectively in live lessons, students must adhere to the 'Live Lesson Protocols' below from the Home / School Live Lesson Statement (also published on the Remote Learning Page of the School Website)

Live Lesson Protocols for Students

- Students should be dressed as they would to leave the house; students do not need to wear school uniform.
- If students have cameras, ideally, they should switch them on as this facilitates communication and interaction.
- Students should sit preferably at a desk or table in a quiet area of the house (preferably not in their bedroom) free from distractions and other people. If undertaking a practical lesson, it would be ideal if there was space around them in case they need to stand to do something practically.
- Students must not photograph or record any section of the lesson under any circumstances. Doing this will result in instant removal from any further live session opportunities and will be subject to the school's behaviour policy.
- Only the students themselves should be watching and joining in with the session, no other family members are to view or be involved with the lesson. Family members watching or involving themselves in the lesson is distracting for everyone. Parents and other family members viewing the lesson may well be viewing other students in the class and this is both inappropriate and counter to our safeguarding policies.
- Students are responsible for checking the Teams posts each morning in time to then attend any live lessons and complete all assigned work. There will be follow up emails sent and calls made home if students don't attend lessons or complete work set in line with the school behaviour policy.

- Students should watch any recorded live lesson directly from the Teams Post Channel and not download it to their home device. Any live lesson recording which inadvertently is downloaded to a home device must be deleted once the lesson has been watched in order for the recording not to be permanently stored on a private device.
- Students should not share their personal passwords or invitations to live lessons.
- Students should not attempt to enter any lesson that is not part of their own Class Team.
- Students should follow the 7 Step Online Learning Etiquette. Students should be respectful of other students in the group and use appropriate language for the classroom environment. They should remain focussed and not disrupt the lesson or risk being removed from live lessons and live lessons suspended until an investigation has taken place.
- Any student or family who does not adhere to these guidelines maybe removed from the network and learning will be delivered in a different way.

Students without digital online access at home

- › As previously stated, students can contact the school through the covid19@ringwood.hants.sch.uk to request a device if needed. We can then organise collection of the devices on site. In extreme cases, we are able to deliver devices to a household. We are also able to provide a limited number of Wi-Fi dongles and the school is working to ensure the additional data allowances provided by mobile providers is made available.
- › Students can complete their work on paper and they can take photos of work and submit these in to their teachers via Teams Assignments.
- › During a period of School Closure students who cannot access online learning may be classed as vulnerable and therefore maybe eligible for a place in Emergency School provision.

Additional support for students with particular needs.

Some students, for example students with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support these students in the following ways:

- Differentiated work from the class teacher during live lessons
- TA support via scheduled Microsoft Teams meetings for students with an EHCP and some students who would ordinarily access SEND support in school
- Emotional support from our pastoral team via scheduled Microsoft Teams meeting
- Access to onsite Emergency School for students with EHCPs or students with SEND identified as needing face-to-face support

Parents and Carers

We ask that parents and carers:

- › Actively encourage their child to stick to a routine and their normal timetable. Parents can check their child's timetable using the SIMS Parent app or the student diary to guide them. Live lessons will also be added to the calendar in Teams so that students can easily see which lessons they need to join.
- › The remote learning page on the school website provides further support: <https://www.ringwood.hants.sch.uk/academic-curriculum/student-remote-learning/>
- › This includes a 'Remote Ready Checklist' to help students manage their learning: <https://www.ringwood.hants.sch.uk/wp-content/uploads/2021/01/Remote-Ready-Checklist-Jan-2021.pdf>
- › 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

- › Adhere to the to the Live Lesson Protocols in the Home / School Live Lesson Statement below (also published on the Remote Learning Page of the School Website)

Live Lesson Protocols for Students

Parents and carers will:

- Support their child in accessing Microsoft Teams and contact the school if support is required.
- Support the teacher when in receipt of an email stating that a lesson had been missed.
- Ensure that their child is situated in an appropriate position within the house e.g. not in a bathroom or bedroom, and that the child is dressed appropriately for the school day.
- Not engage in conversation with teachers during the session; this is for the student; staff can be contacted via email.
- Ensure any live lesson recording which is inadvertently downloaded to a home device is deleted once the lesson has been watched in order for the recording not to be permanently stored on a private device.
- By agreeing for their child to participate, parents are giving permission for the school to record their child during the live lesson, for the sole purpose of enabling students to be able to review the lesson to support their learning and for the school to carry out their public task to educate children.

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
- › Issues with behaviour – contact the relevant head of year
- › Issues with IT –contact IT staff via teamssupport@ringwood.hants.sch.uk
- › 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
- › Concerns about setting work for students with SEND – talk to the SEND team

4. Data protection

4.1 Accessing personal data

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

- › Access data via the school network server remote desktop, secure One Drive, School Learning Zone or Microsoft Teams.
- › Use their own devices or school loaned devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers 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, 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

5. Safeguarding

Ringwood School has created an addendum to the safeguarding policy to reflect the remote learning situation and it can be found on the school website (Safeguarding Covid 19 Addendum). It includes the Home / School Live Lesson Statement

6. Monitoring arrangements

This policy will be reviewed if there is another lockdown that triggers remote learning by Assistant Headteacher for Teaching and Learning (Louise Wornell). At every review, it will be approved by Ringwood School Governor Teaching and Learning Committee.

7. Links with other policies

This policy is linked to our:

- › Behaviour, rewarding and exclusion policy
- › Anti-bullying policy
- › Safeguarding Covid 19 Addendum
- › Data protection policy (GDPR)
- › Student acceptable use policy (IT systems)
- › Live Lessons Safeguarding Statement