SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:
To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

REMOTE LEARNING POLICY

Intent

At Shirley High School we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual learner or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all learners have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding. Shirley High School will operate under three plans for the academic year 2020/2021 and beyond.

Plan A: **Full-time ('face to face') education in school**

Plan B: **Remote (online) learning**

Plan C: **Blended (rota) learning**

This policy aims to:

- Minimise the disruption to learners' education and the delivery of the curriculum.
- Ensure provision is in place so that all learners have access to high quality learning resources.
- Protect learners from the risks associated with using devices connected to the internet.
- Ensure staff, parents/carers, and learners' data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all learners have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

This policy will usually apply:

- When the Principal has indicated that the school will be implementing Plan B and/or Plan C.
- Learners are unable to attend school due to a period of advised self-isolation but who otherwise (appear to) remain well.
- An extended period of school closure.

This policy will not usually be implemented:

- In the event of short-term school closures: adverse weather or short term learner absence.
- A learner who is absent from school without prior authorisation from the school, with or without parent/carer permission.
- A parent/carer decision to absent a learner from school as a precaution, but contrary to medical advice from the UK Government, Public Health England or The World Health Organisation.

Staff are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the SBM and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.

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- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Assistant Principal with responsibility for remote learning.
- Reporting any defects on school-owned equipment used for remote learning to the school IT Support team through the raising of a ticket.
- Adhering to the staff code of conduct and policies at all times.
- Using the Google Meet link via the specific class Google Classroom so that all students can access the lesson. The link will be sent to the cover teacher if a blended learning lesson.
- Uploading teaching materials and lessons to Google Classrooms for learners to access.
- Setting work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions learners may have on Google.
- Feedback using Google as per the Marking and Feedback policy.
- Making sure that all resources are available online including scanned pages of textbooks.
- Using the rewards and sanctions systems and contact parents/carers if there are ongoing concerns.
- Answering queries/Google interactions during school hours and their working day but not beyond 5pm or at the weekend. However, emails can be answered at the weekend if staff deem it essential to reply. Learners (and parents/carers) should not expect responses from teachers during lunch breaks, Bank Holidays and/or weekends.
- Ensuring that a 'professional' classroom level of interaction is maintained through the use of Google Classrooms and email.
- Setting out their expectations online.
- Ensuring that suitable live lessons are available to students marked as X on the register at normal lesson time where appropriate.
- Staff to set expectations such as microphones off and blurred background, as appropriate to their session.
- Staff not to have a one to one video chat/lessons with a student, they should invite another member of staff to be a silent attendee unless permitted in writing by a member of the school's Senior Leadership Team. Where permission is granted 1:1 sessions will be recorded for the safeguarding of both learners and staff.
- Offering live lessons from school for students that are working remotely due to COVID19. Staff must use the appropriate code (Q) to identify those students that have engaged in remote learning.
- Staff not offering a live lesson for any reason must inform learners working remotely by placing this information on their classroom area of the Google suite.
- Staff offering recorded live lessons for those working remotely must upload these lessons within a reasonable time, and check that work has been accessed by those working remotely. HOD and LM will monitor the uploading of work for remote learners.

DOFs/HODs are responsible for:

- If a member of staff is not able to deliver a remote lesson due to sickness to put a message on the specific class google classroom announcement board that "due to staff absence there will be no live lesson today".
- If the HOD/DOF is the person is absent then a member of the admin cover team will post a similar message.

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Parents/Carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the home school agreement at all times.

Learners are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set by the school of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the expectations and behaviour policy of the school at all times. Anyone misbehaving (e.g. posting inappropriate comments or images) will be dealt with in accordance with our behaviour policy.
- Logging into Google Classrooms in preparation for their lessons.
- Maintaining the expectations of the Shirley Learning Journey while working remotely.
- Completing all set work and submitting it to the subject teacher by the requested deadline by uploading it, scanning it in or taking a photograph of the work.
- Meeting deadlines; Head of Departments and/or Heads of Year will be informed if they are not.
- Behaving in line with the school's behaviour expectations when using Google Classrooms.
- Learners are not required to wear school uniform for online audio-visual learning, however, they must dress appropriately. They should also consider the background of any video call / video meeting with respect to appropriateness and privacy.

The Governing Board is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

The Principal is responsible for:

- Ensuring that staff, parents/carers and learners adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.

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- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and learners.
- Arranging any additional training staff may require, to support students during the period of remote learning.
- Conducting reviews on a fortnightly basis of the remote learning arrangements to ensure students' education does not suffer.

The Health and Safety Officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Principal.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that students identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

The DPO is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents/carers, and learners are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect students online.
- Identifying vulnerable learners who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the learner is learning remotely, and liaising with the Principal and other organisations to make alternate arrangements for learners who are at a high risk, where required.
- Identifying the level of support or intervention required while learners learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable learners receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported.

The SENDCO is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all learners and that reasonable adjustments are made where required.

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- Ensuring that learners with EHC plans continue to have their needs met while learning remotely, and liaising with the Principal and other organisations to make any alternate arrangements for students with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while learners with SEND learn remotely.
- Ensuring that the provision put in place for learners with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The ICT Support department are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

Resources:

Learning materials:

The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of the following, however live lessons is the primary remote learning offer of the school:

- Work booklets
- Emails
- Past Pre-Public examinations (PPEs)
- Current online learning port/Exemplars/ Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Teachers will direct learners to the schools internal bank of lessons or where appropriate other online learning platforms supported by the DfE. Programmes selected will allow all learners to access the work provided.

Reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning

Cost and expenses:

- Learners sign for equipment and replace any damage.

Online safety

Safeguarding

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In the event that Plan B or Plan C are implemented, all stakeholders are reminded that the school's Child Protection Policy, E-Safety Policy, Behaviour Policy and Behaviour Policy Addendum continue to apply.

Data Protection:

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- Parents/Carers' and learners' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- The school will not permit paper copies of contact details to be taken off the school premises
- Learners are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

Marking and Feedback:

All schoolwork completed through remote learning must be:

- Finished
- Completed to the best of the learner's ability.
- The learner's own work and not plagiarised
- Marked in line with the Marking and Feedback Policy.
- Returned to the learner, once marked, by an agreed date.

Responsibilities:

- Learners are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Teaching staff will monitor the academic progress of learners with and without access to the online learning resources and discuss additional support or provision with the Principal as soon as possible.
- Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCO as soon as possible.
- The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

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Health and Safety:

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

- If using electronic devices during remote learning, students will be encouraged to take a five-minute screen break every two hours.
- Screen break frequency will be adjusted to five minutes every hour for younger students or students with medical conditions who require more frequent screen breaks.
- If any incidents or near-misses occur in a learner's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

School day and absence:

- Learners with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks
- Learners who are unwell are not expected to be present for remote working until they are well enough to do so.
- Parents/Carers will inform their child's teacher no later than 8:30am if their child is unwell.
- The school will monitor absence and lateness in line with the Attendance and Punctuality Policy.

Communication:

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents/carers via letter and/or the school website about remote learning arrangements as soon as possible.
- The Principal will communicate with staff as soon as possible via email(s) about any remote learning arrangements. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- The school understands that learners learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- Members of staff will have contact with their line manager once per week.
- As much as possible, all communication with learners and their parents/guardians will take place within the school hours outlined in section 9.
- Learners will have verbal contact with a member of teaching staff at least once per week via group phone call.
- Parents/Carers and learners will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and resolve the issue.
- The learners' teacher will keep parents/carers and students informed of any changes to the remote learning arrangements or the schoolwork set.
- Communication will be reviewed regularly (not less than termly) to ensure that measures are in place to identify and address any gaps in the provision.

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We want all at SHS to believe in and maintain the values of our school:

Compassionate   Respectful   Creative   Relentless   Aspirational   Resilient