The High School
Leckhampton

Remote Learning Policy

Contents

This information is intended to provide clarity and transparency to students and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual students are self-isolating, please see the final section of this page.

1. The Curriculum

We teach the same curriculum remotely as we do in school. During national restrictions some departments may alter the sequence of their lessons slightly however pupils in school and those at home will experience the same changes. We may also need to make some adaptations in some subjects, for example, in practical subjects where specialist equipment is needed. When specific bubbles of pupils are asked to learn from home they will join lessons in school via Teams and so have access to the same curriculum.

2. Remote Teaching

- Pupils working remotely should follow their normal timetable. All lessons will be delivered using Microsoft Teams and will last approximately 50 minutes
- Teachers may also use other methods to teach the curriculum including: websites, online textbooks, pre-recorded sessions, textbooks pupils have at home
- In the event of staff absence, work will be set on the VLE and pupils will be told by the class teacher that they will not have a live lesson
- Pupils will send work to staff via email, the VLE or Teams, and feedback will be given when appropriate
- PE Lessons will be set via the VLE. Pupils will have a range of physical activities to choose from

3. Roles and Responsibilities

3.1 Teachers

When providing remote learning, teachers must be available during their contracted hours.

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, contacting Assistant Headteacher T&L in the first instance.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work for classes that they would normally teach when in school as shown on their timetable. Lessons should be no longer than 50 minutes in length.
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
- Attending virtual meetings with staff, parents and pupils

3.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during the hours stated within their contracts of employment.

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, contacting Assistant Headteacher T&L in the first instance.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely, following the timetable to support those with EHCPs and other SEND needs

3.3 Curriculum Leaders

Alongside their teaching responsibilities, curriculum 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior Leaders

Assistant Headteacher Teaching and Learning, has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders will continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated Safeguarding Lead (DSL)

The DSL will continue to be responsible for safeguarding of students and all incidents of concern should continue to be addressed in accordance with the Safeguarding Policy. Any concerns should be recorded in CPOMS.

3.6 IT Staff

IT 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

3.7 Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3.8 Expectations

Pupils should attend and engage positively and actively in all live lessons and submit work as requested by their teacher. They should not be using any other device that might distract them during lessons.

Pupils can use the chat function to communicate with their teacher but use it sensibly. They should use this function to communicate with their teacher. Pupils should keep videos turned off and microphones on mute unless asked to switch it on by the teacher. Pupils should access lessons from a communal space in the house in a supervised environment.

The same good manners and high standards of behaviour are expected during remote lessons as when pupils are in school. If particularly poor or disruptive behaviour occurs the school reserves the right to limit access to the live Teams lessons for that pupil for a period of time, until the school can be reassured that there will be no recurrence of the poor behaviour.

4. Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the pastoral lead teachers, including Heads of House and Assistant Headteacher Pastoral
- Issues with IT – gain support from IT staff using the it@hsl.gloucs.sch.uk email address
- 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

5. Pupils who do not have Digital or Online Access at home

Pupils will be supported in the following way:

- Vulnerable children and children of key workers will be offered the opportunity to work from school where they can access their online lessons

- Pupils who struggle to access remote education due to the lack of a device should contact the school and we will endeavour to provide them with a laptop. This may be provided by a DfE scheme or by borrowing a school laptop

6. Feedback

Teachers will continue to monitor the progress of all pupils and provide timely feedback.

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid.

Online Parents' Evenings will take place during periods of remote education, using the school-cloud platform.

7. Remote Education for Self-Isolating Students

Where individual students need to self-isolate but the majority of their peer group remains in school, work will be set in line with the work being completed in lessons. It will either be set on the VLE or the pupil will join the lesson via Teams. The class teacher will determine the suitability of this approach for their class and students.

If a pupil has been asked to join a live lesson it may take the teacher a few minutes to start the meeting at the beginning of the lesson. Pupils at home should be patient and allow the teacher time to get the pupils in school started.

8. Support for Students with Particular Needs

We recognise that some students, for example some 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 those students. The Individual Learning Department and pastoral team will work with pupils and parents to develop an effective method of working.

9. Links with other Policies

This remote learning policy is linked to our:

- ➢ Child Protection and Safeguarding Policy
- ➢ Acceptable Use Policy (Balcarras Trust Policy)
- ➢ Behaviour Policy
- ➢ Staff Code of Conduct Policy
- ➢ SEND Inclusion Policy and SEND Information Report
- ➢ Teaching and Learning Policy
- ➢ Home School Agreement

10. Where to go for advice

KCSIE 2022 – Information about Remote Learning:

When children are asked to learn online at home the Department for Education has provided advice to support schools and colleges do so safely: safeguarding in schools colleges and other providers and safeguarding and remote education. These include:

The NSPCC and PSHE Association also provide helpful advice:

- NSPCC Learning - [Undertaking remote teaching safely during school closures](#)
- PSHE - [PSHE Association coronavirus hub](#)

In the event of Remote Learning being instigated, please refer to the DfE website for guidance.

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Rights Respecting School Statement

The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:

Article 28: (Right to Education): The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.

Article 29: (Goals of Education): Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.