



# Remote Learning Policy

**Next review date: June 2021**

**Staff resp. for review: ARO**

**Date reviewed: Sept 2020**

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### 1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for students who are not in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Include continuous delivery of the school curriculum
- › Support effective communication between the school and families and support attendance
- › Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

#### 2.1 Teachers

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

If they are 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

When providing remote learning, teachers are responsible for:

- › Setting work-:
    - For their own timetabled classes and any other lessons they may have been allocated by their head of department/faculty
    - For students who are absent, isolating or in lockdown
    - This work needs to be set as per the school timetable which is in place (there is an alternative timetable for a full lockdown)
    - Uploading the work to Google Classroom.
    - Ensure consistency across the year group by following the department curriculum overview and using department schemes of work
    - Co-ordinate with heads of department/ faculty to make sure students with limited access to devices can still complete the work. This may include the arranging of posting work home if required.
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- Setting, marking and feeding back on assessments
  - Ensuring that they process any complaints shared by parents and students
  - Ensuring that they immediately process any safeguarding concerns by emailing the designated safeguarding lead on [safeguarding@nmbec.org.uk](mailto:safeguarding@nmbec.org.uk)
  - Ensuring that students who are failing to complete work are contacted and that this is followed up with parents, HOFs, HOYs and the school SENDCo as appropriate.
- Providing feedback on work:
- Formative assessment should take place throughout live lessons through Q&A (live or in the stream)
  - Completed work from students – if teachers have clicked on ‘make a copy for each student’ then students need to ‘submit’ the work when complete – teachers can then read and comment on it and click ‘return’
  - Teachers are expected to share feedback with students in line with department policy
  - If the full lockdown live teaching timetable is in use – teachers are expected to share formal written feedback to students at least once every six weeks
- Keeping in touch with students who are not in school and their parents:
- If students are self-isolating or are marked absent with an X on the register they should be able to access the lessons uploaded
  - Welfare calls should take place following the school’s welfare calls protocol (see Appendix 2)
  - Any complaints or concerns shared by parents and students need to be referred to your head of department/faculty– for any safeguarding concerns, refer to the DSL, and SEND concerns refer to the SENDco
  - If students are failing to complete work – contact them privately in the ‘Google classroom’ stream in the first instance and refer to your head of department/faculty if it continues
- Attending virtual meetings with staff, parents and students
- Wearing appropriate dress
  - Choosing an appropriate location which has minimal background noise

## 2.2 Learning support and teaching assistants

When assisting with remote learning, learning support assistants (LSAs) and teaching assistants (TAs) must be available during their normal contracted hours

If they are 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.

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

- Supporting students who are not in school with learning remotely
  - Support students allocated on the support timetable
  - Ensure they are added to the classroom and are available to answer questions the student may have remotely
- Attending virtual meetings with teachers, parents and students

If learning support assistants and teaching assistants are working in school, they should be directed by student support and working with the children of key workers

## 2.3 Heads of departments / faculties including SENDCO

Alongside their teaching responsibilities, these staff are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning. This may involve changing the order of delivery or content
- › 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 –through being attached to online classes, regular meetings with teachers and work sampling
- › Alerting teachers to resources they can use to teach their subject remotely and promoting a collaborative approach to planning and delivering lessons

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders through reviewing work set and for feedback from students and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Training staff on the use of online platforms

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- › Ensuring they immediately process any safeguarding concerns which may arise
- › Ensuring the wellbeing of vulnerable students is monitored regularly

## **2.6 IT staff and network manager**

IT staff are responsible for:

- › Monitoring Google classroom and ensuring it is fit for purpose
- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any password or technical issues they're experiencing
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting students and parents with accessing the internet or devices

## **2.7 Students and parents**

Staff can expect students learning remotely to:

- › Be contactable during the school day
- › Complete work to the deadline set by teachers
- › Attend online lessons unless by prior arrangement
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › Behaviour during live lessons

Expectations of behaviour: students are to take note of the following expectations and take responsibility for their behaviour during live lessons

### **Do's**

- ✓ Log on in time for your live lessons when working from home.
- ✓ Register with your teacher at the beginning of the lesson.
- ✓ Ensure that your video is off at all times unless you are asked to turn it on by your class teacher
- ✓ Ensure that you start the lesson with your microphone off. You may be asked by your teacher to turn this on to answer questions, provide feedback or to read.
- ✓ Attend live lessons with a positive attitude and contribute to lessons through the chat or by turning your microphone on when asked to do so.
- ✓ Have a copy of your timetable and the lockdown timetable to ensure that you know when your lessons are taking place.
- ✓ Attend form time and communicate to your form tutor and your teachers about your wellbeing and how you are feeling, we care about you and want to know that you are safe and well.
- ✓ Remember you have signed the 'ICT & Internet acceptable use policy'

### **Don'ts**

- ❖ Do not try to take part in a live lesson if you are very sick or feeling unwell. Your health is important and we only want you to log on when you are able to.
- ❖ Do not miss an opportunity to continue your learning by ignoring Google Classroom when in isolation if you are well.
- ❖ Never take a screenshot, photograph or recording of your teacher while on Google Classroom. This is a very serious incident and will be sanctioned by the school.
- ❖ Never misuse the chat function or the stream function of Google Classroom to have conversations with your classmates or friends – this should only be used for class work or communicating with your teachers.
- ❖ Behave appropriately - as are expected to in lessons in school

Students should also refer to the **Norbury Manor ICT & Internet Acceptable Use** policy which is signed during their enrollment process and states:

- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the college into disrepute.
- I will use appropriate language – I will remember that I am a representative of the college on a global public system. Illegal activities of any kind are strictly forbidden.
- I will not use language that could stir up hatred against any minority group. This includes creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person or group.
- I am aware that I am responsible for my actions should I be found to be involved in Cyber-Bullying incidents both inside and outside of college hours. I will not undertake any activity that violates the privacy or dignity of myself or other users.
- I am aware that I am morally and legally responsible for all that I write, publish and comment about on the internet (including Twitter, Facebook etc)
- I realise that files held on the college network will be regularly checked by the Network Manager or other members of staff.

- I will take responsibility for behaving safely and for all of my actions whilst using the internet. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network and beyond.
- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the Network Manager.
- I understand that I am not allowed access to unsupervised and/or unauthorised chat rooms/social media sites and should not attempt to gain access to them.
- I will not trespass into other users' files or folders. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password. I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the Network Manager.
- I will ensure that I log off after my network session has finished. If I find an unattended machine logged on under other usernames I will not continue using the machine – I will log it off immediately.
- I am aware that e-mail is not guaranteed to be private and any messages that fall short of the requirements of this policy will be followed up and dealt with appropriately.
- I will not use the network in any way that would disrupt use of the network by others.
- I will not download and/or install any unapproved software, system utilities or resources from the Internet.
- I realise that students under **reasonable suspicion** of misuse in terms of time, activity or content **will** have their usage closely monitored or have their past use investigated.
- I will not receive, send or publish material that violates copyright law.
- I will not attempt to harm or destroy any equipment, work of another user on the college network, or even another website or network connected to the college system.
- I will not copy from the internet, other student's user area or shared areas and pass off subsequent work as my own. I understand that is plagiarism and is not acceptable to either the college nor to the exam boards in the case of coursework or controlled assessments.

Staff can expect parents with children learning remotely to:

- › Follow the school day and routine where possible
- › Make the school aware if their child is sick or otherwise can't complete work through the usual absence procedure
- › Seek help from the school if they need it
- › Support their children's work
- › Be respectful when making any concerns known to staff

Norbury Manor is committed to working closely with families and recognises that each family is unique- because of this, remote learning will look different for different families in order to suit their individual needs.

## 2.8 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 there are any questions or concerns about remote learning, the following individuals should be contacted:

- › Issues in setting work – talk to the relevant head of department/faculty or SENDco  
[sgwynn4.306@lgflmail.org](mailto:sgwynn4.306@lgflmail.org)
- › Issues with behaviour – talk to the relevant head of year, pastoral leader or AHT in charge of behaviour:  
[stsoukkas.306@lgflmail.org](mailto:stsoukkas.306@lgflmail.org)
- › Issues with IT – email IT staff (PH, RL, IC) [patrick@nmbec.org.uk](mailto:patrick@nmbec.org.uk)
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – email the data protection officer [dpo@nmbec.org.uk](mailto:dpo@nmbec.org.uk)
- › Concerns about safeguarding – email the DSL [safeguarding@nmbec.org.uk](mailto:safeguarding@nmbec.org.uk)

### 4. Data protection

#### 4.1 Accessing personal data

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

- › Access data on SIMS if in school or contact the SIMS data manager Mrs T Rodney  
[rodney@nmbec.org.uk](mailto:rodney@nmbec.org.uk)
- › If staff are using a personal device to access the data, ensure it is password protected and not accessible by anyone else

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as names and email addresses 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 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 – if staff need advice on this contact IT support  
[patrick@nmbec.org.uk](mailto:patrick@nmbec.org.uk)
- › Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

See the MAT safeguarding policy on the website

Any safeguarding concerns should be reported immediately to [safeguarding@nmbec.org.uk](mailto:safeguarding@nmbec.org.uk)

Follow the expectations for live lessons (Appendix 1)

## 6. Monitoring arrangements

This policy will be reviewed annually by the deputy head in charge of curriculum and teaching and learning. At every review, it will be approved by the full governing board.

## 7. Possible remote learning scenarios

- i. In the case of individual students isolating at home, staff are expected to set adequate work via Google classroom.
- ii. In the case of a member of staff having to isolate at home (but are not ill) they are expected to deliver their cover work through their HoD as usual and also upload the lesson onto Google classroom
- iii. In the case of a year group being sent home, staff will deliver online lessons (whilst in school) to their classes at home via Google classroom. This will follow the school timetable.
- iv. In the case of the school being directed to operate the lockdown timetable for half the year group at a time (half of the year group in one week and half the following week) the timetable will be followed but classes will be halved in size
- v. In the case of a full school closure then the school is working towards all staff delivering the full lockdown timetable using Google classroom

## 8. Links with other policies

This policy is linked to our:

- › Safeguarding policy
- › Code of Conduct
- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy

### Appendix 1

#### Expectations for staff regarding online live sessions

Teachers and support staff:

- All sessions/lessons will be timetabled during regular school hours. All timings must match the school's master timetable.
- All staff should be on time to lessons
- All participants must be appropriately dressed
- The session/lesson should take place in an appropriate, preferably neutral, setting

- Language should always be professional and appropriate during lessons
- Staff should record the lesson for safeguarding purposes
- Clearly set out expectations - seek support for any behavioural concerns to your head of dept (HOD) or the student's head of year (HOY)
- Ensure that the students' cameras and mics are turned off and mics are only turned on if they are requested to do so by the teacher
- Staff should not have the camera on at all times. The screen can be shared or camera turned off if it is not necessary (however some specific lessons such as speaking lessons in MFL benefit from the teacher using the camera)
- Staff should monitor the chat stream
- Staff must not share any files other than relevant supporting class materials during sessions/lessons
- All other web browsers and programmes should be closed before starting the session/lesson
- Staff must ensure that the environment, both physical and digital are professional and neutral. Extra care must be taken to ensure that private or sensitive information is not accidentally shared. All other web browsers and programs must be closed before starting the lesson
- The Senior Leadership team will observe sessions/lessons digitally for the purposes of quality assurance and safeguarding.
- Report any safeguarding issues immediately to the designated safeguarding lead (DSL) or Headteacher (Mrs M. Hayden) via the school's email address: [safeguarding@nmbec.org.uk](mailto:safeguarding@nmbec.org.uk)

## Appendix 2

### Welfare calls protocol

<b>Welfare calls during a school closure</b>							
HEADS OF YEAR	PASTORAL LEADERS	LAC SUPPORT WORKER	SENDCO	LSAs	EAL	LEARNING MENTORS	FORM TUTORS
STUDENTS WITH <b>CURRENT</b> SAFEGUARDING FILES EXCLUDING LAC	STUDENTS WITH <b>HISTORIC</b> SAFEGUARDING FILES EXCLUDING LAC	ALL LAC STUDENTS	STUDENTS WITH EHC PLANS	ALL OTHER STUDENTS ON SEN REGISTER	ALL EAL STUDENTS	ALL MENTORED STUDENTS	ALL OTHER FORM MEMBERS NOT YET ACCOUNTED FOR
<p>ALL welfare calls to be logged onto a Google Form.            Prepared questions to be answered as the conversation happens.            Any concerns to be noted in the final optional text box for allocated SLT to pick up on.</p>							