

Remote learning policy

Rugby High School

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Aims of remote learning

There is an expectation on schools to provide this to supplement high quality remote learning if the school is closed long-term or if students are required to self-isolate for an extended period. The purpose of this document is to outline our guidelines for the use remote learning to increase the amount of online contact time students have with their teachers and peers while away from school and to ensure continued coverage of the curriculum.

This remote learning policy for staff and students aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection and safeguarding

Remote learning

Remote Learning is the learning that takes place where a student and teacher are not physically in the same room, and the curriculum needs to be adapted to be delivered through a variety of digital methods. It should as far as possible ensure curriculum coverage in order that a student can progress through curriculum.

There are different circumstances where remote teaching/ learning is required, this policy outlines below the expectations with regard to each of these different circumstances, while taking into account staff workload.

When providing remote learning, teachers must be available between their normal working hours where possible, to set work, respond to student queries or provide a live lesson via Microsoft teams.

If a member of staff is 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.

Remote learning training

Staff and students will be given remote learning training to ensure the continued delivery of a robust curriculum as co-ordinated by the E-Learning leader.

Remote learning during a whole school closure

In this situation all teaching and learning will be delivered remotely. Staff will use MS Teams when delivering live lessons. For KS3 Live Lessons on Teams will be scheduled in advance of the day of the lesson via the Teams calendar so that students can plan their day.

Live lessons for students in other year groups will be scheduled in the Teams calendar too where possible. Students will be given at least one day's advance notice of live lessons.

A 'Live Lesson' is a scheduled lesson on MS Teams, where the teacher is either delivering content, setting or reviewing work and is available online for students to interact with them and their classmates. A live lesson does not necessarily have to be 'live' for the whole 45 minute lesson.

Teaching staff will ensure that all students are aware of how and when to access their live lessons and any relevant resources to support their learning.

Teachers will set up a Team for each of their classes/ groups and will label it with the class/ group name and subject.

Remote Learning for Exam Classes (Years 10, 11 and 13)

Students will have at least one live lesson per week per teacher, where classes are a double lesson and the double lesson is live, students will be given a break of 5 to 10 minutes during the lesson, away from the screen.

Teaching staff will engage with the students through MS Teams so a Teacher and student learning conversation can take place. Teachers can do this with small groups of students or as whole class teaching. These arrangements are at the discretion of the teacher. These interactions can take place for the whole class for 45 minutes or smaller groups of students for a shorter amount of time and timetable a rota for this kind of small group teaching across a number of weeks so staff have made contact with everyone in the class as far as possible.

Teachers have an allocated 2/3 periods per subject per week at KS4 and 6 periods per week at KS5, any Teams classes/ sessions should be part of this allocation and not an addition to the work we already set.

Teachers are not expected to teach every timetabled lesson via Teams to these classes and will set independent work for students for the remainder of the lessons. Teachers will let their classes know when they are available to respond to any queries.

If a teacher is not able to offer live lessons or live lessons are not suitable for that subject/lesson, the teacher must agree to provide a suitable alternative in agreement with their line manager.

For the month of February 2021 no additional work to that set for students to complete during the school day or homework, will be set for students. This will be reviewed in March 2021.

Students in Years 12 and 13 will be set sufficient work per subject to enable them to work a full school day, including their non-contact time but without supplementary work to do in the evenings and at weekends during lockdown, until this policy is reviewed.

Teachers will use the most appropriate platform for their subject to share resources and communicate with students, this will be either email, FROG or MS Teams. Teachers will ensure that all students in their classes know where and how to access their learning resources.

Remote learning for non-exam classes during a whole school closure

Students in each year group will receive at least one live lesson per week per subject for most subjects, at KS3 lessons in PRS, Art, ICT and Music may have live lessons scheduled on a fortnightly or three-week cycle, this is to that students may complete short term project work. Students will be informed.

Teachers will ensure that all instructions for learning and appropriate resources are set via FROG in the first instance to ensure that students can continue progressing through the curriculum

Staff are expected to give students instructions for their lessons through FROG via the assignment section. This instruction may tell student to access MSTEams or email for resources for their lesson. Teaching staff must give clear written instructions for the students to understand how to access and complete the work.

Students will be informed if their class teacher is unavailable during any school closure.

Definition of work

Work can be a task in a textbook, a PowerPoint to complete and/or make notes on, to join a Teams lesson or any suitable task that the class teacher to allow students to make enough progress to progress through the curriculum.

Use of Microsoft Teams

The use of Microsoft Teams for interacting and engaging with learning is a huge benefit.

We expect students to interact with their teacher and classmates during live lessons either via written participation in the chat, or discussion/ oral responses via mic during the lesson. Students may also participate by raising their hand in response to a teacher question, or adding a thumbs up icon in the chat for example. We cannot insist that they turn their cameras on but students may do so if they would like to. We

do expect participation eg. responses to our questions in some form so that we know students are there and engaged in the learning.

Teachers will set their expectations for behaviour for learning in the online classroom, but we expect behaviour to reflect the same courtesy and kindness as in school.

Students and staff can turn off microphones and cameras when necessary during the live lessons.

Microsoft Teams must be the only platform used for video live lessons with students. It is recommended participants use the installed version of Microsoft Teams. A copy of the program to be installed can be requested by email Sean Quinn at s.quinn@rugbyhighschool.co.uk

Staff will not normally record lessons which contain/involve students on MS Teams but from time to time they may do so for safeguarding reasons. Permission from students and their parents will be gained through an opt-out form issued during the first academic term of the year. Staff are permitted to record lessons to be sent out to students that only contain staff members.

Procedure for setting work for individual students isolating when school is open

The Attendance Officers will log students isolating on the central spreadsheet which records current students in isolation held on staff secure, and mark students in the SIMS register with an X.

As soon as teaching staff are able, staff will direct students to appropriate resources previously uploaded to FROG/ MSTeams, textbook or other appropriate resources. If a teacher is teaching a full timetable, teachers may set work on a subsequent day, but allowing sufficient time for students to complete work before setting another task.

Departments will be given time to prepare appropriate resources for students to access easily from home and which are can be easily signposted by their teacher.

Where a member of staff is teaching a full timetable in school they cannot be expected to provide elaborate personalised resources for individual students who are isolating.

Students in Years 7 to 11 will check FROG in the first instance when isolating to find work set, they must not email their teachers directly, unless they have a specific question about the work set. Students should not expect an immediate response.

Students in Year 12 and 13 will contact the class teacher through email and the class teacher will reply through email with the work.

When students have been directed to work set, this must be logged by the class teacher on the central spreadsheet before the end of the current week, each week's spreadsheet must be archived for school records.

Students who are isolating will be contacted by a member of staff at regular intervals to check that they are able to access work set and address any queries.

Students will be given clear guidelines on how to access work set while in isolation.

Procedure for setting work when a significant number of students are isolating in any one class when school is open

If 50% (or a significant number) of the students in one class are self-isolating, work will be set through FROG via an assignment by their subject teacher to ensure students can complete the work whilst isolating. Where possible subject teachers can teach isolating students through MSTeams when teaching the class of the isolating student if needed. This is at the discretion of the teacher.

Procedure for Setting work for students when a full class is isolating and learning remotely:

Class teachers should teach the isolating class through Microsoft Teams where possible, aiming to deliver at least one of the lessons timetabled each week via Teams to ensure some face to face contact but also to allow students some balance of online and independent learning while in isolation. If students are carrying out

set work independently the teacher must still be available and present on Teams or via email to allow the student to interact with the teacher during the scheduled lesson time.

Keeping a record of attendance when a full class is in isolation

The attendance office will populate the with X in the AM and PM Registration to indicate formally that the student is at home either self-isolating.

During registration, Form Tutors should check attendance and email the attendance officer with any absences. Parent must report any illness following the attendance policy and the attendance officer will update the register to reflect this.

The class teacher will use / to indicate that a student is present during a live lesson.

Procedure for when staff are isolating:

A staff member who is isolating expected to set work for their classes if they are well enough to do so. Where possible a staff member should be available on Teams or email using the times of their lessons so they can be contacted by students during the students' lesson time. If a staff member is not able to be available to be on Teams or email then the staff member must agree to provide a suitable alternative in agreement with their line manager.

Teachers may deliver a lesson via Teams from home to their class in school. This must be pre-arranged with the Cover Manager to ensure that staff covering the lesson in school have appropriate training and the equipment and software available.

Teachers delivering a lesson from home must allow the Cover Supervisor time to take their register and set up before beginning the lesson.

Where a staff member is too unwell to work they must contact the cover supervisor and arrange for cover work to be set by following the staff absence policy.

Emailing Students

Email can be used if the staff member feels they need to have a written dialogue with a class or student. The staff and students must use their Rugby High School email accounts. If a staff member needs a distribution list creating they can email HelpDesk@rugbyhighschool.co.uk with the name of the distribution list and the names of the students to be added to the list.

External web-based resources

Teaching staff may direct students to other school subscription resources such as Kerboodle, Active Learn, My Dynamic Learning and Dr Frost Maths

Staff may use other online packages that have been acquired by the school. The staff member will inform students via email/ FROG how to log onto the relevant package and set the work through this.

Feedback and Marking

Teachers will not mark and feedback on every piece of work set. This does not happen in lessons. Where possible a mark scheme will be provided for self-assessment. If the staff member wants students to hand in a piece of work for assessment they will specifically inform the students of this and how they should do this. Teachers can use a variety of methods to give feedback on students work.

Podcasts and other teacher made resources

There is no expectation for staff members to create any podcasts or videos for their lessons. Staff can do this if they want to. Staff are reminded that there are a vast amount of high quality resources on YouTube and iTunesU for videos and podcasts.

Advanced Features of MSTEams

There is no expectation to use any of the advanced features of Teams.

The variety of activities a teacher uses to deliver their curriculum are at their discretion and the discretion of their department.

If you encounter an issue with logging on to school resources or experience an Esafety incident please contact Mr Quinn via email at S.quinn@rugbyhighschool.co.uk

One to one meetings with students

Meetings should be arranged by emailing the parents, students and staff members involved in the meeting. The email should include the purpose, and the time and date of the meeting. Staff can be supported by another member of staff attending the meeting if needed. Online meetings should be conducted via Microsoft Teams.

Any 1 to 1 interaction between a member of staff and a student will be recorded and the recording retained for safeguarding purposes and in line with GDPR guidelines.

Meeting with external agencies

When arranging online meetings with a group of parents or external stakeholders/agencies staff, staff must BCC their email addresses when inviting them to meetings.

Senior leaders

The E-learning leader is responsible for co-ordinating the remote learning approach across the school. The senior leadership team will monitor the effectiveness and security of remote learning and will review the policy regularly in line with the changing situation relating to COVID-19.

Esafety incidents

Esafety incidents should be reported to the Esafety Co-ordinator who will follow the Esafety Policy.

Pastoral and behaviour incidents should be reported to a member of the Pastoral Team for Main School or the Sixth Form who will follow the behaviour policy.

Safeguarding incidents should be reported to a Designated Safeguarding Lead (DSL) who will follow the safeguarding policy.

IT staff

If there is an IT issue the E-learning Leader, Business Manager and IT Technicians should be contacted. They will be 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

Students and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › Be proactive in checking FROG in the first instance for work set.
- › Allow their teachers time to collate and post appropriate work, especially at the start of any isolation period when the absence may have been unexpected.
- › Students should respond to contact made by school staff, as this is part of our commitment to checking on students' well-being while they are away from school.
- › Follow the clear instructions from their teachers and on the school website regarding what to do when they are isolating.

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it – if staff know of any helpful resources staff should point parents towards them
- › Be respectful when making any complaints or concerns known to staff

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 teacher then subject lead then SLT line manager
- › Issues with non-completion of work– talk to the relevant Head of Year 7 to 11 or the Head of Sixth form.
- › Issues with IT – talk to IT technicians and E-learning Leader.
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer/Business Manager
- › Concerns about safeguarding – talk to the DSLs

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will follow the Data protection policy.

Processing personal data

Staff members may need to collect and/or share personal data such as name, email address and date of birth 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.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure by following the IT staff user agreement.

Keeping Data

Data will be kept for not longer than 7 years and in accordance with the data protection policy.

Safeguarding

Staff and students should dress appropriately at all times. Staff will always use school/service owned devices and accounts for the delivery of online/virtual lessons/tutorials. Where possible, applications that facilitate the recording of lessons will be used subject to data protection and retention/storage guidelines. School leaders will randomly sample recorded and live remote lessons in order to safeguard pupils/students and staff and to ensure that policies are being followed.

For further guidance on Safeguarding and Remote Learning refer to our Safeguarding Policy.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Safeguarding policy
- Staff code of conduct