Remote Learning Policy

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1. Aims

This policy is to ensure the ongoing education of WKGS pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, this might apply if parents made the decision to absent their child from school 'as a precaution', against official guidance and without permission from the school, in the event of an outbreak of infectious disease.

This policy covers **'Full Remote Teaching & Learning'** (In the event of a full school closure where lessons are delivered from teaching staff from home) and **'Hybrid Teaching & Learning'** (where the school is open but some students are attending remotely from home).

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning.

> Set out expectations for all members of the school community with regards to remote learning.

> Provide appropriate guidelines for data protection and safeguarding.

2. Roles and responsibilities

2.1 Teachers

Full Remote Teaching & Learning

For situations where the school is closed and pupils/staff are working remotely from home:

When providing remote learning from home, teachers must be available between 08:40-15:40, the standard school working day.

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.

The primary platforms to be used in providing remote education will be:

- **Microsoft Teams** – For the delivery of 'live' remote lessons and conducting online meetings.
- **Google Classroom –** Setting and submitting of work, sharing lesson resources, communicating with students.
- **Microsoft OneDrive –** For staff and students to access their school user area folder remotely.
- **Google Drive -** For staff to share resources with pupils (and between/within departments)
- **Microsoft Outlook –** School email system.

Departments may wish to use other appropriate online learning platforms such as My Dynamic Learning, GCSE Pod or Seneca Learning. Teaching staff should not engage with students or parents on any online platform other than those listed above, or a platform approved by their subject leader. Under no circumstances should pupils be contacted via their mobile phone number or messaging / Social Media platforms such as WhatsApp.

Expectations from teaching staff for remote learning will be the following:

- Wherever possible, teaching staff are expected to provide direct, live lessons using Microsoft Teams, following the set timetable, with the ability of students to communicate directly with teachers online.
- Tasks will be set in accordance with existing schemes of work, and assignments will be designed to allow students to progress through schemes of work at the same pace as if they were in school, where possible. Naturally, remote learning will require students and teachers to take a different approach to working through content, but tasks should ensure the pace of content coverage is as close as possible to in-school teaching and ensure students do not fall behind. The nature of tasks set should allow students to learn independently, without the specific support of an adult at home.
- The setting of work that students complete electronically and is returned by the teacher, with feedback, via Google Classroom (or through Microsoft Teams/Teams/another suitable platform).

Should teaching staff be required to be in school (such as for the supervision of the children of key workers) it is not expected that they teach live lessons via Microsoft Teams. They should set work for their timetabled lessons via Google Classroom.

Hybrid Teaching / Learning

For situations where the school remains open but some pupils are working remotely from home:

- Teaching staff should start Microsoft Teams as soon as possible when the lesson commences, allowing pupils working from home to join.
- Teaching staff are not required to adapt the delivery of their lesson for pupils working remotely.
- Teaching staff should (if appropriate) make use of the screen sharing feature of Microsoft Teams in order to allow for pupils working remotely to access whiteboard resources.
- Teaching staff are not expected to engage in conversation / answer any questions verbally from pupils working from home during the lesson unless they wish to do so. Pupils should make contact with staff after the lesson via E-Mail to seek any clarification regarding lesson content if necessary.

Further Considerations

When attending virtual lessons and meetings with staff, parents and pupil, teaching staff should also be aware of the following:

- Dress code – Staff should ensure that for formal remote meetings, such as remote Parents Evenings and meetings with parents, that formal work attire is worn.
- Locations – Staff should consider the location from where they host the meeting ensuring that there is minimal background noise and that there is nothing inappropriate visible in the background of the meeting.

2.2 Subject Leaders

Alongside their teaching responsibilities, subject leaders 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.
- Alerting teachers to resources they can use to teach their subject remotely.

2.3 Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.4 Designated Safeguarding Lead

The DSL is responsible for ensuring that safeguarding concerns reported as part of the remote learning process are acted on appropriately in accordance with the standard school Safeguarding Policy,

2.5 ICT Support Staff

ICT support 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.

2.6 Pupils 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 teaching staff.
- Alert teachers as soon as possible if they're not able to complete work.
- Maintain the same standards of behaviour and engagement in required in on site lessons.

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.
- Be respectful when making any complaints or concerns known to staff.
- Contact staff via email only in accordance with the 'Email Use' section of the 'ICT Acceptable Use Policy'.

2.7 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 or SENCO.

- Issues with behaviour – talk to the relevant head of year.

- Issues with IT – talk to IT Support Staff.

- Issues with their own workload or wellbeing – talk to their line manager.

- Concerns about data protection – talk to the data protection officer (Jenny Holland).

- Concerns about safeguarding – talk to the DSL (Karen Cliffe).

4. Data protection

4.1 Accessing personal data

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

- Access SIMS via WKGS Remote Apps through the school Intranet page. This will provide a secure connection to SIMS for accessing personal data.

- Remote access to personal data via SIMS should only be undertaken using school (rather than personal) devices.

4.2 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). Please see IT Acceptable Use Policy – Appendix 1 – Password Security Policy for more information.

- 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

With the use of remote learning, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Safeguarding concerns should be reported using 'MyConcern' in accordance with the school Safeguarding Policy.