

	Title	Remote Learning Policy
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Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school or staff are referred to, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

Version Control

Version	Date	Author	Description of Change
1			

Introduction

In developing the Remote Learning Policy and the underpinning plans to support it, we will consider the following:

- Staff, student and parent voice in the design of remote learning
- Digital access at home
- Skills of staff, families and learners and immediate training that may be required
- Delivery of a blended model and how this works for individual learners and/or a full bubble
- Appropriate guidelines for screen time (the digital diet), online safety and data protection
- Teacher workload when being required to teach learners in school as well as remote provision
- The planning, expectations and the need for flexibility from all plus consideration of individual student and family circumstances.

1. Statement of School Philosophy

Corbets Tey School has always strived to be creative, innovative and supportive of our parents and carers in the best way possible in supporting their children and young people to make learning purposeful and holistic. Our strategy for remote learning continues this 'vision'.

2. Aims

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all students who are not in school, through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery and participation in high quality interactive remote learning. Activities will be appropriate to the needs of all of our students and in respectful partnership with their parents and carers in overcoming barriers to home learning.
- Deliver seamless continuation of an accessible version of the planned school curriculum and the individualised learning programmes of students, as well as support in motivation, health and well-being and parent/carer support
- Commit to continued development of staff and parents or carers in methods and tools to make remote learning most effective. (e.g. CPD, staff meetings, meet the teacher, parents and carers meetings, parent and carers training, annual reviews)
- Support effective communication between the school and families and support attendance wherever it is operationally safe to do so.

3. Who is this policy applicable to and when should it be applied?

Remote learning will be shared with students or families when students are absent from school for a sustained or unknown period of time. This could be for a number of reasons such as a school or class closure due to a site issue, an individual student absence due to contagiousness or for a self-isolation requirement, a student undergoing medical treatment, etc, and could be when some or all of the rest of their class may or may not be attending school and being taught as normal. Remote learning should be responsive to the student and the family needs such as when a student may be too ill to access education.

4. Content and Tools to Deliver This Remote Learning Plan

Resources to deliver this Remote Learning Plan include:

- Online tools (eg: Education City, LGFL Learning Resources (including Busy Things, J2e, etc)
- *Access to online platforms (eg: Google/Microsoft Teams) for meetings and online group or individual lessons, meetings with parents or carers, therapies, staff CPD)*

- *Sharing of individualised resources using specialist software (eg: Clicker 8, Clicker Apps, Widgit Online)*
- Use of Recorded video (*Adobe Spark Video or Adobe Rush*) shared via URL links.
- Live Video or video links via Google Meet for individual 1-1 teaching, group or whole class based lessons
- Phone calls home
- Emails home
- Printed learning packs (laminated where possible and sanitised – see COVID-19 Risk assessment and class checklist)
- Physical materials such as story books, sensory resources, iPads, etc.(once sanitised as above)
- Use of BBC Bitesize, Oak Academy (where appropriate)

Remote learning planning and resources to deliver this policy will include:

- Downloadable Printable Documents (e.g. Twinkl)
- Curriculum resources
- Video Conferencing Risk Assessment
- Staff AUPs including the use of online platforms

5. Home and School Partnership

Corbets Tey School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.

Corbets Tey School will work with parents and carers to ensure they have the appropriate hardware, software, knowledge and confidence to use Google Tools and other online resources and as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Corbets Tey School would recommend that each 'school day' maintains structure however, we do understand that for many of our learners, that this would not be possible. We will work closely with parents and carers to provide a structure, amount and focus of school work that maximises their opportunities for learning and supports behaviour management at home.

We would encourage parents to support their child or young person's work, including finding an appropriate place to work and, to the best of their ability, support students with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that remote working is introduced seamlessly. Should accessing work be an issue, staff and parents/carers will agree effective ways forward and may find alternative solutions. These will be discussed on a case-by-case basis.

We will support parents and carers in keeping their children and young people safe while online by continuing to share safety advice and guidance regularly, and to encourage ongoing supervision and communication with their children and young people when they are working on computers at home.

6. Roles and responsibilities

Teachers, Tutors and Teaching Assistants

To note: the suggested responsibilities below relate to where a whole class/classes are isolating and would be adapted when there are fewer students are absent and the majority of the class are in school.

Corbets Tey School will provide refresher training sessions and induction for new staff on how to use Google and Microsoft Tools as well as other specialist software.

The **Staff Training** folder on **All Staff Teams** contains information for staff to access:

- Links to 17 videoed Google Meet virtual staff training sessions on using various technology platforms and software
- School Systems Booklet with instructions on accessing all school systems including links to video demonstrations
- Staff Handbook

When providing off site remote learning, **teachers or tutors** must be available during regular contracted teaching 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:
 - Teachers or Tutors will set work for the students in their classes.
 - The work set should follow the usual timetable for the class had they been in school, wherever appropriate or possible
 - Weekly/daily work will be shared as appropriate in line with the needs of our learners
 - Work will be differentiated and in line with our normal curriculum pathways
- Providing feedback on work where appropriate and ensuring an ongoing supportive dialogue with parents/carers where more appropriate
- Keeping in touch with students who are not in school and their parents and carers:
 - If there is a concern around the level of engagement of a student, the parent or carer should be contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through their class gmail account (e.g: willowclass-homeworking@corbetstey.org)
 - In the event of partial or whole school closure parents and carers will have a named contact who will call them 1-3 times a week dependent on category of concern.
 - This contact should be logged on CPOMS
 - Any complaints or concerns shared by parents, carers or students should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

Teaching assistants must be available during their 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.

During the school day, teaching assistants must complete tasks as directed by their class teacher or a member of the SLT.

The Headteacher, Deputy Headteachers and Assistant Headteachers

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of participation and engagement.
- Monitoring the effectiveness of remote learning – through regular communication with teachers and tutors, reviewing work set or reaching out for feedback from students and parents or carers.

- Monitoring the wellbeing of students and their families through daily monitoring of CPOMS.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring that students with EHC plans continue to have their needs met while learning remotely.
- Monitoring the level of support needed.

Designated Safeguarding Lead (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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
- Ensuring that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

The Enterprise and Technology Lead and School Business Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Assisting students and parents or carers with accessing the internet or devices
- Supporting staff so that they are confident and competent to deliver remote learning by providing training when required.
- Ensuring students have access to other entitlements to support their ability to learn and thrive such as free school meals/vouchers, other wellbeing support and advice, individualised support offers.

Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high in quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Reviewing information from stakeholders e.g. parent and carer surveys and school response

7. Links with other Policies

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy
- Data protection policy and privacy notices
- Online Safety Policy
- Acceptable Use Agreements
- Computing Policy
- Video Conferencing Risk Assessment
- COVID-19 Risk Assessment

Appendix 1

Remote Learning Parent or Carer Letter Information – Privacy Notice

Dear Parents and Carers,

There are a number of students who are currently not attending school because of shielding, self-isolating and other reasons.

We are committed to supporting students at school and those students who are unable to come to school at present.

When delivering remote learning, we aim 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
- Provide appropriate data protection compliance controls with regard to sharing video images

Remote learning may include recording live lessons at school in order to involve students more fully in the activities of their peers from home. We aim to ensure that these young people are not placed at a disadvantage in terms of curriculum access and also to support their wellbeing and inclusion.

We would like to make you aware that during a lesson recording your child or young person may be visible and their name may be used occasionally in the class discussions that will take place in a normal learning activity. We will aim to record the backs of heads where possible but cannot guarantee that your child or young person may turn around during the session.

There will be an increasing need to make use of this type of lesson delivery for a changing number of absent students but to assure you that any video shared with other parents or carers in your young person's class will be under the following conditions:

- Video footage is to be used under strict conditions (ie: played only with their young person for teaching and learning purposes)
- Recordings are only to be used for own personal use
- Recordings should never be shared online (ie: via social media)

Parents or carers will be asked to sign a declaration that they understand and will abide by these rules before being sent any video links.

Thank you for working with us during these challenging times to ensure that our students continue to receive the best learning experiences possible regardless of their location or circumstances.

Regards,

Emma Allen
Headteacher

Appendix 2

Confidentiality and Non-sharing Agreement

Corbets Tey School have a responsibility under the General Data Protection Regulations (2016) - and the Data Protection Act (2018) to promote good practice in the handling and use of personal information and to safeguard staff and student personal information.

This includes images, names and characteristics of staff and students.

In order to share recorded lessons as part of our remote learning package for your child or young person, we therefore need you to understand and agree to the following terms:

- I will respect and maintain confidentiality of all discussions or other personal information learnt through recorded lessons.
- I will not post or share information, still or video images online in any form, including but not limited to:
 - Email
 - Websites
 - Message boards
 - Blogs
 - Social networking sites
- I agree to use the footage shared with me only for education related purposes and only with my child or young person for whom it was created and not with or within the hearing of other people who are not direct family support or carers.
- I will delete the recorded footage from my computer, online platform or other device once it has been viewed and is no longer needed.

I acknowledge that I have read and understand all of the above and that my signature signifies my agreement to comply with the above terms.

Student Name:	
Parent or Carer Name:	
Parent or Carer Signature:	
Date:	

Appendix 3

Remote Learning Sessions Checklist for Teachers/Tutors

Teachers/tutors should ensure that the organisation of recorded sessions do not compromise compliance to risk assessment control measures.

- Seating arrangements should ensure that students and staff follow social distancing where possible and PPE used when necessary.
- Learning resources should not be shared

Videos should be saved onto class Google Drives and shared via Google Drive links in emails sent directly to parent or carer with a home lesson plan and resources:

- Plans should be parent-friendly and should detail the main learning objectives, activities and outline of the lesson.
- Plans should indicate where parents may want to pause the recording so that active participation is encouraged (i.e: discussion of a topic or taking part in a cooking activity at home)
- Plans should encourage communication between learner and their parent or carer about what they see on the video.
- Plans could suggest that other family members participate.

Before videos are shared with parents/carers the following must be in place:

- The receiving parent/carers has signed a Remote Learning Agreement form to agree to the conditions of use
- All parents/carers have received a letter explaining that lessons will be filmed and shared for use with students learning at home under strict conditions

Camera placement/direction should ensure a clear view of teacher/tutor.

Students can be in view but this does not need to include every student in the class.

Videos could be a small group activity.

The number of lessons shared will depend on the needs of each home learner and also the number of lessons that are appropriate for home learning.

Teachers/tutors should scrutinise the video before sharing, for any reasons why it should not be shared (i.e: inappropriate language, behaviour, actions or inadvertent actions that may compromise the dignity of any individual filmed).

Class teachers and tutors who need to scrutinise short video clips can take an additional short PPA period to ensure remote teaching of individual pupils does not adversely impact their workload.

Recorded lessons should be one of a mix of different home learning resources and only used if this particular medium is beneficial to the engagement of the student learning at home and adds value to the remote learning package.