Remote Education Policy

Date approved: September 2020
Signed by Chair of Governors: Mr Nick Ager

Date approved: September 2020
Signed by Headteacher: Mrs Kate Pereira

Reviewed: November 2023
Next Review: November 2024

St John Fisher
Catholic High School

Policy and Procedures

Remote Education Policy

'I have come that they may have life and have it to the full' (John 10:10)

Principles
We believe that all students should have access to their learning when they are not able to attend school in person. This is to ensure continuity and reduce any potential gaps in learning that could incur through school closure or other means which prevents a student attending in person during term time. This is to secure that all students have the best chance to reach their potential.

1. Aims

This Remote Education Policy aims to:
- Outline the school's approach to educating pupils who will not be attending school, as a result of government guidance
- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all pupils, including those with SEND, who aren't in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being
- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning
- Ensure that pupils engage in learning they would have completed had they been in school as normal
- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources
- Ensure that pupils who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?
- Any student who is unable to attend term-time school through prolonged personal reasons but is able to learn.
- Any student who is unable to attend term-time school due to National Guidance
- Any student who is unable to attend term-time school due to a specific incident at the school which has results in part or full closure.

3. Resources

Resources to deliver this Remote Education Plan include:
- Online tools/school subscriptions for KS3/KS4/KS5
- Staff CPD on using Teams and other online resources
- Information for parents via Schoolcomms and Newsletter
- Use of video in some subject areas where appropriate
- Printed learning packs for students who do not have access to Teams from home

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning
- Pupils will study a broad range of subjects—as they would in school
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Those who cannot attend school will access similar learning as being in person in school.
- Activities will be varied and not solely consist of 'screen time'; for example they may be asked to design or make something as part of Art or Product Design
- Teachers will have access to a wide variety of resources to share remotely, such as Oak National Academy.
- Resources will be quality assured by subject and senior leaders, who will regularly monitor the work being set, received and marked.
- Staff will have the training they need to provide online learning safely.
- All pupils will have access to the resources they need to learn. We will ensure this by conducting a survey to establish provision at home and, where appropriate and possible provide support.
- Teachers will communicate the purpose of activities and their success criteria for pupils, by Teams.
- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by their PSHE and IT lessons. In the event of a school closure, all homework will be set, submitted and marked where appropriate via Teams.
- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by providing bespoke TA support directly to individual students
- Staff workload will be managed by providing extra department meetings and personal time on a Tuesday afternoon. Use of established digital resources.
- Leaders will measure engagement in remote learning by generating data of its use and use this information to review provision and make changes as necessary.

5. Working with Parents

- We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND).
- We will provide guidance to parents on how to use Teams through the newsletter and written correspondence.
- Resources will be shared with pupils and parents via Teams or post where necessary.

- We would encourage parents to support their children's work, and to establish a routine based around the school day wherever possible. Though we appreciate that this may more challenging for some.
- Should parents be unable to access online work for any reason, they should contact the Student Support Officer so that other arrangements can be made such as hard copies of work to be collated and sent home.
- All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home. Pupils and their parents should remember that.

6. Roles and Responsibilities

Senior and Subject Leaders:

Alongside any teaching responsibilities, senior/subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Lead virtual meetings to ensure consistency across the year/subject
- Monitoring the effectiveness of remote learning, including by student, teacher and parent voice.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance in this respect
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers:

Teachers will be provided with the necessary training on how to use Teams and other online resources.

When providing remote learning, teachers must be available between normal school hours. Teachers unable to work for any reason during this time should contact Di Wentworth or Angela Goulding though the usual channels.

When providing remote learning, teachers are responsible for setting and assessing work and communicating with students.

Setting work:

- Teachers will set work for the pupils in their classes and ensure that the students know what the expectations are in completing and submitting that work.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will set work using the agreed online platform - Teams
  Set lessons for all students who are absent for each topic of study are saved on Teams in the W:Drive so teachers will need to direct students in their classes to that area.

Providing feedback on work:

- As part as possible, feedback will be given in person or on hard copies of work. Where this is not possible (e.g. prolonged school closure), then remote feedback for work must be provided in line with the school and department policy

Keeping in touch with pupils who are not in school and their parents:

- In the event of a prolonged school closure, staff (SSOs/HOH) are expected to make weekly contact, via emails / TEAMS /Phone. Calls made using personal phones must have 141 inserted

before the recipient's number so that their phone number is hidden from view. Teachers should only use their school email address to communicate with parents and pupils. All parent/carer emails should come through the school admin account.
- If there is a concern around the level of a pupil's engagement, the teacher should inform their line manager who will pass this to SSO/HoH.
- Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
- Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the Pastoral Team
- Staff will respond promptly to requests for support from families at home (within 24 hours)
- Any complaints or concerns shared by parents or pupils should be reported to the relevant Leader as usual and for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

In the event of school closure, Teaching assistants must be available during their usual working 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 a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Assisting the class teacher with supporting pupils
- Preparing home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents
- Completion of work that accords with school improvement priorities

Designated Safeguarding Lead

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

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support required by pupils

The 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.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are 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

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine, following the usual school day.
- Support their children to read books at home or access online reading resources.
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by TEAMS or by contacting the school office by emailing Enquiries.
- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing body 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

Support staff (Admin)

- Support parents by answering queries by phone or email
- Provide reprographic support, collating and posting of information for students without access to IT
- Provide support to staff as required

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training in September 2022.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of Staff during Online Meetings

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour Policy
- Child Protection Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- Digital and Hardware Development Planning
- Code of Conduct for Phone Calls, Video Conferencing and Recorded Video
- End User Agreements

Reviewed by the Governing Body: September 2020

Next Review Date: November 2024   **Staff Member Responsible:** Senior DHT