



Sturminster Newton High School

Remote Learning Policy

DRAFT - Waiting to be Ratified by the Governing Body

Policy Title:	Remote Learning Policy
Responsible Person:	Assistant Headteacher
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Remote Learning Policy

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's 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

Roles and responsibilities

Any prolonged school closure will have impact on staff, parents and students. It is with this knowledge that the policy is designed to be considerate to additional stresses that people may experience.

It is important that staff and parents work closely to ensure that students continue to have a quality education.

Teachers

Teachers must be available where possible throughout the working week through school closure. 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.

Teachers are responsible for providing quality education and, where possible, following the process of expert teaching.

- Planning and Setting work
 - Teachers are responsible for planning and setting work for their own classes. Where it is a shared group, one teacher may take the lead on this. Teachers may set cover work in response to staff absence
 - Teachers should aim for 30-40 minutes sessions at KS3 and KS4. At KS5 teachers should set a quantity of work appropriate for this level of study
 - At KS4 teachers and students should follow the school closure timetable. Work to be completed that day to be made available to students by 8.30am on the day of the lesson. At KS5 the setting of work may be more flexible with a combination of lesson activities and extended research based projects

- Work should be uploaded onto the Google Classroom and/or communicated by school email.
 - Products such as MyMaths, Seneca and Oak National Academy, etc. may also be used
 - Faculty/department teams should coordinate to ensure consistency and to ensure students with limited access to devices can still complete the work
 - Faculty/department teams should assess curriculum plans and identify key concepts that must be taught to prevent students falling behind. There should be a balanced approach to revisiting prior knowledge and introduction of new knowledge and skills
 - Teachers should aim for a variety of activities where appropriate. Practical subjects should maintain that element of the course as much as possible through videos and streamed services
 - Teachers need to ensure that the content they are providing the students is accessible and achievable for the students to complete at home, independently
- The following is a general guide to sessions, but may vary depending on the type of work being set
 - Teachers are responsible for presenting some key learning within the session. Time will vary depending on the type of work completed. This could be for about 20 minutes and could be at the start of the session leaving availability for questions or as a My turn/Your turn session where the teaching will drive responses
 - Student cameras should be off
 - Staff camera should ideally be on but if staff have personal issues with this there is no expectation that they have to present visually
 - Staff and students must ensure they are conducting online lessons in a suitable environment for learning
 - Students are asked to mute microphone and use the raise hands feature if available or type questions into the chat
 - If a student fails to follow classroom expectations they will be removed from the lesson and a phone call will be made to parents
 - Should a member of staff have a safeguarding concern they should follow schools reporting procedure
 - Should a student have any concerns during a lesson, they should raise it with parent /guardian so that contact with the school can be made
 - Providing feedback on work
 - Teachers should provide regular feedback to students. Students need to know what they are doing well and what they need to do to make progress.

This may be in a variety of forms from individual emails, assessments/marks and whole group feedback

- Specific questions should be responded to within 48 hours whenever possible during the working week
- Keeping in touch with students and parents
- Any contact should be made through school emails and systems e.g. Google Classroom
- Any questions raised will receive an initial response with 1 working day
- Any complaints or concerns shared by parents and students should follow school procedure through the HOF or pastoral team
- Any behavioural issues, such as failing to complete work should follow school procedure through HOF or pastoral teams. However staff should be mindful of the extra pressure of home learning and the lockdown situation

Pastoral team and SEND

Pastoral teams and SEND team are available to support remote learning. Vulnerable students and students that have an EHCP will receive weekly contact to support student wellbeing. Differentiated work/timetables will be put in place where appropriated to maintain student engagement in education

All students and parents are able to follow normal school procedure and contact teacher and/or form tutor with concerns or if in need of extra support

Faculty/Subject leads

Alongside their teaching responsibilities, as outlined above, HOF and HOD are responsible for:

- Reflecting on any aspects of the subject curriculum that need to change to accommodate remote learning
- Working with teachers to ensure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set in their faculty/subject
- Maintaining links with subject networks and exam boards

Senior leaders and Lead Practitioner team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school

- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or and collating and evaluating feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Network Services

Network services staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and parents (where possible) with any technical issues they are experiencing
- › Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents (where technically possible) with accessing the internet or devices

Students and parents

Staff can expect pupils to:

- › Be contactable during the required times – 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
- › Alert teachers if they are not able to complete work

Staff can expect parents to:

- › Make the school aware if their child is sick or otherwise cannot complete work
- › Seek help from the school if they need it
- › Be respectful when making any complaints or concerns known to staff

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 systems are appropriately secure, for both data protection and safeguarding reasons

Data protection

Accessing personal data

All remote learning materials will be shared through Google Classroom or the RMuUnify web access portal so will have the internal security measures built in.

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 through Network Services
- Keeping operating systems up to date – always install the latest updates

- Access to the school MIS and other confidential school data should be conducted using the Remote Desktop Web Access portal

- Do not save student data locally on personal devices. Use either the Remote Desktop Web Access or Google Drive
 - Work in line with GDPR - close windows / tabs when no longer required, ensure family members / friends are not shown school information

Please refer to the staff acceptable use policy and online safety policy in addition to the above

All private student equipment used at home will have the security systems of their internet or phone service provider.