



# St Regis CE Academy

## Remote Learning Policy

### 1. Background

This policy is to ensure the ongoing education of St Regis CE Academy 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. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

### 2. Remote Learning Lead

The SLT member with responsibility for line managing ICT support (Assistant Principal – Student Progress) is responsible for formulating and overseeing St Regis CE Academy Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to SLT line managers in the first instance.

### 3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within St Regis CE Academy. We would expect that there will be future benefits to putting these plans into place.

St Regis CE Academy will be proactive in ensuring that:

- Staff have access to Microsoft TEAMS for Classes, and that these are set up in advance
- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive TEAMS refresher sessions
- Staff are familiar with the main functions of Microsoft TEAMS
- Staff have the ability to host a TEAMS Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

St Regis CE Academy should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period.

Staff should ensure that they:

- Have received appropriate training and are aware where to seek support should issues arrive during a TEAMS meeting/lesson
- That their computer-based teaching resources are available outside of school (on Microsoft TEAMS, OneDrive or OneNote, on the VLE or on Class Charts)



- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert ICT Technicians and their Line Manager to the situation

#### **4. Continuity of Education in Event of a Closure**

St Regis CE Academy will make provision for remote contact with pupils on a daily basis in these forms:

- Pupils will have access to work that allows them to continue progress while at home
- Pupils will have the opportunity for face-to-face interaction with their class teacher on a daily basis

In as far as is possible St Regis CE Academy will attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours (if working from home) and should communicate with the Senior Vice Principal if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic - some subjects and activities do not lend themselves well to remote learning

#### **5. Remote Learning Practice for teachers**

- Microsoft TEAMS will be the single hub for all remote learning interactions.
- TEAMS meetings will allow teachers to host video and audio calls and automatically invite members of their classes (pupils will join by clicking the relevant meeting invite in the correct Class Team)
- If teaching remotely from home teachers will ensure an appropriate live video backdrop is visible or use the filters available on TEAMS meeting set up
- If the teacher is in school and teaching a lesson and there are self-isolating pupils – teachers will share the lesson through TEAMS to absent pupils can access
- Teachers will have the opportunity to record the lesson if they wish for easy cloud access at a future date and time
- Screen sharing will allow teachers to broadcast their screens and open documents during the lesson for discussion and sharing with the class
- We are mindful that if remote working/learning is happening then there may be bandwidth issues at either end of the TEAMS meeting call. In this event dropping the TEAMS meetings down to just audio might be necessary
- Classwork and prep that can be handed in online may be set through TEAMS and marked online (as well as being set on Class Charts). Outlook email can also be used for sharing and receiving work.
- Teachers will follow the school policy with regards to rewards and sanctions, and safeguarding (see section 7)

#### **6. Other Roles and Responsibilities**

##### **Subject Leads**

Alongside their teaching responsibilities, subject leads 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

### **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated safeguarding lead**

The DSL is responsible for:

- Ensuring that remote learning practices keep children safe
- Making staff are aware of how to identify and report any safeguarding incidents when engaging in online learning
- Accessing and maintaining safeguarding reports

### **IT support staff**

IT 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

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day on email and TEAMS – although we understand they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers – access email, Class Charts and TEAMS
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Maintain appropriate behaviour and not abuse the collaborative functions on TEAMS
- Will not send inappropriate comments, messages or attachments to the class TEAMS page

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

### **Governing body**

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

### **7. Safeguarding**

- Restrictions will be set on TEAMS by Administration (ICT support) that disables the video function for pupils in KS3 and KS4 – they can see the teacher but staff will not be able to see the pupil. Pupils will not be able to record the meeting/lesson on TEAMS.
- If delivering a lesson on TEAMS, either partially or to the whole class, the teacher should attempt to call any pupils who have not joined the class remotely.
- The member of teaching staff delivering the lesson should take the register in the usual way for all pupils on SIMS, including those who are logging in via TEAMS. As well as tracking attendance to lessons this allows the safeguarding team to identify pupils who may face barriers to remote learning such as not having internet or a device. These pupils are then called so the school can offer support.
- If a teacher identifies or suspects a safeguarding concern relating to a child they are teaching on TEAMS, then this should be reported in the usual way through class charts. If they think the child is in immediate danger they should call 999 and then inform the DSL/DDSL in person as soon as possible.
- Unless ill or Self Isolating, all pupils (including VI form students) should be in lessons. There is no option to join the lesson via TEAMS.

### **8. Information for parents**

Parents will find the following useful information already on Class Charts and the VLE:

- A copy of their child's timetable
- Current work set as extended learning

### **9. Summary**

The primary purpose of this policy is the continuity of education for pupils at St Regis CE Academy Using existing school systems (Microsoft Office 365 and, specifically, TEAMS, and Outlook email and Class Charts) means this provision can be put into place quickly and pupils only need their existing login details of school email and password.