# BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE
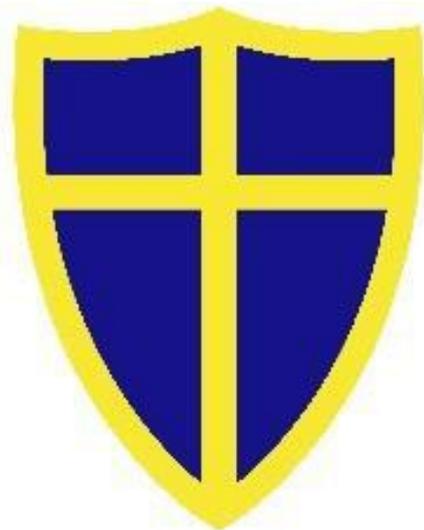
# REMOTE LEARNING POLICY

**Contents**

**Aims**

This remote learning policy aims to:
- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

**Roles and responsibilities**
**2.1 Teachers**
Teachers will support students by providing remote learning that is in-line with the current curriculum sequence.

All live lessons and resources should be made available to students via TEAMS

Provision for each scenario is summarized below;

Fully remote Learning (Whole Year Group bubble/Full lockdown)
Teachers will provide a blended learning experience that will include a combination of 'live' TEAMS lessons, voice over Power Points and assignment tasks to embed the learning. Teachers will request the submission of designated assignment tasks; feedback for these tasks will be provided in a timely manner.

The majority of the class and teacher are in school, but one or more pupils are isolating at home.
Where possible teachers will 'live' stream lessons via TEAMS; if this not feasible alternative provision should be provided. Lesson resources and assignments will be uploaded onto TEAMS. Feedback for designated assignment tasks will be provided in a timely manner.

The class are in school, but the teacher is isolating and delivering the lesson remotely.
Where appropriate the teacher will teach a live lesson through TEAMS, supported by a cover supervisor/teacher to manage the class. If this is not feasible then alternative provision such as a voice over Power Point should be provided. Homework will be set via class charts; feedback will be provided in a timely manner.

When providing remote learning, teachers should refer to the Remote Learning Protocol for guidance.

**Ensuring remote education is inclusive for SEND students**
In conjunction with LSA's, teachers will adapt and modify the remote provision appropriately for students with special educational needs and disabilities.

**Providing feedback on work:**
- Feedback will be given in-line with the whole school feedback policy
- Students will be given guidance about the work that should be submitted including date of submission, explanation of the task and how the students should submit the work.
- Feedback will be shared with pupils via the most appropriate medium e.g. Microsoft Office forms, e mail and GCSE pod.

**Keeping in touch with pupils who aren't in school and their parents:**
- When a whole tutor group is not in school, tutors are expected to contact tutees on Monday, Wednesday and Thursday via Teams in tutor time. If students do not attend the tutor tutors are expected to make contact home.
- Where only one or a small number of tutees are missing then the tutor will be expected to make contact with the tutee at least once a week.
- Teachers and tutors are not expected to respond to parent and student emails outside of normal working hours.

- The DSL should be contacted immediately in person, if there are any safeguarding concerns. If the member of staff is isolation and teaching from home then DSL should be contacted by phone.
- High standards of behaviour are expected from students, the behaviour policy should be followed as normal. If behaviour is extreme then the individual should be removed form TEAMS, parents contacted.

**Learning Support Assistants**

LSAs who are responsible for supporting key groups of students, such as a year group, will continue to support those students through regular contact while home learning. This contact will ideally be via telephone in the first instance, but then may primarily be via email depending on the level of need and support required.

If any student requires work adjusted for them, the LSA will facilitate this by coordinating with the SLT lead for inclusion, who will then discuss with the department. Whilst we have high expectations of learners and standards of work, we also realise that remote learning creates specific challenges for some of our learners. We are realistic in our expectations and understand the need to make adjustments where required.

**Heads of Departments**
- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent. Ensure that the setting of work is distributed equally across the department.
- Alert teachers to resources they can use remotely

**Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school; this will be communicated to all stakeholders via the website and email.

**Designated safeguarding lead**

See Child protection policy

**IT staff**

IT staff should be contacted via ICT support email support@bluecoatschool.com

IT are responsible for;
- Fixing issues with systems used to set and collect work
- Helping staff, students 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**
- Staff can expect pupils learning remotely to:
- Use TEAMS to access all remote learning resources and live lessons
- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work and submit 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

When accessing live lessons students must adhere to the behaviour expectations as detailed below;
- Students should not allow anyone else to view or record the lesson.

- When joining the lesson students should switch their microphone and camera off and say 'hello' via the chat facility to register. The chat facility can also be used to ask and answer questions.
- Be respectful to your online peers, and teacher, do not chat over on another, use the raise hand facility and wait to be asked to unmute by the teacher.
- Students should consider where their computer, phone or tablet is located and ensure there is nothing inappropriate in the background and that background noise is limited. If in a bedroom for example please keep the camera off at all times, and if your camera is turned on at any point ensure you are dressed appropriately.
- Any poor behaviour will result in students being removed from the TEAMS lesson, a parental conversation and a consequence in-line with the behaviour policy. This includes; Recording of the lesson in any way, including filming, taking pictures, screenshotting or sharing on any other device is forbidden. Sharing inappropriate material or any use of inappropriate or offensive language in the chat facility will result in sanctions.

**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; parents should use the 'Student guide to remote learning' available on the website in the first instance for guidance. If they need additional guidance they should contact the child's tutor and/or class teacher
- Be respectful when making any complaints or concerns known to staff

Many pupils will find self-isolation difficult, both socially and emotionally it is important your child gets fresh air and exercise using appropriate outside space for example, a garden, encouraging them to focus on an aspect of physical health and wellbeing. Offering a range of learning experiences that are broad and varied will also support your child to engage with their class work, this may take the form of live lessons streamed through the TEAMS function, resources uploaded onto files for them to access and work independently and sending work back to their teachers for feedback and marking.
Support for all aspects of remote learning is available on the website; Remote Learning website link

**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

**Who to contact;**
If students/parents have any questions or concerns about remote learning, they should contact the following individuals:
- General enquires- e mail; admin@bluecoatschool.com
- Issues with work- Contact class teacher by e mail
- Pastoral Issue- pastoral@bluecoatschool.com
- Issues with IT – Contact ICT support by e mail; support@bluecoat.com
- Support for SEND students; SEND@bluecoatschool.com

**Data Protection**
A Data Protection Impact Assessment has been completed and authorised by the Data Protection Officer and the Head Teacher for the use of Microsoft Teams to support remote learning.
Staff may only use Microsoft Teams in accordance with school decisions taken in the Impact Assessment. Guidance notes and training have been provided to staff, and by following the guidance, staff are able to comply with the Impact Assessment.

No new or unauthorised IT systems may be used by staff to support remote learning until systems have been screened for data protection issues, documented, and authorised for school use. HODs to check with the Data Protection Lead (PHE) regarding whether specific systems can be used.

**Monitoring arrangements:**
This policy will be reviewed every 2 years by Assistant Head Teacher- Teaching and Learning. At every review, it will be approved by full governing body.

**Links with other policies**
This policy is linked to our:
- Behaviour policy and coronavirus addendum to our behavior policy
- Child protection policy and safeguarding policy
- Data protection policy and Privacy Notices
- ICT acceptable use policy- staff and students

# Remote Learning Policy

**Reviewed by:**

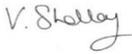Mrs C Taylor                                    October 2020


**Next Review Date:**                           October 2021

**Approved by Governors:**                      17 November 2020


Signed:                                         Signed:

VICTORIA SHELLEY                                LYN JOHNSON
Headteacher                                     Chair of Governors