

Title and Description	Remote Learning Policy
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Date of last review	January 2025
Approved by	Local Governing Board
To be reviewed by	Local Governing Board
Responsibility	Deputy Headteacher
Review period	Annually
Date of next review	January 2026

Online Safety Policy

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1. Aims

Framwellgate School Durham: Ethos and Values Statement

Excellence, Compassion and Respect for All

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

British Values

All staff are expected to uphold and promote fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

If the school has to undergo enforced temporary closure due to government and/or public health guidelines we are required to ensure that students have access to the most effective remote learning opportunities we can provide. We are committed to ensuring remote learning is accessible to all students, including those with special educational needs and those with economic disadvantage, by providing necessary adjustments and resources.

Remote learning includes, but is not exclusively, online learning and live teaching, but this policy will focus primarily on this aspect of our provision.

1.1 We will aim to:

- Ensure consistency in our approach to remote learning for students who are not attending school.
- Set out expectations for all members of the school community with regards to remote learning.
- Ensure that all remote learning activities are conducted in compliance with the UK GDPR, ensuring the protection and confidentiality of personal data.
- Ensure procedures and practices for students in self-isolation, who are otherwise fit and healthy, allowing them to continue with their academic studies.
- Ensure that procedures and practices for staff in self-isolation, who are otherwise fit and healthy, allowing them to continue to teach, and set, mark and provide feedback to students on their work.
- Take account of NSPCC guidance on online learning and the advice of teachers' professional associations.

2. Roles and responsibilities

2.1 Teachers will:

- i. Upload teaching materials and instructions for each lesson where a student is self-isolating onto Class Charts. They will ensure that students are aware of the work which should be completed, and the evidence students need to provide.
- ii. Teach parts or all of the lesson live when it is appropriate to do so. Microsoft Teams will be used for live lessons and students' cameras should be switched off for those joining from home.
- iv. Check that work set for students at home is being completed and take appropriate action (as they would normally) when it is not.

- v. Respond to reasonable queries through email from students working at home, or their parents/carers.

2.2 The SENDCo & LSAs will:

- i. Keep in regular contact with parents/carers and/or students who receive one-to-one SEN support, during their usual lessons, to check how they are coping with remote learning and offer support.

2.3 The Pastoral team will:

- i. Check in regularly with students and their parents/carers to monitor both academic progress and general wellbeing.

2.4 Curriculum Leaders will:

- i. Consider whether any aspects of the curriculum need to change to accommodate remote learning. In part this will be determined by the number of students self-isolating (e.g. a small number or a whole year group).
- ii. Work with teachers who are teaching their subject remotely to ensure all work set is appropriate and consistent.
- iii. Monitor the remote work set by teachers to ensure that it is in line with departmental and school policies and guidelines. This can be monitored through Class Charts.
- iv. Speak to students and teachers with a view to understanding their experiences and making improvements in remote learning access.

2.5 Senior Leaders will:

- i. Co-ordinate the remote learning approach across the school (Helen Machin).
- ii. Monitor the effectiveness of remote learning, such as through regular meetings with teachers and Curriculum Leaders, reviewing work set or collecting feedback from students and parents/carers.
- v. Monitor the security of remote learning systems, including data protection and safeguarding considerations.
- vi. Ensure a Data Protection Impact Assessment (DPIA) is conducted for all remote learning platforms to ensure compliance with data protection laws.
- vii. Ensure systems are in place to ensure all students have remote access to MS Teams and Class Charts.
- viii. Ensure that an assessment of student accessibility needs is kept centrally so that in the event of moving to remote learning, we are able to ensure prompt provision and adjustments for those students requiring this.

2.6 Technical staff will:

- i. Ensure that hardware (cameras and speakers or laptops) allow students and teachers to learn or teach remotely.
- ii. Ensure MS Teams and Class Charts are adequately configured to meet the needs of students and teachers.
- iii. Review the security of online learning systems and report any data protection breaches to the Data Protection Officer.

2.7 Students and parents/carers should:

- i. Follow the protocols set out in the Remote Learning Behaviour Agreement (Appendix 1) which parents will also sign.

3. Links with other policies

3.1 This policy should be read in conjunction with the following school policies:

- Child protection and safeguarding policy
- Behaviour policy
- Data protection policy and privacy notices
- Online Safety Policy

4. Safeguarding

- 4.1 In the event of a school closure, students, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between students and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. Concerns or queries about this policy can be raised with the school. All interactions during remote learning adhere to our Child Protection and Safeguarding Policy, with specific considerations for online environments.
- 4.2 Parental involvement during video sessions: by bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interactions in these lessons are between the teacher and the invited members of the class. We will provide guidance and resources to help parents and students understand online safety and digital citizenship.
- 4.3 There will be occasions when, in the best interests of the student, it is necessary to hold 1:1 meetings with students on-line. Examples of this might be: options interviews, catch-up sessions, or welfare checks. When these take place we will adhere to our remote learning protocols (cameras off for example) and follow the school's Child Protection and Safeguarding policy, alerting the DSL to any concerns.

5. Monitoring

This policy will be reviewed each year in line with the annual cycle of policy reviews undertaken by the Local Governing Board and Senior Leadership Team to ensure that the policy is reviewed in response to changes in legislation or guidance from educational authorities. The impact of this policy will be linked to established processes of self-evaluation.

Appendix 1 – Remote Learning Behaviour Agreement

Remote Learning and the use of Microsoft Teams will be an additional element of our teaching provision in the event of individual or larger groups of students isolating at home. To use this platform effectively and provide the very best experience for all students, we must ensure that all parties are protected and shown respect, and that those participating agree to the Remote Learning Behaviour Agreement. We have ensured that our procedures regarding remote learning and video technology are fully compliant with GDPR regulations and take account of guidance issued by the NSPCC and the professional teaching associations.

Students

When logging onto a lesson from home, we expect our students to:

- turn their web camera **off** and their microphone on to **mute**.
- **not record** the session or cause it to be recorded or take any screenshots.
- seek help from the teacher by using the “**hands up**” button.
- **report** any issues or concerns directly to a parent/carer/teacher/school.
- not have any other person present during the session, except for a parent/carer who is responsible for supervision in the family home.
- **attend** all live Teams lessons scheduled unless parents/carers have notified the school.
- aim to be positive, adequately prepared and participate fully in the online lesson.
- choose a sensible place to work from - ideally a living room or shared quiet space at home.
- have all the equipment (pen, exercise book, equipment, calculator etc.) they need in advance, so that they do not need to leave and interrupt the flow of the lesson.
- understand that a Teams lesson will be subject to the same school rules which apply in face to face lessons.

Parents/Carers

We expect our parents/carers to support the use of remote learning by:

- supporting their child in using the equipment and application safely and appropriately
- not recording the session or cause it to be recorded.
- not distracting or detracting from their child’s learning during the session.
- understanding that the school will take action if they have any concerns regarding parent/carer or student behaviour or inappropriate use of the equipment/software
- complying with the school’s acceptable use policy as well as this remote learning behaviour agreement.
- contacting the school in the normal way, stating the reason, if their child is unable to attend a live Teams lesson.
- be mindful that anything in the background of the Teams lesson might be heard within the session by staff.
- contacting the safeguarding team at school immediately with any safeguarding concern.

Our **teachers will** use the equipment and software safely and appropriately and will turn on their web camera only when it is appropriate in the lesson but will not show other students in class (there may be exceptions for sixth form students with the consent of all students). They will **not record** the lesson. They will report any safeguarding or behaviour concerns in the normal way.