

## BEHAVIOUR POLICY

<b>SCHOOL NAME:</b>	<b>HORNCHURCH HIGH SCHOOL</b>
<b>DATE OF ADOPTION:</b>	<b>01/09/2024</b>
<b>DATE OF NEXT REVIEW DUE:</b>	<b>01/09/2026</b>
<b>CHAIR OF GOVERNORS SIGNATURE:</b>	<b>L. Hall</b>
<b>HEAD SIGNATURE:</b>	<b>S.MADHVANI</b>

### 1. A statement of Purpose

Hornchurch High School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school through use of quality online and offline resources and digital tools
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being
- Consider continued education for staff and parents (e.g. CPD, open days, parents' evening via telephone)
- Support effective communication between the school and families and support attendance

### 3. Who is this policy applicable to?

- A child attending Hornchurch High School who is absent for a long period of time due to illness or government guidance.

### 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Classwork material uploaded weekly onto Microsoft Teams
- Online tools for all students: CenturyTech, Seneca Learning, Language nut
- Phone calls home



- Physical printed learning packs
- Use of BBC Bitesize and Oak Academy

## **5. Home and School Partnership**

Hornchurch High School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Hornchurch High School would recommend that each 'school day' maintains structure and students should follow their usual school timetable that is in their planner.

We would encourage parents to support their children's work, including finding an appropriate place to work and to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work online be an issue we have provided physical work booklets for your child. Parents should contact the school promptly if there are any issues and alternative solutions may be available. These will be discussed on case-by-case basis.

## **6. Roles and Responsibilities**

### **When providing remote learning, teachers are responsible for:**

Setting work:

- Teachers will set work for the pupils in their classes and live online lessons will take place on Microsoft Teams (lesson times will follow the usual school timetable for the class)
- Weekly/daily work will be directed by the Head of Department.

Providing feedback on work:

- Work will be submitted, monitored and marked on Microsoft Teams or any other digital platform that the subject uses. This will be in line with the school's marking policy.

Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a pupil the teacher should notify the Head of Department/ Head of Year. Parents will then be contacted via phone to assist with engagement.
- All parent/carer emails should come through the school admin account
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL



### **Teaching Assistants**

Teaching assistants must be available between 8.30am and 3.30pm.

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 assistant must complete tasks as directed by a member of the SLT.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **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.

### **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches
- Assisting pupils and parents with accessing the internet or devices

### **The SENDCo**

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.

### **The SBM**

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.

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **7. 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 for Microsoft Teams, Remote Access, CenturyTech, Seneca, Language nut