

# Kirkburton Middle School

## Remote Learning Policy



**Responsibility:** S Kerr (Assistant Headteacher, Teaching and learning)

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**Next review due by:** January 2022

**Approved by:** Governing body

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure consistency of approach for staff 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

### 2. Roles and responsibilities

#### Scenario 1: small groups of pupils isolating for 10 days

##### 2.1 Teachers

**Providing a remote learning for pupils who are self-isolating:**

**The school will provide a minimum of 4 hours of remote education for KS2 and 5 hours for KS3 pupils. The remote education mirrors the curriculum taught in school. Remote education may take the form of voice over PowerPoints, video clips from lessons in school where teachers are providing direct instruction, or content from websites such as MyMaths, Oak National Academy, Seneca learning etc. Work must be high quality and clear explanations of expected outcomes given.**

##### **Teachers:**

- Provide work for their classes (English/maths)/ year groups as directed by the subject leader
- Provide work for each lesson during the week that mirrors the curriculum content in school
- This work needs to be set by 3.30pm the day before
- Work should be uploaded to Teams. It is everyone's responsibility to contribute to the setting of work. All staff must ensure that they have the technical ability to upload work effectively. Help is available with this – see Assistant Headteacher (T & L)
- **Monitor the completion of work and feedback to pupils as appropriate**
- **Reward completion of work on Class Charts**
- **Pupils who don't complete work should be asked to catch up at break time/lunchtime on their return to school**

### **Providing feedback on work:**

- Aim to provide self-marking quizzes/ answer sheets for pupils absent for two weeks. Any other work should be marked as normal. Where possible pupils should upload their work to Teams however where this isn't possible they could email in work/send photos or hand it in on their return. **This should be made clear in the instructions for the lesson.**

### **Office staff:**

- Ask all parents who phone if they can access the online learning.
- Identify pupils who do not have IT access and download paper copies of the work from the remote curriculum area. Ask if parents can pick up work via a drop box, liaise with PP lead and Assistant Headteacher (T & L) to deliver work/laptop to pupils. PP lead and Assistant Headteacher (T & L) to consult IT access document.
- Ensure that laptop agreements are available with laptops. Head's PA maintains loan records. Member of staff delivering takes agreement and ensures parental signature. Head's PA to liaise with Assistant Headteacher (T & L) and PP lead to ensure all laptops are returned.

### **SENDCO:**

- Identify any SEND pupils who are isolating and ensure contact is made home by ETAs to support with work. This should be done twice a week. If capacity allows, some small group 'live' teaching may be appropriate.

### **Form tutors:**

- Use knowledge of your forms to identify any pupils who might need additional support at home with mental well-being or other. **Feed information to the Head of Year.**

### **Head of Year**

- Direct MW support for well-being as appropriate – consider Teams meets/and or phone calls
- Ensure 'difficult to reach' pupils are contacted - support from ETAs/HLTAs/MW

### **SLT:**

- Check quality of remote learning, discuss with HODs if any work is missing or there is an issue. Support staff where needed. Communicate expectations of work with parents and pupils via bulletin and leaflets. Monitor engagement of leaning and support staff to follow up on pupils not completing work

### **Providing a remote curriculum for pupils when staff are self-isolating**

- If teaching staff /HLTAs 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 to Assistant Headteacher (standards).
- Staff who are self-isolating, who are not ill, should report absences as normal to Assistant Headteacher (standards) who will monitor and facilitate remote teaching.
- We would like staff who are isolating to teach their normal lessons via Teams. There will be a member of staff in the room to support with the lesson set up etc, including behaviour. It is therefore essential that staff practise and prepare for this. Support is available in school for this. The full lesson may not be 'live', this will depend on the content and tasks set.
- Where staff are unable to teach their normal lessons e.g. due to childcare issues, they must apply to the Headteacher for leave of absence. In many cases this will be unpaid. Please see the leave of absence policy for further details.
- Staff must be available to work their normal hours [8.40 -3.45] and attend meetings as normal via Teams.

- Work should be sent to the office to print 24 hours in advance where possible.
- Cover work should be set in the normal way using the format provided by Assistant Headteacher (standards) if staff are not able to live teach.

### **Scenario 2: Bubble or bubbles in isolation for 10 days**

- Staff will teach a blended approach which will involve streaming live lessons from school to those pupils are home
  - **Assignments will be set via Teams and pupils will hand work in this way also – training provided for staff**
  - **Staff will monitor the engagement of their classes with home learning via Teams assignments. One ‘hand in’ assignment must be set each week – e.g. google quiz. Pupils must be rewarded via Class Charts if completed and sanctioned if not completed. Staff should email parents to let them know pupils have not completed their online learning.**

### **Scenario 3: Partial closure due to national lockdown**

- Staff will teach live lessons via Teams in line with the normal school timetable
  - **Assignments will be set via Teams and pupils will hand work in this way also – training provided for staff**
  - **Staff will monitor the engagement of their classes with home learning via Teams assignments. One ‘hand in’ assignment must be set each week – e.g. google quiz. Pupils must be rewarded via Class Charts if completed and sanctioned if not completed. Staff should email parents to let them know pupils have not completed their online learning.**
  - **Vulnerable pupils and the pupils of critical workers who are attending school will receive exactly the same provision as those at home i.e. they will attend live lessons via a laptop or tablet. Staff in school will be on hand to supervise pupils and offer support with technical issues. Where a pupil is struggling with the lesson, they should seek help from their teacher in the first instance. Those pupils with SEND needs will be provided with support in line with their EHCP.**

### **Providing education for pupils under Tier 2 restrictions**

- It is expected that Year 6 pupils will remain in school as well as vulnerable children and critical worker children, this includes the children of teachers. Staff will continue to teach these groups as normal.
- All staff are reminded that they must inform their child’s school / childcare provider that they are a key worker and as such their child will still need to attend in the event of widespread closures.
- All staff, unless self-isolating, are expected as essential workers to remain in school
- Pupils will attend school on a rota basis based on bubbles.
- Staff will teach a blended approach which will involve streaming live lessons from school to those pupils are home
  - **Assignments will be set via Teams and pupils will hand work in this way also – training provided for staff**
  - **Staff will monitor the engagement of their classes with home learning via Teams assignments. One ‘hand in’ assignment must be set each week – e.g. google quiz. Pupils must be rewarded via Class Charts if completed and sanctioned if not completed. Staff should email parents to let them know pupils have not completed their online learning.**

## Assessing progress for pupils working remotely

Staff will continue to use a variety of assessment techniques to assess pupil progress whilst working remotely. Much of this will be formative and will take place during live lessons e.g. chat polls, direct questioning, Forms quizzes, extended answers submitted via Forms. Staff will also set weekly assignments which will allow them to track pupil progress. Where there are concerns about pupil progress, staff will provide intervention and support. This could include – a short tutorial session during asynchronous parts of the lesson, scaffolding to support with in class tasks, additional support provided by the SEND team.

### When teaching/conducting meetings via Teams all staff must the protocols below:

1. Take a register
2. Allow students the time to join, via the lobby, – 5 minutes or so, do a quick chat/warm up with pupils who are there
3. Record the session
4. Mute all microphones and turn off cameras – let students know you will be doing this
5. Practise using the hand up function with pupils – staff unmute pupil mic to allow them to ask/answer a question.
6. Maintain privacy of location, **use an appropriate background** , **dress appropriately in work wear**
7. Keep instructions simple and expectations simple and straightforward
8. Be available for assistance whilst the students are completing tasks.
9. **Ensuring that no personal data and non-school related information is on screen during recordings or live lessons. Also check notifications of incoming emails are disabled**

### Keeping in touch with pupils who are not in school:

- **Parents** will be asked to email their child's teacher with any queries about work, staff should liaise with their HOD if they have concerns about parental emails, HOD liaise with SLT line manager.
- Any emails from parents concerning work should be addressed in working hours, *staff are not expected to reply to emails from parents after 3.45. Emails should be answered within 48 hours, it is always good practice to send a short 'holding' message which acknowledges the email and advises contact will be made within 48 hours*
- An allocated member of staff will phone students who are self-isolating once a week to check in. A log of Pupil Welfare checks will be recorded in SIMS.

## 2.2 SENCO and Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

If ETAs 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 to Rachel Barrett.

When assisting with remote learning, teaching assistants are responsible for:

- Liaising with the SENDCO to look at supporting SEND pupils who are in school
- SENDCO will have overview of the 'X' list and will direct ETA support each day
- When SEND pupils in school have been covered, ETAs will support pupils who aren't in school with remote learning:
  - Pupils identified by SENDCO
  - Support with phone calls home x 2 per week – directed within the SEND team by the SENDCO.

- ETAs will join Teams meetings ( as directed) when up and running for pupils in order to provide additional support, as directed by the SENDCO

## 2.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department 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, caters for pupils of all abilities, is consistent and mirrors the 'normal' curriculum
- 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 – through regular meetings with teachers to discuss work and planning, and by reviewing the quality of the work set
- Alerting teachers to resources they can use to teach their subject remotely
- Ensuring that under Tier 2/lockdown restrictions, pupils are receiving regular and appropriate teaching and feedback

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Assistant Headteacher (T & L)
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents - Assistant Headteacher (T & L)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Assistant Headteacher (standards)
- Ensuring that systems are in place to monitor the attendance and engagement of pupils in the varying isolation/bubble closure/tiered restrictions - Assistant Headteacher (Pastoral)

## 2.5 Designated safeguarding lead, HOY, SENCO

The DSL (Deputy Headteacher) is responsible for:

- Co-ordinating with the SENDCO over provision for pupils with SEND
- Setting up systems and monitoring the contact with our vulnerable children on a weekly basis.
- Liaising with Assistant Headteacher Pastoral / HOY who will support with the above

HOYs are responsible for:

- Identifying pupils and families who may struggle and therefore need more contact and monitoring in a Tier 2/lockdown situation. They will do this with the support of **form tutors** and **SENDCO and ETA's as directed**
- Assistant Headteacher (Pastoral) will liaise with Deputy Headteacher to discuss home visits where necessary

An addendum to Safeguarding Policy is attached to Trust policy and available on school websites.

## 2.6 IT staff

IT 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 - Assistant Headteacher (standards)
- Assisting teaching staff to support pupils and parents with accessing the internet or devices

## 2.7 Pupils and parents

### Staff can expect pupils learning remotely to:

- Be contactable during the school day via school outlook email or parent email– 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 or teaching assistants
- Alert teachers if they are not able to complete work
- Submit all work completed either via Teams or as directed to the teacher or in person on their return to school
- Follow the Teams lessons protocols during Teams lessons:
  1. Make sure you are on time for the lesson or you may not be able to access it
  2. Try to work in a quiet space without distractions
  3. **You must work in a communal area not in your bedroom**
  4. **Wear appropriate clothing – not pyjamas**
  5. Have all of your equipment with you and ready including your planner
  6. Follow your school timetable
  7. Join the Teams meetings with your camera and microphone off
  8. If you have a question, use the hand icon to raise your hand
  9. **This is a lesson so classroom rules apply** – you will be rewarded and given negatives on class charts according to your behaviour and participation as you would in a lesson

### Staff can expect parents with children learning remotely to:

- Support their child to access the remote learning website where possible and follow the normal timetable for the day.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it by contacting the relevant **subject teacher** if a lesson issue or **form teacher** if other. Details of how to email staff can be found [here](#) on the school website
- Support their child by checking they are completing the work that has been set
- Parents should be aware that children will be rewarded when work is completed and sanctioned on class charts when work is not completed. Parents should be aware that staff will email if work is not completed and a reason has not been supplied to the teacher of the subject.
- Be aware that feedback may be online via a Google quiz, MyMaths home learning feedback, individual or whole class feedback, or given when a pupil returns to school. This may occur in particular where there is only one lesson a week.
- Parents of SEND pupils can expect support from the SEND department if pupils are isolating for a fortnight/bubble is closed

## 2.8 Governors

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Receive feedback, via governing body meetings, regarding the ongoing provision of remote learning
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the Head of department, Assistant Headteacher (T & L)
- Issues with behaviour – talk to the relevant form tutor, then head of year
- Issues with IT (including logins) – Jamie Webster – ICT Technician.
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – Assistant Headteacher (standards)
- Concerns about safeguarding – talk to the DSLs- Deputy Headteacher, Assistant Headteacher (Pastoral)

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Only use hardware provided by the school e.g. school laptop
- Access the school network via VPN
- In line with good GDPR practice, lock their computer screen whenever leaving their laptop unattended (windows key + L)
- Only save information on the school Google Drives sites, on Teams or the school network
- Never transport personal data on portable devices such as USB memory sticks.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent email address as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. Whenever emailing more than one parent e.g. setting up a Teams meeting, staff must use the BCC function to ensure they do not reveal the email address of parents to each other.

However, staff are reminded to collect and/or share as little personal data as possible online.

**Please speak to Assistant Headteacher (standards) if you are unsure about any of the above.**

### 4.3 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)



- 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
- Keeping operating systems up to date – always install the latest updates
- Any personal devices which are used to access work connected with school e.g. viewing emails on a personal phone, **must be protected with a device lock / password.**
- Sensitive personal data must not be downloaded to personal devices.
- **Ensuring that no personal data and non-school related information is on screen during recordings or live lessons. Also check notifications of incoming emails are disabled**

## 5. Safeguarding

Staff should refer to the Safeguarding policy and relevant addendum to reflect Covid-19 arrangements.

## 6. Monitoring arrangements

This policy will be reviewed as appropriate or in the incidence of any tier change by Assistant Headteacher for Teaching and Learning.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Staff mentioned in this policy-

Headteacher – Mr Taylor

Deputy Headteacher – Mrs Senior

Assistant Headteacher (Teaching and Learning) – Mrs Kerr

Assistant Headteacher (Pastoral) – Mr MacIntyre

Assistant Headteacher (Standards) – Mr Martin

SENDCO – Mrs Donkersly

Headteacher's PA – Mrs Barrett