Remote Learning Policy

Key Document Details

School Name: All White Horse Federation Schools

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THE WHITE HORSE FEDERATION

Aims

In the unlikely event of a whole class having to self-isolate from school, or extreme weather warning has been issued where children need to stay at home for safety, we aim to fulfil the recommendations for Remote Learning set by the [DfE Remote education good practice](#) guidance and the [DFE expectations for remote education](#)

This Remote Learning policy aims to:
- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection and safeguarding
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them

The White Horse Federation Approach to Live Learning.

Our remote learning offer will be focussed on live lessons. We believe that this will enable our schools to provide the best remote learning possible for our pupils because it allows for...
- Close replication of normal classroom practise and routines
- Delivery of new content through clear explanations
- Monitoring the engagement of pupils
- Gauging pupil progress
- Providing regular and responsive feedback
- Adjustment to pace or difficulty in the lesson in response to pupil responses

The system for delivery of live lessons is Microsoft Teams. This system has been assessed and approved by the CEO, IT Director and Heads of IT. This system has been chosen for the following reasons...
- Provides a secure, safe and reliable solution for delivering teaching
- Allows for effective communication between students, parents and teachers
- Allows for interaction between teachers and other staff
- Integrates into our existing ecosystem

Set up and Security of Microsoft Teams

Microsoft accounts have been created for all pupils to enable them to access Microsoft Teams safely. Teams' groups have also been created for every class. These accounts/groups have been created with the following features and restrictions...
- All pupil users have been provided licences for Microsoft Teams and Office on the web (to allow use of Word, Excel, PowerPoint). SharePoint and OneDrive licenses have also been included as these are required for teams to function correctly.
- Class Teams groups have been created with the Principal and Teacher as the Owner of the group and class pupils as guests. Other pupils, parents and staff cannot access the content within these groups without being given permissions.
- Occasionally, other staff members e.g., teaching assistant, members of the school Senior Leadership Team, a School Improvement Advisor, the Primary Director, an IT manager/technician, may also be given access to these groups. This is purely for educational, safeguarding and/or school improvement purposes.

Recording lessons

Lessons will be recorded to enable pupils to catch up on learning if they cannot attend live sessions. Lessons are also recorded for safeguarding purposes and for professional development (teachers and schools will be able to review their practise and continue to improve) To mitigate any risks from pupils engaging in live lessons and lessons being recorded, the following measures have been put in place…

- Live lessons and lesson recordings are only available in the Teams groups which is only accessible to members (see details above about Teams group members)
- A reminder banner is displayed when recording is taking place, so all participants are aware.
- Lesson recordings are automatically deleted from the channel after 21 days. After this time, they cannot be retrieved. As we move to the revised Microsoft recording platform, these retention policies will be reviewed and updated to ensure transparency.
- Lessons may only be recorded using the Record feature within Microsoft Teams. The use of personal devices to record lessons is not permitted by any participant (staff, parents, pupils) in any circumstance.
- Lesson recordings must not be downloaded by staff unless permission has been given by the Headteacher and the intended purpose is clear and necessary e.g., safeguarding concerns, continued professional development use. If a lesson is needed for these purposes and permission has been given, it must be stored on a secure server, only used for its intended purpose and deleted when no longer required. A log of these recordings must be kept indicating the exact purpose and monitored to ensure they are deleted when stated.
- Schools should remind parents that lesson recordings must not be downloaded and/or shared.
- Microsoft allows restrictions to be put in place on the downloading of recordings so that parents/pupils are unable to download recordings mitigating the risk of it being shared elsewhere. Further information regarding this can be found on the official Microsoft documentation
- Consent will be sought from parents for live lessons and recordings of these lessons. Any parent who has a concern around giving consent should contact the school to discuss these and endeavour to find a solution to alleviate concerns. If consent is still not given, it is the parent's responsibility to ensure that their child engages with the lessons by watching the recording and using the resources provided.
- Pupils not participating in live lessons should still upload work associated with the lesson recording and will receive feedback from the teacher.

Devices

Pupils who do not have access to a suitable device or internet access for remote learning will be provided with equipment from the school. A Device Loan Agreement will accompany any loaned device and must be signed by all necessary participants before the device is released from the school. Devices have been set up with the following features and restrictions…

- School issued devices will be protected by Cisco Umbrella which will apply a level of filtering to the device to mitigate the ability to browse unfiltered internet
- The devices are supervised and monitored to stop installation of apps, changes to settings and provide usage reports.

Communication channels

- Teachers must only use approved channels to communicate with parents and pupils. Use of personal communication channels is not permitted. Further details can be found in TWHF Staff Acceptable User Agreement
- On occasion, it may be necessary for a 1:1 session to be held between pupil and teacher. These must only take place via approved channels and with approval from SLT.

Roles and responsibilities

Schools are responsible for...
- distributing Microsoft logins to pupils/parents in a secure manner.
- sharing a remote learning timetable, along with links to live lessons and any lesson resources with pupils/parents in advance of the lesson via the school learning platform.
- sharing further details around the school learning platform with parents.
- setting expectations around frequency of pupils uploading work and frequency of teachers providing feedback and clearly communicating these with pupils and parents.
- sharing expectations around behaviour, classroom practise and technical details such as muting microphones, using the 'hand up' function, using the chat box, at the start of a block of live learning. Additional guidance for staff in this area can be found in the separate document – TWHF Remote Learning Guidance and will, where possible, be practised in school to allow pupils to confidently use.
- making parents and pupils aware of how they can contact the class teacher/the school if they have concerns or questions.

Schools should also refer to the separate document – TWHF Remote Learning Guidance- for technical advice, expectations for staff members and other related guidance.

Teachers
When providing remote learning, teachers must be available for the contracted hours. If they are unable to work for any reason during this time, for example due to sickness, they should report this using normal procedures. When providing remote learning, teachers are responsible for:
- Planning and delivering 3 – 4 hours (dependent of the age of pupils) of live lessons a day, which must include Reading, Writing and Maths.
- Planning additional lessons/activities to ensure that pupils have access to a broad curriculum – these may be live or links/set tasks
- If a child has additional needs, the teacher will work with the parents to ensure reasonable adjustments are made to support their learning.
- Creating a daily timetable for pupils and sharing this via the school learning platform.
- Creating daily Teams lessons (meetings) and sharing the link via the school learning platform.
- Sharing lesson resources via the school learning platform and/or on the Teams group.
- Ensuring that the timetable, lesson link and resources are available to pupils before 8am on the morning of learning but preferably the day before
- Providing quality, responsive feedback throughout live lessons.
- Providing high quality feedback on uploaded pupil work within 24 hours of upload.
- Track engagement and attendance using a daily register.
- Follow up on lack of attendance/engagement within 2 days
- Report any safeguarding concerns as per normal school procedures.
- Plan for effective use of the classroom TA to support pupils

Teachers should also refer to the separate document – TWHF Remote Learning Guidance - for technical advice, expectations for staff members and other related guidance.

Teaching assistants

When assisting with remote learning, teaching assistants should be available for their contracted working hours. If they are unable to work for any reason during this time, for example due to sickness, they should report this using normal procedures. When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely:
- Helping teachers to prepare resources
- Attending live lessons as required by the class teacher.
- Being available online for pupils who require additional support with learning shared by class teachers.
- Carrying out small group support/interventions with pupils as directed by the class teacher
- Responding to questions and providing feedback to students, including monitoring use of the 'chat' facility.

Pupils and parents

Staff can expect pupils learning remotely to:

- Join sessions on time as timetabled
- 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
- Follow school behaviour policies

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Ensure that their child is engaging with lessons
- Ensure that their child is following school behaviour policies

Policy Breaches and Reporting Concerns

- Participants are encouraged to report any concerns during remote and/or live streamed sessions via school communication channels.
- If inappropriate behaviour takes place, teachers will use behaviour management strategies to address the issue. If the behaviour continues, the participant/s involved may be muted or removed from the live session and concerns will be reported to the Senior Leadership Team.
- Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
- Any safeguarding concerns will be reported to the school's Designated Safeguarding Lead, in line with our child protection policy.

Policy review

As our understanding of remote learning is improving continuously and new guidance is released frequently from the Department for Education. This policy will be reviewed as part of this process and will be updated at least every 12 months.

Links with other policies

This policy is linked to our:
- Safer Working Practice addendum and the COVID-19 Annex to the Safeguarding and Child Policy and Procedures school.

- Behaviour policy

- IT polices including Acceptable Use Agreements, Data Protection, ICT Misuse, Passwords)   https://thewhitehorsefederation.org.uk/about-our-trust/key-information/staff-policies