



Pupil Remote Learning Policy

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- a. Remote Learning During the Coronavirus (COVID-19) Pandemic


Statement of Intent:

At **St Edmund Arrowsmith Catholic High School**, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Signed by:			
	Mr Dumican	Date:	1 December 2020
	Chair of Governors	Date:	1 December 2020

1. Legal Framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:-
- Equality Act 2010
 - Education Act 2004
 - The General Data Protection Regulation (GDPR)
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Data Protection Act 2018
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
- DfE (2020) 'Keeping children safe in education'
 - DfE (2019) 'School attendance'
 - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
 - DfE (2018) 'Health and safety: responsibilities and duties for schools'
 - DfE (2018) 'Health and safety for school children'
 - DfE (2016) 'Children missing education'
- 1.3. This policy operates in conjunction with the following school policies:
- Safeguarding Policy
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - Achievement and Behaviour Policy
 - Marking and Feedback Policy
 - Whole School IT Safety Policy
 - Health and Safety Policy
 - Attendance Policy
 - ICT Acceptable Use Policy
 - Staff Behaviour Code of Conduct Policy
 - Data Breach Policy
 - Children Missing Education Policy

2. Roles and Responsibilities

- 2.1. The **Governing Body** is responsible for:
- Ensuring that the school has robust risk management procedures in place.
 - Ensuring that the school has a business continuity plan in place, where required.
 - Evaluating the effectiveness of the school's remote learning arrangements.
- 2.2. The **Headteacher** is responsible for:
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
 - Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
 - Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
 - Overseeing that the school has the resources necessary to action the procedures in this policy.
 - Reviewing the effectiveness of this policy on an **annual** basis and communicating any changes to staff, parents, and pupils.
 - Arranging any additional training staff may require to support pupils during the period of remote learning.
 - Conducting reviews on a **Termly** basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The **School Business Manager** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the **Headteacher**.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The **Data Protection Lead** is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5. The **Designated Safeguarding Lead** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the **IT Network Manager** to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the **Headteacher** and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The **SENCO** is responsible for:

- Liaising with the **IT Network Manager** to ensure that the technology used for remote learning is accessible to all SEND 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.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Monitoring the 1-1 meetings arranged for students who are struggling when learning remotely.

- 2.7. The **School Business Manager** is responsible for:
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
 - 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.
- 2.8. The **IT Network Manager** is responsible for:
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
 - Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- 2.9. **Staff members** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
 - Reporting any health and safety incidents to the **School Business Manager** and asking for guidance as appropriate.
 - Reporting any safeguarding incidents to the **Designated Safeguarding Lead** and asking for guidance as appropriate.
 - Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
 - Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **Headteacher**.
 - Reporting any defects on school-owned equipment used for remote learning to an **IT Technician**.
 - Adhering to the **Staff Behaviour Code of Conduct Policy** at all times.
- 2.10. **Parents** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
 - Ensuring their child is available to learn remotely at the times set out in paragraphs **9.1** and **9.2** of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
 - Reporting any technical issues to the school as soon as possible.
 - Ensuring that their child always has access to remote learning material during the times set out in paragraphs **9.1** and **9.2**.
 - Reporting any absence in line with the terms set out in paragraph **9.6**.
 - Ensuring their child uses the equipment and technology used for remote learning as intended.
- 2.11. **Pupils** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
 - Ensuring they are available to learn remotely at the times set out in paragraphs **9.1** and **9.2** of this policy, and that their schoolwork is completed on time and to the best of their ability.
 - Reporting any technical issues to **their Senior Learning Co-ordinator** as soon as possible.
 - Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
 - Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
 - Ensuring they use any equipment and technology for remote learning as intended.
 - Adhering to the **Achievement and Behaviour Policy** at all times.

3. Resources

Learning materials

- 3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. However, in the first instance staff will deliver live lessons via Teams. Staff may also make use of :
 - Email
 - Work booklets
 - Past and mock exam papers
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- 3.2. Staff will deliver lessons to pupils who are self-isolating. These lessons will follow the same timetable as the school timetable. This will mean the member of staff will teach pupils in the classroom and pupils at home at the same time pupils.
- 3.3. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 3.4. The work involved in Remote learning should be commensurate with a reasonable staff workload.
- 3.5. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.6. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
- 3.7. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.8. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.9. Work packs will be made available for pupils who do not have access to a printer – these packs can be **collected from school**.
- 3.10. Teaching staff will liaise with the **SENCO/SLC/FT** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.11. The **SENCO** will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.12. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.13. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
- 3.14. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

- 3.15. The Laptop for schools scheme will be regularly updated as a result of continuous communication with school.
- 3.16. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.17. Digital devices provided by the school remain property of the school at all times and the appropriate loan agreement must be signed and returned to school prior to the device being issued.
- 3.18. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.
- 3.19. The arrangements for any 'live' classes will be communicated via **email** no later than **one day** before the allotted time and kept to a reasonable length of no more than **one hour** per session.

4. Online Safety

- 4.1. This section of the policy will be enacted in conjunction with the school's **Whole School ICT Safety Policy**.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication must:
 - Use the Teams platform.
 - Communicate in groups – one-to-one sessions are not permitted.
 - Ensure the camera is switched off so that pupils can only see the resource being referred to.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.
- 4.4. All staff and pupils using audio communication must:
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- 4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by **SLT**, in collaboration with the **SENCO**.
- 4.6. Pupils not using devices or software as intended will be disciplined in line with the **Achievement and Behaviour Policy**.

- 4.7. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 4.8. The school will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 4.9. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.10. The school will communicate to parents via **letter or email** about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- 4.11. During the period of remote learning, the school will maintain regular contact with parents to:
 - Reinforce the importance of children staying safe online.
 - Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 4.12. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's **Safeguarding Policy**, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The **DSL** and the **Headteacher** will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- 5.3. The **SLC** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible. These phone calls will be made by the school pastoral team.
- 5.5. The **SLC** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the **Data Retention Policy**.
- 5.7. The **SLC** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

- 5.8. All home visits **must**:
- Have at least **one** suitably trained individual present.
 - Be undertaken by no fewer than **two** members of staff.
 - Be suitably recorded on paper and the records stored so that the **DSL** has access to them.
 - Actively involve the pupil.
- 5.9. Vulnerable pupils will be provided with a means of contacting the **SLC**, their deputy, or any other relevant member of staff – this arrangement will be set up by the **SLC** prior to the period of remote learning.
- 5.10. The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.11. All members of staff will report any safeguarding concerns to the **DSL** immediately.
- 5.12. Pupils and their parents will be encouraged to contact the **SLC** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data Protection

- 6.1. This section of the policy will be enacted in conjunction with the school's **Data Protection Policy**.
- 6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the **Data Protection Policy** and retained in line with the **Data Retention Policy**.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's **Data Breach Policy**.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Achievement and Behaviour Policy** or the **Disciplinary Policy and Procedure**.

7. Marking and Feedback

- 7.1. All schoolwork completed through remote learning must be:
- Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked in line with the **Marking and Feedback Policy**.
 - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via **email** if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the **Head of Department** as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible.
- 7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and Safety

- 8.1. This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.
- 8.2. Teaching staff and **IT technicians** will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take a **five-minute** screen break every **two hours**.
- 8.4. Screen break frequency will be adjusted to **five minutes** every **hour** for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 8.5. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the **School Business Manager** or other relevant member of staff immediately so that appropriate action can be taken.

9. School Day and Absence

9.1. Pupils will be present for remote learning by **8:55am** and cease their remote learning at **3:05pm** from **Monday** to **Friday**, with the exception of breaks and lunchtimes, as outlined in paragraph 9.2.

Lesson 1 –	8.55am	–	9.55am
Lesson 2 –	9.55am	–	10.55am (Years 8-10)
Lesson 2 –	10.10am	–	11.10am (Years 7 & 11)
Lesson 3 –	11.10am	–	12.10pm
Lesson 4 –	12.10pm	–	1.10pm (Years 8-10)
Lesson 4 –	1.00pm	–	2.00pm (Years 7 & 11)
Lesson 5 –	2.00pm	–	3.00pm (Years 7 & 11)
Lesson 5 –	2.05pm	–	3.05pm (Years 8-10)

9.2. Breaks and lunchtimes will take place at the following times each day:

- Morning break will take place at 9.55am until 10.10am (Years 7&11)
- Morning break will take place at 10:55am until 11.110am (Years 8-10)
- Lunchtime will take place between 12.10pm and 1.00pm (Years 7 & 11)
- Lunchtime will take place between 1.10pm and 2.00pm (Years 8-10)

9.3. Pupils are not expected to do schoolwork during the times outlined in paragraph 9.2.

9.4. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

9.6. Parents will inform their **child's teacher** no later than **8:30am** if their child is unwell.

9.7. The school will monitor absence and lateness in line with the **Attendance Policy**.

10. Communication

10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

10.2. The school will communicate with parents via **letter**, **email** and the **school website** about remote learning arrangements as soon as possible.

10.3. The **Headteacher** will communicate with staff as soon as possible via **email** about any remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

10.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

10.6. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in **section 9**.

- 10.7. Pupils will have regular verbal contact with a member of teaching staff.
- 10.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.9. Issues with remote learning or data protection will be communicated to the **childs' teacher** as soon as possible so they can investigate and resolve the issue.
- 10.10 The **childs' teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.11 The **Headteacher** will review the effectiveness of communication on a **weekly** basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and Review

- 11.1. This policy will be reviewed on an **annual** basis by the **Headteacher**.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is **September 2021**.

APPENDIX 1



Remote Learning – Protocol for Staff

Please keep lessons as simple as possible. Do not feel pressure to use all the facilities this platform offers.

Please do not make pupils turn on their camera. Some pupils are getting nervous about being on the screen.

Regarding teaching from home - surfaces have been ordered for cover assistants and should be in use in October. Connecting with pupils from home might be difficult until that happens.

Different scenarios

	Lockdown scenario	Proposal
1.	Staff are in school but pupils are not allowed in school. Staff and pupils are not allowed in school.	Staff should teach a live lesson in accordance with their timetable. (Pre-recorded lessons to pupils are permitted but the preference is for staff to live teach.) Normal timetable should be followed.
2.	Staff are in school but a year group is isolating.	Staff deliver a live lesson which can be accessed by students at home. Normal timetable is followed.
3.	Individual cases of pupils isolating.	Students connect to teaching group via Teams classroom (if well enough) and are taught their normal lessons.
4.	Staff have to self-isolate because someone in their household has symptoms. Staff are fit enough to teach.	Staff teach a live lesson to pupils according to timetable. This would be delivered by cover supervisor.
5.	Staff are unwell	Staff are not expected to teach from home.
6.	Critically vulnerable pupils who have been advised to stay at home.	Pupils can access the Teams classroom according to their timetable
7.	Pupils who make a decision to stay at home when they are medically fit to attend school.	Pupils are not allowed to access the Teams classroom.

	Staff must	Staff must not
Training	<ul style="list-style-type: none"> ▪ Attend Teams training sessions. ▪ Use the Teams platform to set and mark homework. 	
Availability	Staff must be available to deliver lessons from 8.55am to 3.05pm. If this is an issue then staff must alert school asap.	
Platform	<ul style="list-style-type: none"> ▪ Use the Teams platform first and foremost to deliver lessons. ▪ Staff can record the lesson in advance if circumstances prevent them from delivering a live lesson. 	
Delivering lessons from home to pupils in school.	<ul style="list-style-type: none"> ▪ Please do not feel pressure to deliver live lessons to pupils in school if your home circumstances prevent you from doing so. ▪ When teaching from home please do not expect to teach pupils for an entire lesson. You are only expected to guide pupils through a task. This may only last 10 minutes but it might take longer. ▪ If you have finished guiding pupils through a task then please remain contactable on your surface, The cover assistant may need to check something with you. ▪ If you are able to connect with pupils in school then the expectation is that you would guide pupils through a task. There is no expectation for you to be on camera for an entire lesson. ▪ Please do not feel it is your job to discipline pupils. This will be done by the Cover Supervisor. ▪ The cover assistant will send an invite to you to join the lesson. ▪ Please send HoD resources that pupils may need to use for the lesson. ▪ Homework can be posted on Teams. ▪ If your WIFI is proving an issue then please record yourself guiding pupils through a task. Please send this into the HOD ASAP. ▪ Please ensure that you give yourself a screen break when delivering lessons to pupils. Likewise, please ensure that you are not confined to a chair for a number of hours. 	
Delivering lessons from school to pupils at home	<ul style="list-style-type: none"> ▪ If you are delivering a lesson to individual pupils isolating then please do not dramatically change your lesson to suit the audience at home. Continue with the lesson you had planned. ▪ Staff must send a Teams invite to the participants of their scheduled lesson. The lesson cannot take place if this is not done. ▪ Staff must ensure the camera is switched off on their surface when delivering the lesson. ▪ Staff must ensure they only address the pupils in the classroom by their first name. ▪ Staff should address homework issues at the end/beginning of the lesson when the pupils at home are not able to witness the conversation. ▪ Pupils should not issue sanctions or bring unnecessary attention to individual pupils when the live lesson is taking place. ▪ If staff anticipate an uncomfortable situation with a difficult pupil in a particular lesson, please mute the lesson. ▪ If staff guide pupils through a task and they feel the pupils are able to complete the task independently, then you may end the lesson for the pupils at home. 	Do not use surnames

	Staff must	Staff must not
Delivering lessons to class groups from home.	<ul style="list-style-type: none"> ▪ Staff must send a Teams invite to the group to scheduled their lesson ▪ Staff must ensure the camera is switched off on their surface when delivering the lesson. ▪ Staff must ensure they only address the pupils in the virtual classroom by their first name. ▪ If a pupil is being unco-operative in a lesson or if the member of staff suspects a pupil is behaving inappropriately, please exit them from the lesson. ▪ The lesson may not last a full hour. Once you have guided pupils through a task, then pupils could get on with a task independently. ▪ Please remain online in case pupils need some help. 	
Etiquette in class	<ul style="list-style-type: none"> ▪ Staff must deliver lessons in class groups as they would appear on the timetable. ▪ Staff must take a register in every lesson. ▪ Staff must ensure the camera is switched off so that pupils can only access the resource being referred to. ▪ Staff must be situated in a suitable “public” living area within the home with an appropriate background. ▪ Staff must use appropriate language. ▪ Staff must maintain the standard of behaviour expected in school. ▪ Staff must use the necessary equipment and computer programs as intended. ▪ Staff must ensure they have an appropriate WIFI connection to avoid disruption to lessons. ▪ Staff must remain aware that they are audible to pupils. 	<ul style="list-style-type: none"> ▪ Staff must not deliver one-to-one sessions. ▪ Staff must not use the child’s second name - only use their first name. ▪ Staff must not deliver lessons from bedrooms. ▪ Staff must not record, store or distribute material without permission

	Staff must	Staff must not
Training	Attend Teams training sessions.	
	Use the Teams platform to support those students who are school refusing.	
Availability	A slot needs to be booked on the Inclusion Zone booking form. Appointments will be pre-arranged with parents.	
Platform	MWE and JDE will both use the platform. Both will be present and the conversation will be recorded.	
Delivering 1-1 meetings to pupils at home	<ul style="list-style-type: none"> ▪ Teams counselling will only be used in school. ▪ The camera may be used. ▪ If a student is misbehaving or is not engaging appropriately with meeting, then the meeting will be terminated and rescheduled. Parents will be informed. ▪ A screen break will be used. ▪ MWE and JDE will adhere to a set time slot and criteria. ▪ A "Teams Call" from JDE and MWE can only be arranged by SLT/SLC/HoY/Pastoral Support. ▪ Any safeguarding issues/conversations will be escalated through the appropriate channels. 	
Delivering lessons to class groups from home	<ul style="list-style-type: none"> ▪ Staff must send a Teams invite to the group to scheduled their lesson ▪ Staff must ensure the camera is switched off on their surface when delivering the lesson. ▪ Staff must ensure they only address the pupils in the virtual classroom by their first name. ▪ If a pupil is being unco-operative in a lesson or if the member of staff suspects a pupil is behaving inappropriately, please exit them from the lesson. ▪ The lesson may not last a full hour. Once you have guided pupils through a task, then pupils could get on with a task independently. ▪ Please remain online in case pupils need some help. 	
Etiquette	<ul style="list-style-type: none"> ▪ Staff must use appropriate language. ▪ Staff must maintain the standard of behaviour expected in school. ▪ Staff must use the necessary equipment and computer programs as intended. ▪ Staff must ensure they have an appropriate WIFI connection to avoid disruption to lessons. ▪ Staff must remain aware that they are audible to pupils. 	Staff must not record, store or distribute material without permission