TOR VIEW

A SPECIALIST LEARNING COMMUNITY

REMOTE EDUCATION POLICY

School Philosophy

At Tor View it is our vision to ensure all pupils are inspired, learn, enjoy and achieve. Our 'Contingency Plan' for remote education continues this.

Aim

The Remote Education Policy aims to:

1. Ensure consistency in the approach to remote learning for all pupils who are not on site through use of high quality online and offline resources.
2. Provide clear expectations to members of the school community with regards to remote learning.
3. Includes continuous delivery of the school curriculum and health and wellbeing support.
4. Support effective communication between home and school.

Who is the policy applicable to?

- A pupil (and their siblings if they attend Tor View School) who is absent because they are awaiting test results and the household is required to self-isolate. The rest of school and their bubble are attending school and being taught as normal.
- A pupil whose bubble is not permitted to attend school because they or another member of their bubble have tested positive for COVID-19.

Remote learning will be shared with families when they are absent due to COVID-19 related reasons at the start of the week.

Content and tools to deliver remote education:

Microsoft Teams, Zoom, Class Dojo, Website, Oak National Academy.

Resource packs sent home

Phone calls home

Use of recommended online resources (e.g.: BBC Bitesize)

Home and school partnership:

Tor View 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.

Tor View School will provide support for families in relation to any of the methods used for remote learning.

Where possible Tor View School recommend that pupils maintain a routine whilst learning remotely as much as is practicably possible.

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 be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

Roles and responsibilities:

Teachers:

The suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available between normal working hours and must adhere to the Staff Code of Conduct, Safeguarding Policy and Online Safeguarding Policy.

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.

When providing remote learning, teachers are responsible for:

- **Setting work:**
    - o Teachers will set work for the pupils in their form group.
    - o The work set should follow the usual timetable for the class had they been in school, wherever possible
    - o Weekly/daily work will be shared
    - o Ensuring that objectives within EHC plans continue to be met whilst learning remotely, and the Headteacher and other organisations to make any alternate arrangements where necessary.
    - o A summary of work set will be recorded on the whole school remote learning log.

- **Providing feedback on work:**
    - o Teachers will provide regular feedback to pupils about their work.

- **Keeping in touch with pupils who aren't in school and their parents:**
    - o If there is a concern around the level of engagement of a pupil/s parents, they should be contacted via phone to assess whether school intervention can assist engagement.
    - o All parent/carer emails should come through the department account.
    - o Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to a DSL

Teaching Assistants:

Teaching assistants must be available during normal working hours

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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 assistants must complete tasks as directed by their line manager.

Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement and an awareness of which pupils are being provided with remote education and dates. (See remote education log)

- 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 (Feedback is gathered on a regular basis from all stakeholders)

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Leads

The DSL's are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy and the Online Safeguarding 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 are experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

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

- Conduct themselves appropriately at all times, particularly when on video calls by following online safety rules and the home learning standards.

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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

- Be respectful when making any complaints or concerns known to staff

- Conduct themselves appropriately at all times, particularly when on video calls by following online safety rules and the home learning standards.

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

Inappropriate Conduct

In the event of a teacher deeming a pupil or parent to conduct themselves inappropriately, they will ask them to leave the call immediately and will pass their concerns on to their Head of Department. The teacher or Head of Department may choose to discuss this further with members of the Leadership Team. Pupils or parents who have been involved in inappropriate conduct online will not be able to join live lessons until the matter has been investigated.

Storage of Lessons

Live video lessons will be recorded in order to safeguard all participants. In the event of lessons being filmed whilst teachers are working from home, i.e. in the event of a partial school closure or bubble closure, teachers will store video lessons locally on their school laptop securely. These will then be uploaded to a secure network through Microsoft Sharepoint or the School Server for secure storage.

Links to other policies:

1. Safeguarding and Child Protection
2. Online Safeguarding
3. Staff Conduct
4. Acceptable User Policies (staff and pupils)
5. Home Learning Agreement

	Name/Initials:	Date:
Written By:	KM	Sep 2020
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	V4 KM	15.10.2020
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