

Remote Learning Policy



RIVERSIDE BRIDGE SCHOOL
'EXCELLENCE FOR ALL'



Ratified by Governors: November 2020

To be reviewed: November 2021



REMOTE LEARNING POLICY

Review Frequency:	Annually
Date of ratification:	November 2020
Date next review due:	November 2021
Scope of Policy:	This policy applies to all staff, pupils, governors and volunteers at Riverside Bridge School

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If the school or part of the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19 or health and safety concerns, Riverside Bridge School will continue to provide education and support to all pupils using Remote Learning. We aim to encourage an inclusive approach to education which achieves better outcomes for our pupils during challenging times.

1.0 RATIONALE

To outline procedures and practice for pupils in self-isolation, and are otherwise fit and healthy, to continue to provide structured support to the best of our ability.

To outline procedures and practice for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic program.

To outline to parents/carers/carers that the work children engage in during a period of closure will be part of the pupils' current curriculum and therefore cannot be considered as optional. Children and parents/carers should consider the arrangements as set out in this document as highly recommended.

2.0 AIMS OF THIS POLICY

The purpose of this Remote Learning policy is:

- to ensure consistency in the school's approach to Remote Learning.
- to set out expectations for all members of the school community with regards to Remote Learning.
- to provide appropriate guidelines for GDPR.
- to reduce disruption to pupils' education and the delivery of the curriculum, so that every pupil have access to high quality learning resources.
- to promote E-Safety.
- to ensure that safeguarding measures are continued during Remote Learning.
- to ensure all pupils have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of Remote Learning.

3.0 FLEXIBILITY OF REMOTE LEARNING

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents/carers may be trying to work from home so access to technology as a family may be limited;
- parents/carers may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level/Accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

ROLES AND RESPONSIBILITIES

4.0 SENIOR LEADERSHIP TEAM

- Coordinate the remote learning approach across the school.
- Ensure that staff, parents/carers and pupils adhere to the relevant policies at all times.
- Ensure that there are arrangements in place for identifying, evaluating, and managing the risks associated with Remote Learning.
- Ensure that there are arrangements in place for monitoring incidents associated with Remote Learning.
- Oversee that the school has the resources necessary to action the procedures in this policy.
- Review the effectiveness of this policy on an annual basis and communicating any changes to staff, parents/carers, and pupils.
- Arrange any additional training staff may require to support pupils during the period of Remote Learning.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations
- Conduct reviews on a regular basis of the Remote Learning arrangements to ensure pupils' education does not suffer.
- Ensure that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- Put procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with Remote Learning.
- Ensure that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Manage the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Monitor the effectiveness of remote learning through regular meetings with class teachers and Pathway Leads, reviewing work set or reaching out for feedback from pupils and parents/carers.

5.0 THE DATA PROTECTION OFFICER

- Oversee that all school-owned electronic devices used for Remote Learning have adequate anti-virus software and malware protection.
- Ensure all staff, parents/carers, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensure that all computer programs used for Remote Learning are compliant with the GDPR and the Data Protection Act 2018.
- Oversee that any 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.

6.0 THE SAFEGUARDING TEAM

- Attend and arrange, where necessary, any safeguarding meetings that occur during the Remote Learning period.
- Liaise with the ICT technicians to ensure that all technology used for Remote Learning is suitable for its purpose and will protect pupils online.
- Identify vulnerable pupils who may be at risk if they are learning remotely.
- Ensure 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.
- Identify the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaise 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.

7.0 EXPECTATIONS

7.1 ALL STAFF SHOULD:

- Adhere to this policy at all times during periods of Remote Learning.
- Report any health and safety incidents to the Senior Leadership Team and ask for guidance as appropriate.
- Safeguard pupils' well-being.
- Report any safeguarding incidents to the Safeguarding Team and asking for guidance as appropriate.
- Handle of any complaints and make sure they are passed on to the relevant line manager.
- Take part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Report any dangers or potential dangers they identify, as well as any concerns they may have about Remote Learning, to the Senior Leadership Team.
- Report any defects on school-owned equipment used for Remote Learning to an ICT Technician.
- Be available between 8.30 am - 4.00 pm. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- Answer any calls from class teachers, co-educators or school within the hour of the call being made.
- Be available for all face-to-face Teams meeting with school, parents/carers and pupils.
- Demonstrate positive attitudes, values and behaviours at all times when engaging with school of parents/carers/carers and pupils.
- Use highly professional language during face-to face lessons and dress professionally in line with the school policy.

7.2 CLASS TEACHERS SHOULD:

- Share teaching and activities with their class through the Google Classroom platform or the Microsoft Office 365 Teams app.
- Continue teaching in line with the Growth curriculum, making each lesson specific to each pupil's pathway scheme of work and Core/Theme Vocabulary.

- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow parents/carers to support their child effectively.
- Keep in contact with children through the Google Classroom platform or the Microsoft Office 365 Teams app or the school e-mail only.
- Reply to messages, set work and give feedback on activities during the normal teaching hours 8.30 am – 4.00 pm.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to the school or class closure will affect families in a number of ways.
- Provide feedback on pupils' Remote Learning work.
- Ask all pupils to abide in the correct manner when being taught remotely. Enforce this via the Behaviour Policy.
- Liaise with co-educators daily with regards to resources to be prepared in advance.
- Use the evidence provided by the parents/carers against personalised targets in Earwig as evidence of progress.

7.3 CO-EDUCATORS SHOULD:

- Liaise daily with class teachers.
- Create resources as directed by the class teacher.
- Attend face to face sessions alongside the teacher

8.0 PARENTS/CARERS' EXPECTATIONS

- Ensuring their child has sufficiently adequate computer equipment and internet access in order to fully participate in home learning.
- Supporting their child's learning to the best of their ability.
- Encouraging their child to access and engage with lessons carried out via Microsoft Teams or work set in Google Class from the class teachers.
- Refraining from screen shooting or copying any information, messages or posts to share on social media or any other platform outside of the Google Classroom platform or the Microsoft Office 365 Teams app.
- Continuing to be in contact with their child's class teacher via the bridge@riverside.bardaglea.org.uk email account and their message will be passed on to the class teacher or the Assistant Headteacher attached to the pupil's pathway in a timely manner.
- Checking their child's completed work each day and encouraging the progress that is being made.
- Being mindful of mental well-being of both themselves and their child and encouraging their child to take regular breaks, play games, get fresh air and relax.
- In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents/carers/carers must note that resources are for viewing online only on our secure class teams. They must not be printed, photocopied and distributed. The school will not take responsibility for any breach of Copyright Law.

9.0 SAFEGUARDING

This section of the policy will be enacted in conjunction with the school's Safeguarding Policy & Child Protection Policy, which has been updated to include safeguarding procedures in relation

to remote working.

- The Headteacher and Safeguarding Team 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.
- The Safeguarding Team will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The Safeguarding Team will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on SLEUTH and suitably stored in line with the data protection policy.
- The Safeguarding Team will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- All home visits must:
 - Have at least two suitably trained individual present.
 - Be suitably recorded on SLEUTH.
 - Actively involve the pupil.
 - Follow the Government's guidance.
- All members of staff will report any safeguarding concerns to the Safeguarding Team immediately and record this on SLEUTH.
- Pupils and their parents/carers will be encouraged to contact the Safeguarding Team if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school has also signposted to families the practical support available for reporting these concerns on their school's website, www.riversidecampus.com/bridge .

10.0 ON-LINE SAFETY

This section of the policy will be enacted in conjunction with the school's E Safety Policy.

- All staff and pupils using video communication must communicate in groups – one-to-one sessions are not permitted and there should always be two members of staff present.
- The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by the SLT on a case by case situation.
- All staff will wear suitable clothing – this includes others in their household.
- All face-to-face meetings will 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.
- All staff will use appropriate language – this includes others in their household.
- All staff will maintain the standard of behaviour expected in school.
- All staff will use the necessary equipment and computer programs as intended.
- Pupils' photos and video materials will not be recorded, stored or distributed without parents/carers' permission.
- All staff will ensure they have a stable connection to avoid disruption to face-to-face lessons.
- All staff will always remain aware that they are visible.

- Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 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.
- The school will consult with parents/carers about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 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.
- The school will communicate to parents/carers via letter, email or telephone 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.
- The school will reinforce the importance of children staying safe online.
- The school will encourage parents/carers to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- The school will direct parents/carers to useful resources to help them keep their children safe online.
- 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.

11.0 RESOURCES

Learning materials

For the purpose of providing Remote Learning, the school may make use of a range of learning materials:

- Work booklets and/or worksheets
- E-mails
- Online learning platforms like Google Classroom
- Face-to Face lessons via Microsoft Office 365 Teams app
- Pre-recorded video or audio lessons
- Educational websites

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective Remote Learning.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible via Remote Learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

Teaching staff will liaise with their class's Assistant Headteacher and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

Any defects or issues with Remote Learning resources will be reported as soon as possible to the relevant member of staff.

Pupils and their parents/carers 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.

Pupils and parents/carers will be required to maintain the upkeep of any equipment they use to access Remote Learning resources.

Teaching staff will oversee academic progression for the duration of the Remote Learning period and will mark and provide feedback on pupils' work in line with the school's Assessment Policy.

The arrangements for any 'live' classes will be communicated via email, telephone or home visits no later than one day before the allotted time and kept to a reasonable length of no more than forty-five minutes per session.

The ICT Technician is not responsible for providing technical support for equipment that is not owned by the school.

12.0 MARKING AND FEEDBACK

All school work set through Remote Learning must:

- be completed to the best of the pupil's ability when returned to the relevant member of teaching staff.
- be the pupil's own work.
- be uploaded to the school's assessment platform and marked in line with the school's Assessment Policy.
- receive feedback once marked, by an agreed date.

The school expects pupils, parents/carers and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

Pupils and their parents/carers are accountable for the completion of their own schoolwork – teaching staff will contact parents via email, telephone or through home visits if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.

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 their Assistant Headteacher as soon as possible.