



POLICY FOR THE PROVISION OF REMOTE LEARNING

Created: September 2020
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Next Review due: September 2021

Review	Date of Approval	Version Approved	Approved by	Comments and amendments
Sep 2021				
Sep 2022				
Sep 2023				
Sep 2024				

PREAMBLE

Netherhall Learning Campus was federated in April 2008. NLC's constituent bodies include Netherhall High School, the Creative & Media Studio School (C&MSS), Rawthorpe Junior and Rawthorpe Infants schools. Unless specified the following policy is applied uniformly across the whole of the federation. This policy supersedes all policies of NLC's predecessor institutions.

1.0 Rationale

Remote learning is any work or activity set for students to carry out in the event they cannot attend school normally. This could include a period of absence due to illness, the necessity to self-isolate during a pandemic or emergency closure of the school.

Remote learning should enable learners to continue with their normal education pathway, ensuring they are not disadvantaged during their absence from school.

2.0 Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils 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

3.0 Commitment

At NLC we recognise the importance of Remote Learning in ensuring all learners in our care continue to make good or better progress, even if they cannot attend school physically.

While some work will be completed by analogue means there will also be a need for digital learning as well. In this instance, SIMs Homework and Microsoft Office 365, with a particular focus on the use of Teams will be the primary platforms for this work.. We are aware that if all schools are required to work remotely then there may be technical issues and bandwidth restrictions. We are also mindful that some students may find working from home challenging.

4.0 Roles and Responsibilities

The campus expects all staff/students to comply with this Policy, which will be monitored by teaching staff at the relevant point.

4.1.1 Role of the Class Teacher

Throughout the key stages and in accordance with outlined guidance for the appropriate phase,

Staff must only use school devices to set and monitor work.

- Details of the lockdown will be communicated to all staff.
- For Year group or whole school lockdown an email will be sent.
- For individual students an X will appear on individual class SIMs registers
- In preparation for this all staff will set up a live lesson on Microsoft Teams for all their lessons, which will be seen in the calendar of the Teams programme.
- Any documents pupils need to have remotely in order to take part in the lesson must be attached to the meeting so pupils can download these prior to the meeting starting.
- If a pupil is isolating, then a live lesson is delivered using Teams. If no pupils are isolating in that class, then this does not need to occur.
- All work must be differentiated to take into account individual learner needs, including SEND and learner ability
- Staff to upload a teaching sequence to their Teams classes so pupils can see which topics they are meant to be learning at that time
- Staff to upload the materials from their SOW, including PowerPoints and activity sheets to allow pupils to access these materials in order to complete tasks set.
- Staff to upload tasks on their Teams classes for pupils to access the learning from each individual lesson.
- Pupil to upload their work using their Teams folder or via OneDrive, sharing the file with their teacher. Other portals can be used such as Heggerty Maths, GCSE POD, Seneca Learning etc.
- All work submitted must be acknowledged by the teacher and receive feedback as per the departmental marking policy.
- Pupils and parents can email or use the chat function in Teams to ask questions about the work. Teachers will endeavour to respond within 24 hours.
- Teachers must monitor all chat functions, deleting and then reporting and offensive material via CPOMs.

4.1.1.1 - NON – compliance by students.

- If work has not been completed by the agreed deadline, the initial contact will be done via the SIMs app (this is automatic)
- If work has still not been submitted within 2 days of the original deadline the teacher will make contact with parents and record this event on CPOMs
- Persistent non-compliance will be followed up through the normal behavior pathway. All communications should be recorded on CPOMs

4.1.2 Pupils

Pupils need to understand that remote learning is a new experience for teachers as well as students so there is a need to be mindful and interact patiently and respectfully.

- Pupils should have access to a tablet or laptop. If they do not, they must inform the school so it can ensure correct hardware is in place for remote learning
- Pupils should only use technology at home with the permission of their parents or a guardian.
- Pupils should ensure they know how to log in to Microsoft 365 using their school email address and password, know how to log in to their assigned Teams and know how to log in to the SIMs Student app. If they cannot do any of these aforementioned things they must inform their form tutor immediately to get support.
- Pupils should try to maintain some structure to their day. Check emails and Microsoft Office 365, in particular Teams to see any new posts in the chat room or any new assignments for each subject. Complete the work that has been set and, if requested, save it on Teams, OneDrive or email it to the relevant member of staff to be marked.
- Use email and Microsoft Office 365 to communicate with their teachers and ask questions if they do not understand a task or require help.
- Never reveal their password to anyone.
- Be responsible for their behaviour and actions when online.
- If a pupil comes across offensive material, they should report it immediately to their teacher or parent.
- Pupils must not record or take photos of classmates or teachers during video conferencing sessions, nor share lessons publicly.
- Pupils should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents contacted.

4.1.2 Heads of Department

- Will ensure all work is set via Teams for any classes where at least one pupil is isolating. This will be shown via an "X" code on the register.
- Will ensure all work set is to an acceptable standard and length, as directed above.
- Will monitor the department feedback and student engagement throughout the lockdown.
- Will communicate to their SLT link if any of the above is not true for any staff in their department

4.1.3 Form tutors

- In the event of any lockdown situation form tutors will make a welfare phone call once a week to each of their students not in school
- Any issues that arise during welfare checks will be logged on CPOMs and dealt with in accordance to the safeguarding policy

4.1.4 SENCO & Teaching Assistants

- Students with an EHCP/Additional support may be allocated a mentor if required. This will be overseen by the SENCO.
- SENCO will decide how often these students will be contacted.

4.1.5 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
- Assisting pupils and parents with accessing the internet or devices

4.2 Role of the Principal, Vice-principal and Governing Body

- To check compliance of the policy
- To meet and talk with parents when appropriate
- To discuss with staff how far the policy is being successfully implemented.
- Inform new parents to the school of the home/school agreement and what it entails.

The Governing Body supports the Principal in implementing the NLC Remote Learning policy. It will consider all representations from parents/carers regarding the Home Learning policy and will liaise with the Principal to ensure that the policy is implemented fairly and with sensitivity.

It is the Governors' responsibility to ensure that the NLC Remote Learning policy meets all regulations.

4.3 Role of Parents/Carers

We ask all parents/carers who send their children to the NLC to support NLC in the completion of all remote learning. This will allow their child to fully extend their learning and achieve their full potential. This support can be outlined by:

- Pupils should have access to a tablet or laptop. If they do not, they must inform the school so it can ensure correct hardware is in place for remote learning
- Download and use the SIMs Parent app to monitor and evaluate their child's remote learning task
- Providing a suitable place for their child to carry out their learning;
- Encouraging and praising their child when they have completed their learning;
- Becoming actively involved and support their child with remote learning activities;
- To notify the school when they feel special dispensation may be required.

If any parent/carer would like the NLC to modify the Remote Learning Policy they should make representation in the first instance to the Principal.

5. Data protection

5.1 Accessing personal data

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

Explain:

- Access through the school Microsoft 365 account or the SIMs engagement app.
- Access should only be made through school equipment provided to staff.
- Personal equipment should never be used.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as their school 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.

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

5.3 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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

6.0 Monitoring and Review

The Governing Body monitors and reviews the NLC Remote Learning Policy by:

- Seeking the views of parents/carers, to ensure that they agree with and support the policy;
- considering, with the Principal, any requests from parents/carers for individual students to have special dispensation with regard to home learning; and
- requiring the Principal or nominee to report to the Governors on the way the NLC Remote Learning Policy is implemented/working twice a year.

Within the school setting, appropriate Teachers or Line Managers will ensure curriculum planning enables opportunities for the Remote Learning Policy to be carried out effectively, making recommendations and amendments if necessary.

7.0 Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: _____

Date: _____

Date of Policy review: _____