Remote Learning Contingency Policy

Date for renewal/updates/review	October 2021
Named person responsible for monitoring	Headteacher
Agreed by Governing Body	October 2020

Linked guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks

https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice

Linked policies: Safeguarding, Behaviour for Learning, Data Protection, E-Safety, SEND

Aim

To continue to provide an ambitious and broad curriculum in all subjects. This policy is primarily concerned where face-to-face sessions cannot be facilitated at school either as a result of the following:

- A student is self-isolating (Tier 1)
- A member of staff self-isolating (Tier 1)
- A partial school closure due to COVID 19 (Tiers 2 and 3)
- A full school closure due to COVID 19 (Tier 4)

Roles and responsibilities

Governing Body

The governing body 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.

Senior Leaders

Senior Leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Managing and dealing with all safeguarding concerns through the DSL.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
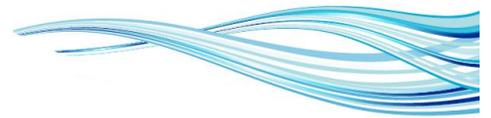
Teachers

Teachers are responsible for:

- Providing remote learning through set work for their Years 7 to 11 classes which covers the skills and knowledge being taught in lessons.
- Inviting to and providing Years 12 and 13 classes with live lessons through TEAMS as per the school timetable.
- Provide feedback to students on their remote learning.
- Setting high quality work when they have to self-isolate
- Reporting any complaints or concerns shared by parents or students to a member of SLT or for any safeguarding concerns, referring immediately to the DSL.

The SENDCo

The SENDCo is responsible for:

- Ensuring that students with EHCP plans or are SEND K continue to have their needs met while learning remotely.

Parents/Carers

Parents/carers are responsible for:

- Making the school aware if their child is ill or cannot complete the remote learning work.
- Seeking help from the school if they need it via the Remote Learning Coordinator.
- Being respectful when making any complaints or concerns known to staff.

Students

Students are responsible for:

- Completing the work set to deadline.
- Seeking help if needed.
- Telling teachers is they cannot complete the work.

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EMPOWERING EVERYONE TO ACHIEVE
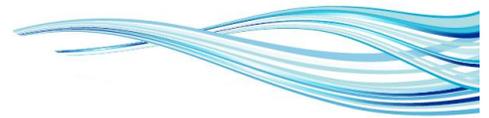
Appendix 1

Actions required to implement Remote Learning Policy
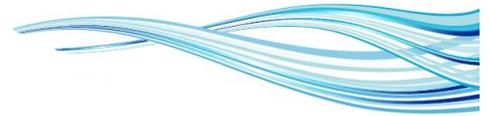
Action	Who?	When?
All new students have network/365/SMHW logins	N White	30/09/2020
Home survey to find out ICT availability at home	N White	30/09/2020
Covid-19 Safeguarding Annex updated (includes live lesson protocols)	E Holding	30/09/2020
Ensuring all departments have given students login details for subject specific websites	G Llewellyn	12/10/2020
All new teaching staff to have training on how to use TEAMS for live lessons.	C Carter	20/10/2020
All classes set up on TEAMS	N White	20/10/2020
All students trained in how to use TEAMS for live lessons	C Carter	20/10/2020
Digital textbooks available in TEAMS	C Carter	20/10/2020
Share remote learning plan with parents /carers through website	C McLintock	21/10/2020
Rebuild old staff laptops so available for students to use at home	N White	31/10/2020

Appendix 2

Procedure for Blended Learning

1.	Parent/carer phones in to say child is isolating. V Adred adds to the spreadsheet.
2.	A Hallam checks the spreadsheet and sends a SchoolComms to the teachers of that student.
3.	On day 1 or 2 (late call in) A Hallam calls home. Checks on what resources are at home e.g. WIFI, tablet. A Hallam tells parent/carer work will be sent to the child's email. They need to check the child is doing the work. A Hallam to inform SENDCO if they are a EHCP student. A Hallam to inform the Designated Safeguarding Lead (DSL) if the student is on a Child Protection or Child in Need Plan (Social Worker then informed by Safeguarding Team). A Hallam informs N White if there are ICT access issues who then arranges for a school laptop to be collected.
4.	Teacher sends the work directly to the student's school email account. AH sends any pre-arranged project style work. For example, Music, Drama and History. **Teachers to set a date for completion.**
5.	**Teachers needs to provide feedback for work that is sent to them.**
6.	A Hallam to put the names of all students who are self-isolating onto the front page of SIMS.
7.	Teacher copies the Heads of Year/Faculty (HOY/HOF) to their email and HOY saves a copy in an email folder
8.	HOY and SLT Line Managers do spot check of students to make sure they have received work.
9	On day 6 if the student is still off school, A Hallam will do a second call to see if everything is ok and if the students need any support. A Hallam will remind teachers of the longer absence so any teachers who have more than 4 lessons in a fortnight can check in on students.
10.	For students who will be self-isolating for a longer period time (over 5 days). For subjects that have more than 4 periods a fortnight, the teacher will get in touch to gauge progress around day 6 or 7 and see if any adjustments to the work need to happen.
11.	If the school has a large number of students to self-isolate, G Llewellyn will allocate students to different support staff to support A Hallam with the process.
12.	Any ICT concerns to go to ICT support
13.	Safeguarding concerns to go to the DSL as per the Covid-19 Safeguarding Annex.

Appendix 3

Tier 1 expectations for individuals self-isolating

Staff who are self-isolating

- Staff will self-isolate if they have been contacted by track and trace, have a member of their household with symptoms or have been sent home from SWRS because of a positive case of COVID in their bubble will be paid in full by the school.
- If staff are self-isolating, they will be classed as working from home. Working from home for some staff can be problematic because of their role. Your line manager will contact you with clear information on the work they want you to complete whilst at home. You may be asked to carry out admin duties that you are not normally responsible for, but under the circumstances, providing effective tasks is important.
- If you are a teaching member of staff, we will be asked to teach any Years 12 and 13 lessons through TEAMS. For Years 7 to 11 lessons, detailed lessons with timings must be provided each day. Wherever possible, these lessons should include a verbal dialogue from a teacher.
- TEAMS lessons must be recorded to ensure compliance with our Safeguarding Covid-19 Annex.
- All work must be through 365, Show My Homework or through FortiClient to ensure GDPR compliance.

If you develop symptoms of COVID 19, you must contact the school and inform us of your change in circumstance. If you have symptoms of COVID 19, you are ill. In this case you should apply to have a COVID test via the Referral Portal. If you have symptoms, you will no longer be classed as working from home and will have your absence amended to sickness. In this situation, you would not be expected to complete any work for school or deliver any live lessons.

Staff who have to be at home to supervise a dependent who is self-isolating will on the first occasion will be on full pay (paid leave will comprise 5 days compassionate leave, 2 days dependents' medical leave and 3 days additional discretionary leave). Any further periods will be unpaid.

If a member of staff becomes ill (non Covid-19 related) during the times, they will need to let the school know of this change in circumstance, as would need to record as a sickness absence.
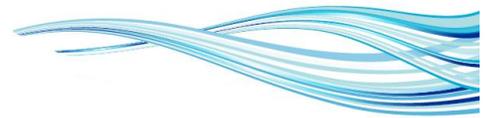
Students who are self-isolating

Vulnerable/key workers children will not be eligible to attend school if they are self-isolating.

- Students who are self-isolating due to Covid-19 circumstances or have Covid-19 are coded as X.
- Students who are self-isolating will be provided with work to complete. The Remote Learning Coordinator will make initial contact with the parents/carers to check on ICT access and to explain how work will be set.
- Students in Years 12 and 13 will dial into their timetabled lessons through TEAMS. Teacher feedback will take place through the TEAMS lesson.
- Students in Years 7 to 11 will be sent work home by their class teachers. Each department has decided on how they will set their work.
- For remote learning not taking place through TEAMS, the teacher will provide feedback for students via email and both through school email addresses.
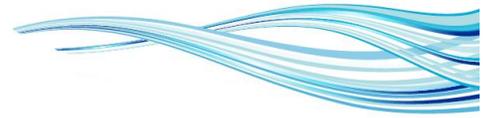
If a student develops Covid-19 symptoms, they are considered to be sick and will not be set work. Teachers will need to ensure they are caught up on returning to school.

Appendix 4

Tier 1 expectations for whole year group self-isolating

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks

Vulnerable/key workers children will not be eligible to attend school if they are self-isolating as part of a year group or class bubble.

Staff

- Staff will attend school as normal and teach lessons either face to face for year groups in school or through TEAMS in line with the school timetable for year groups self-isolating at home.
- For teaching staff who are self-isolating, detailed lessons with timings must be provided each day for classes in school. Wherever possible, these lessons should include a verbal dialogue from a teacher. For classes who are having lessons through TEAMS, the TEAMS lesson should be done from self-isolation.
- All work must be through 365, Show My Homework or through FortiClient to ensure GDPR compliance.
- TEAMS lessons must be recorded to ensure compliance with our Safeguarding Covid-19 Annex.

If you develop symptoms of COVID 19, you must contact the school and inform us of your change in circumstance. If you have symptoms of COVID 19, you are ill. In this case you should apply to have a COVID test via the Referral Portal. If you have symptoms, you will no longer be classed as working from home and will have your absence amended to sickness. In this situation, you would not be expected to complete any work for school or deliver any live lessons.

Staff who have to be at home to supervise a dependent who is self-isolating will on the first occasion will be on full pay (paid leave will comprise 5 days compassionate leave, 2 days dependents' medical leave and 3 days additional discretionary leave). Any further periods will be unpaid.
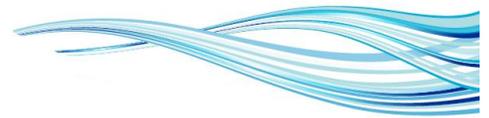
If a member of staff becomes ill (non Covid-19 related) during the times, they will need to let the school know of this change in circumstance, as would need to record as a sickness absence.

Students who are self-isolating

Vulnerable/key workers children will not be eligible to attend school if they are self-isolating.

- Students who are self-isolating due to Covid-19 circumstances or have Covid-19 are coded as X.
- Students who are self-isolating will be provided with work to complete. The Remote Learning Coordinator will make initial contact with the parents/carers to check on ICT access and to explain how work will be set.
- Students will follow their normal timetable through TEAMS with lessons taught remotely. This includes morning registration. These TEAMS lessons will start on the first school day of the whole year group self-isolation. Teacher feedback will take place through the TEAMS lesson.

If a student develops Covid-19 symptoms, they are considered to be sick and will not be set work. Teachers will need to ensure they are caught up on returning to school.

Appendix 5

Tier 1 expectations for a Years 7, 8 or 9 Tutor Group self-isolating

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks

Vulnerable/key workers children will not be eligible to attend school if they are self-isolating as part of a year group or class bubble.

Staff

- Staff will attend school as normal and teach lessons either face to face for year groups or classes in school or through TEAMS in line with the school timetable for the Tutor Groups self-isolating at home.
- For teaching staff who are self-isolating, detailed lessons with timings must be provided each day for classes in school. Wherever possible, these lessons should include a verbal dialogue from a teacher. For classes who are having lessons through TEAMS, the TEAMS lesson should be done from self-isolation.
- All work must be through 365, Show My Homework or through FortiClient to ensure GDPR compliance.
- TEAMS lessons must be recorded to ensure compliance with our Safeguarding Covid-19 Annex.

If you develop symptoms of COVID 19, you must contact the school and inform us of your change in circumstance. If you have symptoms of COVID 19, you are ill. In this case you should apply to have a COVID test via the Referral Portal. If you have symptoms, you will no longer be classed as working from home and will have your absence amended to sickness. In this situation, you would not be expected to complete any work for school or deliver any live lessons.

Staff who have to be at home to supervise a dependent who is self-isolating will on the first occasion will be on full pay (paid leave will comprise 5 days compassionate leave, 2 days dependents' medical leave and 3 days additional discretionary leave). Any further periods will be unpaid.

If a member of staff becomes ill (non Covid-19 related) during the times, they will need to let the school know of this change in circumstance, as would need to record as a sickness absence.
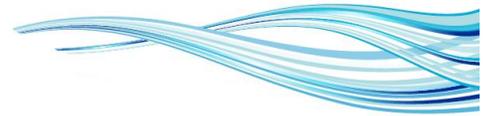
Students who are self-isolating

Vulnerable/key workers children will not be eligible to attend school if they are self-isolating.

- Students who are self-isolating due to Covid-19 circumstances or have Covid-19 are coded as X.
- Students who are self-isolating will be provided with work to complete. The Remote Learning Coordinator will make initial contact with the parents/carers to check on ICT access and to explain how work will be set.
- Students will follow their normal timetable through TEAMS with lessons taught remotely where possible. This includes morning registration. These TEAMS lessons will start on the first school day of whole year group self-isolation.
- Teacher feedback will take place through the TEAMS lesson.
- For remote learning not taking place through TEAMS, the teacher will provide feedback for students via email and both through school email addresses.
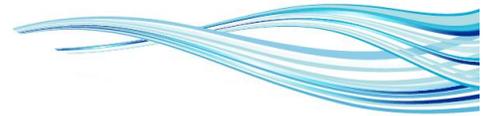
- For Year 7 classes which are not based on the Tutor Group (Technology, PE and Maths), there will not be TEAMS lessons but remote learning sent home to be completed through their school email address.
- For Year 8 classes which are not based on the Tutor Group (Technology, PE, Science, English, Spanish and Maths), there will not be TEAMS lessons but remote learning sent home to be completed through their school email address.
- For Year 9 classes which are not based on the Tutor Group (Technology, PE, Science, English, Spanish and Maths), there will not be TEAMS lessons but remote learning sent home to be completed through their school email address.

If a student develops Covid-19 symptoms, they are considered to be sick and will not be set work. Teachers will need to ensure they are caught up on returning to school.

Appendix 6

Tier 2 rota system remote learning expectations

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks

https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions

We will operate the DfE recommended rota system of 2 weeks in school and 2 weeks remote learning at home given that we have a 2-week timetable. This allows more than sufficient time for symptoms to present themselves and for pupils to self-isolate and avoid transmitting the virus to others. The rota groups will be based on year group bubbles.

The rota will be as follows:

- First 2 weeks in school: Years 7, 9, 11 and 13
- First 2 weeks remote learning from home: Years 8, 10 and 12.
- Second 2 weeks in school: Years 8, 10 and 12.
- Second 2 weeks remote learning from home: Years 7, 9, 11 and 13.

Vulnerable/key workers children will be eligible to attend school even if their year group is working remotely from home. However, vulnerable/key workers children will not be eligible to attend school if they are self-isolating.
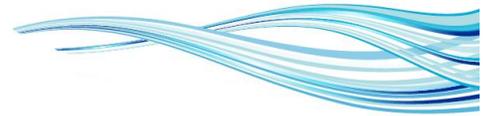
Staff

- Staff will attend school as normal and teach lessons either face to face for year groups in school or through TEAMS in line with the school timetable for the year groups working remotely.
- For teaching staff who are self-isolating, detailed lessons with timings must be provided each day for classes in school. Wherever possible, these lessons should include a verbal dialogue from a teacher. For classes who are having lessons through TEAMS, the TEAMS lesson should be done from self-isolation.
- All work must be through 365, Show My Homework or through FortiClient to ensure GDPR compliance.
- TEAMS lessons must be recorded to ensure compliance with our Safeguarding Covid-19 Annex.

If you develop symptoms of COVID 19, you must contact the school and inform us of your change in circumstance. If you have symptoms of COVID 19, you are ill. In this case you should apply to have a COVID test via the Referral Portal. If you have symptoms, you will no longer be classed as working from home and will have your absence amended to sickness. In this situation, you would not be expected to complete any work for school or deliver any live lessons.

Staff who have to be at home to supervise a dependent who is self-isolating will on the first occasion will be on full pay (paid leave will comprise 5 days compassionate leave, 2 days dependents' medical leave and 3 days additional discretionary leave). Any further periods will be unpaid.

If a member of staff becomes ill (non Covid-19 related) during the times, they will need to let the school know of this change in circumstance, as would need to record as a sickness absence.
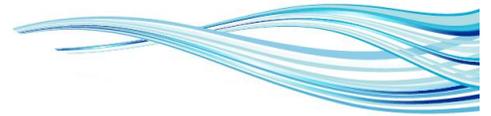
Students who are working remotely

- Students will follow their normal timetable through TEAMS with lessons taught remotely where possible. This includes morning registration. These TEAMS lessons will start on the first school day of whole year group remote working.
- Teacher feedback will take place through the TEAMS lesson.
- Where it is not possible for a TEAMS lesson to take place, work will be emailed to the students to complete through their school email address.

Vulnerable/Key Worker children attending school whose year group is following remote education

- These students will be kept in their year group bubbles and follow the TEAMS lessons and activities.

If a student develops Covid-19 symptoms, they are considered to be sick and will not be set work. Teachers will need to ensure they are caught up on returning to school.
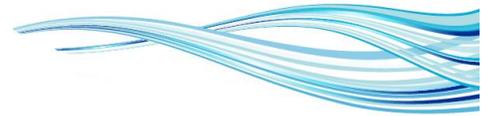
Appendix 7

Tier 3 Remote work expectations for selected year groups

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks

"Tier 3 requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised." (DfE, August 2020)

At Sir William Ramsay School, our Tier 3 provision will follow the principles of Tier 2 (Appendix 6) for staff (who will be in school) and students.

Appendix 8

Tier 4 Remote work expectations for whole school closure

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks

"Tier 4 goes further to limit attendance to just vulnerable children and young people and the children of critical workers at all settings." (DfE, August 2020)

At Sir William Ramsay School, our Tier 4 provision will follow the principles of Tier 2 (Appendix 6) for staff and students.