

Remote Learning Contingency Policy

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| Date for renewal/updates/review | September 2023 |
| Named person responsible for monitoring | Headteacher |
| Agreed by the Governing Body | April 2022 |

Linked guidance: <https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools>

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

Aim

To continue to provide an ambitious and broad curriculum in all subjects where face-to-face sessions cannot be facilitated at school as a result of any of the following:

- A student is self-isolating
- A member of staff self-isolating
- A partial school closure due to COVID 19
- A full school closure due to COVID 19

Roles and responsibilities

Governing Body

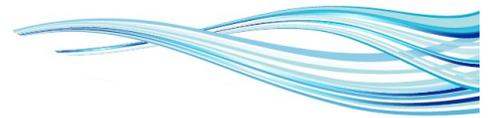
The governing body is responsible for:

- 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 Designated Safeguarding Lead (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 and providing Years 12 and 13 classes with live lessons through TEAMS as per the school timetable.
- Providing 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 through liaison with parents/carers.
- Reporting any safeguarding concerns immediately to the DSL.

The DSL

The DSL is responsible for:

- Ensuring that students with a Social Worker continue to have their needs met while learning remotely.
- Reporting any safeguarding concerns immediately to the allocated Social Worker.

Parents/Carers

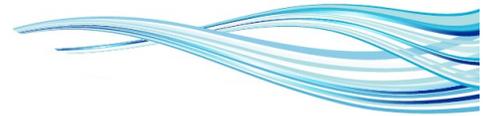
Parents/carers are responsible for:

- 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 Attendance Officer.
- Being respectful when making any complaints or concerns known to staff.
- Reporting any safeguarding concerns immediately to the DSL by phoning the school.

Students

Students are responsible for:

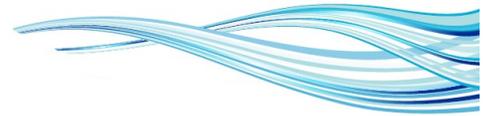
- Completing the work set to deadline.
- Seeking help if needed.
- Telling teachers if they cannot complete the work.
- Reporting any safeguarding concerns immediately to the DSL through email or by phoning the school.



Appendix 1

Procedure for Blended Learning (individuals or part of class self-isolating)

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| 1. | Parent/carer contacts the school to say their child is self-isolating. The Attendance Officer adds to the Isolating Students Log and sends a SchoolComms to the relevant teachers. The Attendance Officer informs the SENDCO if the student has an EHCP. The Designated Safeguarding Lead (DSL) is informed by the Attendance Officer if the student is on a Child Protection, a Child in Need Plan or has a Social Worker (Social Worker then informed by Safeguarding Team). |
| 2. | The School First Aider checks the Isolating Students Log daily, contacts home to see if there are any ICT issues to be addressed and if need be, lets ICT support know so they can get laptops/dongles sent out. |
| 3. | Teacher sends the work directly to the student's school email account. The work should have some form of teaching element to it through the use of video (these can be pre-recorded by the teacher or from other external providers such as Oak Academy, Hegarty Maths etc). This must be done prior to the first lesson in the subject during the self-isolation period. |
| 4. | For Years 12 and 13, the subject teachers set up a TEAMS calendar invite for any lessons to be missed and the students dial into the lesson real time. |
| 5. | Teachers needs to provide feedback for work that is sent out. |
| 6. | Teacher copies the Heads of Year/Faculty (HOY/HOF) to their email and HOY saves a copy in an email folder |
| 7. | HOY and SLT Line Managers do spot check of students to make sure they have received work. |
| 8. | Any ICT concerns to go to ICT support. |
| 9. | Safeguarding concerns to go to the DSL using school safeguarding procedures. |



Appendix 2

Expectations for individuals self-isolating

Staff who are self-isolating but are not ill

- If staff are self-isolating but are not ill 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, you will be asked to teach any Years 12 and 13 lessons through TEAMS. For Years 7 to 11 lessons wherever possible, TEAMS lessons should take place or detailed lessons with timing be provided each day. Wherever possible, these lessons should include a verbal dialogue from a teacher. If your class is remote learning then work must be set as at Appendix 3.
- 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. 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.

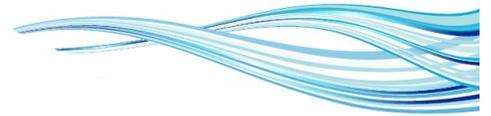
Staff who have to be at home to supervise a dependant who is self-isolating will on the first occasion be on full pay (paid leave will comprise 5 days compassionate leave, 2 days dependants' medical leave and 3 days additional discretionary leave). Staff will be expected to work from home wherever possible which will include TEAMS lessons for teachers. Any further periods will be unpaid.

If a member of staff becomes ill during these times, they will need to let the school know of this change in circumstance, as we would need to record the absence as a sickness absence.

Students who are self-isolating as individuals and are not ill

- Students who are self-isolating and not ill will be provided with work to complete.
- 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 their 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.



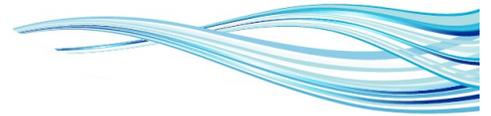
Appendix 3

Expectations for whole year or class group on remote learning for a day

A whole class/year group would normally remote learn due to insufficient staff being in school to operate the school safely. Staff who would normally be teaching the year/class group remote learning will be used due to the emergency situation to cover lessons and duties in school so will not then be able to teach through TEAMS their timetabled lesson for the remote year/class group. A rota basis will be used to decide on class/year groups remote learning on a day-by-day basis.

Staff

- Staff will attend school as normal and teach lessons either face to face for year groups in school or will set work in line with the school timetable through Show My Homework. This work must last what would have been the lesson length in school and must include some element of teaching through video (pre-recorded either by the teacher or an external party).
- The teacher will follow up on the work set in the next in-school lesson.
- All work must be through 365, Show My Homework or through FortiClient to ensure GDPR compliance.



Appendix 4

Expectations for whole school on remote learning for a day

All lessons will be on TEAMS and follow the normal school timetable for that day.

Staff

- Staff will attend school as normal and teach lessons through TEAMS, following the normal school timetable including Tutor time. Attendance registers must be kept by the class teacher for each period.