



REMOTE LEARNING POLICY

Section 1: Context

Attendance in England is mandatory for all pupils of compulsory school age. At Glenthorne High School, we understand and place great emphasis on the fundamental importance of regular attendance to school in terms of our pupils' safety, academic progress and social and emotional development.

There exists a direct correlation between high levels of attendance and successful outcomes in education and as such, our priority is always to deliver high quality face to face education to all pupils whilst also fulfilling our statutory responsibilities as referenced in the statutory guidance, "Ensuring a good education for children who cannot attend school because of health needs". (Updated December 2023).

Updated government guidance relating to the pandemic states that from 24th March 2022, The Coronavirus Act 2020 and the related "*Remote Education (England) Temporary Continuity (no.2) Direction*", have expired and no longer have effect.

Glenthorne High School's Remote learning Policy reflects current DFE advice that:

- "*Remote education should not be viewed as an equal alternative to attendance in school.*"
- "*Remote education should only ever be considered as a last resort.*"
- "*Provision of remote education should be made as a short-term solution.*"

Access to remote learning will therefore be considered on an individual basis, taking into account our equality duties under the Equality Act 2010 and in particular the need to make reasonable adjustments in the individual circumstances of the student.

Section 2. Circumstances and means by which remote learning will be provided or considered:

1. It is not recommended that children and young people are tested for COVID-19 unless directed by a health professional. In the case of a pupil being directed to test for COVID-19 by a healthcare professional and being advised to try to stay at home and avoid contact with others for 3 days, pupils who are well enough will be directed to complete independent learning tasks using appropriate online and other resources to support development of the content and skills required by our published subject curricula.
2. During the first five school days of a suspension or permanent exclusion as outlined in, "Suspension and Permanent Exclusion Guidance" (Updated August 2024)
3. Where pupils are experiencing unavoidable absence for a *limited duration* but are well enough to continue learning at home e.g. pupils with an infectious disease, a request for provision of remote learning will be considered on a case-by-case basis by the school's Pastoral Leadership Team. If provision of remote learning in these circumstances is approved, pupils will be provided with access to learning and support, including reasonable adjustments appropriate for their individual needs as soon as is practicable. This *may* include:

- Completion of independent learning tasks using appropriate online and other resources to support development of the content and skills required by our published subject curricula.
 - Contact with teaching staff/tutor/teaching assistant team to check progress and advise on next steps in learning at times and frequencies agreed by the school's Pastoral Leadership Team.
3. In the case of full or partial school closure owing to inability to open safely or on the advice of government or Public Health England, remote learning will be provided via MSTEAMS according to the protocols and practices developed in this policy during previous periods of lockdown as outlined in section 3.

Section 3. Policy for Remote Learning in the event of partial or full school closure Aims

This section of the policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Roles and responsibilities The Governing Body must:

- Ensure that the school has robust risk management procedures in place.
- Evaluate the effectiveness and safety of the school's remote learning arrangements.

The Headteacher must:

- Ensure that staff and pupils adhere to the relevant policies and protocols 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.
- Ensure, through an audit, that all staff and pupils have the resources to allow remote learning to occur.
- 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 communicate any changes to staff, parents, and pupils.
- Arrange any additional training staff may require in order to support pupils during the period of remote learning.

The Data Protection Officer (DPO) must:

- Ensure that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

The Designated Safeguarding Lead (DSL) must:

- Ensure that the Safeguarding and Child Protection Addendum is kept updated.
- Attend and arrange, where necessary, any safeguarding or virtual safeguarding meetings that occur during periods of school closure or partial school closure.
- Liaise with the IT 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 during periods of school closure and take appropriate action.
- Ensure that Child Protection and Child in Need plans are implemented and monitored during periods of school closure.
- Identify the level of pastoral support or intervention required during periods of school closure and take appropriate action.
- Liaise with relevant school staff and external agencies to ensure vulnerable pupils receive the pastoral support required during the period of school closure.
- Ensure all safeguarding incidents are adequately recorded and reported swiftly with appropriate action, including referral to MASH if appropriate.
- Ensure that disclosures/concerns are dealt with during periods of school closure.

The SENCo must:

- Ensure that pupils with EHC plans continue to have their needs met while learning remotely and liaise with the Headteacher and other organisations to make any alternative arrangements for pupils with EHC plans, recognising that the requirement within the 2014 Children and Families Act for the school to use its best endeavours to secure the special educational provision called for by the pupils' identified special educational needs remains in place .
- Identify the level of support or intervention that is required while pupils with SEND learn remotely and monitor the progress and wellbeing of SEND pupils while learning remotely.
- Ensure that learning tasks for SEND pupils are appropriately adapted to their needs.
- Ensure that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The IT Technicians must:

- Ensure that all school-owned devices used for remote learning are resilient, 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.
- Liaise with the DPO to ensure that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Ensure that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.

Teaching staff must:

- Be available for normal school hours and remote virtual meetings as directed by their Line Manager
- Use the normal coverline number to notify the school if they are unable to work for any reason
- Provide a combination of live remote sessions and voice-over PowerPoints as described in the school contingency plan.
- Adhere to the guidance below related to online safety.
- Report any health and safety incidents to the Headteacher and ask for guidance as appropriate.
- Report any safeguarding incidents to the DSL via telephone or video call if the DSL is not on the school site and through CPOMs and ask for guidance as appropriate.
- 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 defects on school-owned equipment used for remote learning to an IT technician.
- Adhere to the Staff Code of Conduct at all times.
- Report any technical issues if notified by pupils.

Parents must:

- Adhere to this policy at all times during periods of remote learning.
- Ensure their child is available to learn remotely during the normal school hours
- Report any technical issues to the school as soon as possible.
- Report any illness following normal school procedures
- Ensure their child uses the equipment and technology used for remote learning as intended.
- Ensure that they keep the school updated with any changes in contact details.
- Report absence in the normal way.

Pupils must:

- Adhere to this policy at all times during periods of remote learning.
- Ensure they are available to learn remotely at the times set out on their timetable, and that their schoolwork is completed on time and to the best of their ability.
- Report any technical issues to their teacher as soon as possible.
- Ensure they have access to remote learning material and notify a responsible adult if they do not have access.
- Ensure they use any equipment and technology for remote learning as intended.
- Adhere to the Behaviour Policy and ICT acceptable use policy at all times.

Online safety**Pupils must:**

- Communicate in groups and not video or audio livestream on a 1-1 basis, unless approved by an SLT member.
- Use Microsoft Teams only, ensuring their program is always fully updated to the latest version with the latest security and encryption software.
- When using video livestreaming, blur the background or use an alternative background and enable cameras when required to do so by the teacher.
- Wear school uniform, use appropriate language and ensure that other members of their household are not included in the live MS Teams session.
- Be mindful of other younger siblings or family members in the home, especially if the content of the lesson is not age-appropriate for them.
- Be situated in an appropriate location within their home.
- Not record or screenshot the session.

Teachers must:

- Wear appropriate, professional clothing.
- Ensure that no sensitive information is shared through MS Teams.
- Change the order of lessons in the scheme of work to ensure that sensitive or challenging issues are addressed in class rather than through remote learning.
- Make sure that the stream is not public, i.e. that it is only audible/visible to the selected group.
- Establish clear ground rules:
 - Are pupils allowed to speak? If so, when? How?
 - If pupils are not using devices or software as intended, discipline or refer pupils in line with the Behaviour Policy.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy Addendum, which will be updated to include safeguarding procedures in relation to remote working.

- The DSL and Headteacher 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.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits by suitably experienced staff if appropriate.
- All contact with vulnerable pupils will be recorded on CPOMS.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- Vulnerable pupils will be provided with a means of contacting their tutor or Head of Year, if appropriate – this arrangement will be set up by the Head of Year/Tutor prior to the period of remote learning.
- The DSL will meet (in person or remotely) with the relevant members of staff at regular intervals to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- All members of staff will report any safeguarding concerns to the DSL immediately.
- Pupils and their parents will be encouraged to contact the DSL or relevant Head of Year if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Data protection

This section of the policy will be enacted in conjunction with the WLT Data Protection Policy.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any sensitive data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Data Retention Policy.
- Paper copies of contact details should not be taken off school premises, unless necessary for the purpose of remote learning. If they are taken, the information must be kept in a locked location to prevent unauthorised access.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's data protection policy and breach procedures.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

Expectations and sanctions

Pupils should continue to follow their normal timetable from home. Participation in live MS Teams lessons

and completion of work is compulsory. Pupils will be set homework via “Assignments” on MSTEAMS. When requested by their teacher, they should log into Microsoft Teams at the time of their lesson and join the lesson remotely. They will be able to hear their teacher and see the resources for the lesson and therefore participate in the lesson. Non-participation in the lesson and/or completion of the work will be classed as unauthorised absence and followed up through attendance procedures, reflections and other sanctions.

Marking and feedback

- Assessments/marking/homework will continue as normal: books are to be handed in and marked when pupils return to school and assessments should be completed in school to ensure fairness.
- Where pupils do not engage with or complete work, teachers should mark the pupil as absent from the lesson; for non-completion of work, set a reflection, enter reflections on SIMS/Edulink and then in the pupil planner on their return to school. If a pupil has not completed three pieces of work, then Heads of Year/tutors should put the pupil in Homework Club for two weeks at the earliest opportunity.

Health and safety

This section of the policy will be enacted in conjunction with the school’s Health and Safety Policy.

- Teaching staff will ensure that pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.

This policy operates in conjunction with the following school policies:

- School Contingency plans
- Child Protection and Safeguarding Policy and Addendum
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Assessment Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Health and Safety Policy



Pupil protocol for the use of MS Teams for remote learning: partial or full school closure

Downloading Teams:

Microsoft Office can be downloaded from the link below using your student email and school password. It is also on the AppStore for smartphones and tablets.

<https://glenthornehighschool.sharepoint.com/SitePages/Home.aspx>

Essential Information:

Parents must inform the school if:

1. Their child does not have adequate access to the IT equipment required to complete remote learning effectively e.g. laptop, headphones etc...
2. Their child is too unwell to access remote learning, using the normal absence procedures
3. Any other issues that may prevent their child from attending and engaging fully with remote lessons

Using Teams:

- If the school is closed and pupils are well enough to do so, they are expected to attend or complete set work for **all** lessons, including Tutor-Time following their usual Timetable via live lessons or tasks uploaded to MSTEAMS.
- Pupils will receive an e-mail invitation with a link to access any live lessons via MSTEAMS from their normal subject teachers. Alternatively, they should look at their calendar on MSTEAMS and click on the relevant lessons to join the meeting.
- In the case of teacher absence, pupils will be able to access lessons as normal if the teacher is absent but well enough to deliver the lesson remotely. If the teacher is absent due to illness, pupils will not always be able to access their lesson via MSTEAMS but appropriate independent work will be set for them to complete during their allocated lesson time.
- At any point, pupils can click on the relevant subject/class they study from the TEAMS homepage. This will show them any messages their teacher has sent, worksheets and lesson slides that have been shared with the class. They should also check their school e-mails and homework tasks on "Assignments" in MSTEAMS regularly.
- When joining an online lesson, teachers will request that pupils switch their camera and microphone on or off at various points.
- Online lessons will follow the normal timetable, it is important therefore to be online at the correct time with books and equipment ready. In addition to this, pupils are required to be in school uniform.
- The use of MS Teams is monitored by the school and teachers, so it is important to remind all pupils to use MS Teams appropriately and that the acceptable use policy applies at all times. Pupils **MUST NOT** record remote lessons under any circumstances.
- While attending online lessons the school's behaviour policy also applies with sanctions being set on return to school, if necessary.
- With the use of cameras, it is important to be aware of privacy issues. We have asked all pupils to use the blurred background feature when using their web cam and also to ensure cameras are

switched off after calls. For an additional measure, webcams can be covered using a small sticker or covers which can be purchased online (examples found below).

sticker: <https://amzn.to/34Ry9t9>

cover: <https://amzn.to/34Teol0>