

Remote Learning Policy

Beverley High School



Written by:	Mark Colton	Date: 29/09/20
Last reviewed on:	September 2020 (updated 06/01/2021)	
Next review due by:	September 2021	

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	5
4. Data protection	6
5. Safeguarding	6
6. Monitoring arrangements	6
7. Links with other policies	6

1. 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

2. Roles and responsibilities

BHS will adopt a tiered approach to providing remote learning.

1. If an individual child is absent from school for up to 2 weeks the school will provide work similar to that which is being delivered in school lessons. This may include a copy of the PowerPoint, Worksheets, Copies of Textbooks and Question/Answer Activity. We will aim to provide this work within the same day that we are notified of a child's absence. We will provide this work using MS Teams where possible but as a last resort by direct emails to the child's school email address.
2. If a class or bubble is isolating then we will seek to provide work delivered by their normal class teacher either "live" or "recorded" with explanations. Work may still be similar to that above in 1. But there should be a greater opportunity for staff to interact to individual questions or requests for help by being available during their normal lesson time. Staff will work from school unless having to isolate themselves.
3. In the event of a full school lockdown staff will be asked to provide a similar standard of work from their home including "live" or "recorded" discussion, explanations as well as the normal types of activity as identified above in 1. (if teachers are allowed to be in school we will recommend that staff work in school in order to facilitate better support for any technical issues)
4. If a teacher is unable to provide work then solutions will be sought from within the subject team that may include another member of staff setting the work and delivering lessons to a wider audience. This will be done on a case by case basis in discussions with the Head/Deputy Head and HoD. No child should be left without work.

2.1 Teachers

When providing remote learning, teachers must be available between 8.45am – 3.00pm

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence reporting procedure.

When providing remote learning, teachers are responsible for:

› Setting work –:

- Priority – own classes. Staff should seek to provide work for their own class or for individual students either within their normal lesson time (if whole class absent) or by the end of the day if providing work for individuals. In the event of a “bubble” isolating from school but the teacher is not then the teacher should seek to use the same lesson time to provide work and/or be available to discuss work/issues by email or on MS Teams. Should a teacher be isolating too they should still seek to “teach” at the same time as their normal class would have their lesson though this may not be possible so work should be prepared in a similar way to the system the school had in the Summer Term of 2019-20.
- Ideally work should be loaded into MS Teams in advance but there may be times when this is not possible. Teachers need to be as punctual as they can in provision.
- MS Teams is our school wide model for delivery in KS3 and KS4. Resources should also ideally be put into the program as it synthesises with all MS products and emails. Staff and line managers should keep in regular contact to discuss progress/issues to ensure everyone has support if experiencing difficulties. KS5 should continue to be set using Google Classroom or MS Teams.
- Departments may also decide to divide work equitably amongst their team to create specialisms. This is also a good use of resources but different subjects can have different approaches to how work should be provided. Everyone should as a minimum expectation to provide work for their own classes.
- Teachers can decide to “pre-record” their lesson in advance and then upload or they can teach live – this is a decision for the teacher/dept.
- There is an expectation that forms of “normal” teaching time be done with the teacher explaining or discussing concepts/work. These might not last 60 minutes per lesson but would provide a sound basis for students to be able to work and ask for help/guidance/clarification when needed.
- For subjects of a more practical nature, that require pupils to use specialist equipment and/or software, this may not be an easy ratio and professional judgement should be used about what to set/do. Work projects, similar to those set in Summer 2020, would be acceptable given that many students do not have specialist equipment and/or software to be able to access some of the learning activities; for example in Music, PE, DT and Art.
- If a teacher is doing a “live” lesson they should record it for safeguarding purposes only. (no other uses). Failure to record the session could be regarded as a disciplinary breach.

› Providing feedback on work:

- General day to day work should not be marked in the same way as in school.
- Opportunities for students to take part in a myriad of assessment opportunities should be explored from Multiple Choice Questions/Quizzes to discussions online in Teams. Formal assessments should follow normal school policy and be submitted by students on MS Teams. Feedback from staff may take longer than normal. Staff are encouraged to use whole class feedback sheets (Appendix 2) to avoid needing to write individual comments.

› Keeping in touch with pupils who aren't in school and their parents:

- If the teacher is in school it would make sense to record the students logged in on normal SIMS class registers. If the teacher is at home they should keep professional notice of who has not been in touch from classes. If the teacher is at home they should use Edulink to record. MS Teams shows you who is present in the meeting even if it is not a “live” lesson.
- Emails can be used to answer questions from students or parents but only in office hours. There is no requirement to answer emails after 4pm until the next working day.
- Safeguarding concerns should be referred in the normal way to Tracey Watson, Chantelle North or Sharon Japp.
- If students are not handing in assessment work this should in the first instance be followed up by the class teacher by edulink/email/letter or call to parents. If the student continues to not complete work this should be referred to HoD to contact parents preferably by phone.

› Staff Meeting:

- During a full lockdown departments should arrange MS Teams meetings in normal school hours to discuss progress/issues. Once every 2 weeks would be an acceptable requirement for a maximum of 1 hour. Please wear appropriate clothing e.g. Pyjamas are not acceptable. If there is a class or bubble at home normal communication between staff will be sufficient.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between normal contracted hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence reporting procedure. When assisting with remote learning, teaching assistants are responsible for:

› Supporting pupils who aren't in school with learning remotely –:

- TAs should be assigned the student in advance by the SEN Manager.
TAs should take part in the lesson in the same way as if it was "live". They can set up their own individual Teams session to run alongside the main one provided by the teacher. Any interactive sessions should be recorded. TAs can also communicate by email using the normal school email system.
- TAs will be required to take part in meetings with the SEN team at least once per fortnight to discuss issues/progress. This would be virtual using MS Teams. Clothing should be appropriate. Pyjamas are not allowed.
- Location – avoid family areas if not in school.

2.3 Subject/Pastoral leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › determining the content of curriculum to be followed in the case of a "lockdown" or for isolation periods. This should mirror the normal school curriculum and Scheme of work where possible.
- › discussing with their teams the work and its appropriateness. (Dept meeting once per fortnight)
- › In the event of periods of a full year group lockdown, thought and planning with other HoDs on assessment implications to ensure there is not an overload of assessment at the same time.
- › Alerting teachers to resources they can use to teach their subject remotely or help in any way that is appropriate as per normal school.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school – Mark Colton – Deputy Headteacher
- › Communicating with parents/students/staff about the school's Remote Learning provision
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations – all SLT responsible as well as Matthew Shakespeare as ICT Network Manager

2.5 Designated safeguarding lead

The DSL is responsible for:

Dealing with any issues raised by staff, students or parents as per school policy.

2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work (MS Teams)
- › 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
- › Preparing any devices we need to lend out to both staff and students

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time. Expectation should be that they are available as if in normal lessons.
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it – this includes borrowing equipment to use if necessary.
- › Be respectful when making any complaints or concerns known to staff
- › Try to ensure that devices or computers use Microsoft products to join the school systems more easily.

2.8 Governing board

The governing board 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

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact

- › Issues in setting work – talk to the relevant teacher or Head of Department or SENCO
- › Issues with behaviour – talk to the relevant Year Leader – Ms L Atkinson (Y7) Mr N Young (Y8/9) Mrs M Clark (Y10/11)
- › Issues with IT – please email the IT Department at - ict@beverleyhigh.net
- › Staff Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer – Mrs R Mallinson
- › Concerns about safeguarding – talk to the DSL – Mrs T Watson or Mrs C North or Ms S Japp

(all email addresses included in Appendix 1)

4. Data protection

4.1 Accessing personal data

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

- › Use the designated MS Teams set up by school IT staff and/or usual Edulnk, Email systems. Staff must only use their school email addresses as normal.

4.2 Processing personal data

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

4.3 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 (use school equipment that is pre-loaded)
- › Keeping operating systems up to date – always install the latest updates as directed.

5. Safeguarding

Normal school policy

6. Monitoring arrangements

This policy will be reviewed annually as required. At each review, it will be discussed by the C&QA sub-committee.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy
- › Home School Communication Policy

Appendix 1 staff emails

Full Name	Work Email	Subject	Role
Ms L Evans	l.evans@beverleyhigh.net	Art/Photography	Head of Art
Mrs S Jeffery	s.jeffery@beverleyhigh.net	Art/Photography/DT	
Mr S Gouldthorpe	s.gouldthorpe@beverleyhigh.net	Business/Economics	
Mr P Smith	p.smith@beverleyhigh.net	Computing	
Mrs M Clark	m.clark@beverleyhigh.net	Computing/Child Dev/DT.	Head of Computing and Year Leader KS4
Mrs P Colley	p.colley@beverleyhigh.net	DT	Head of Design Technology
Miss S Clark	s.clark@beverleyhigh.net	DT/Art	
Miss H Jackson	h.jackson@beverleyhigh.net	DT/Art	On Maternity Leave
Ms S Hurst	s.hurst@beverleyhigh.net	DT/Art	
Ms L Atkinson	l.atkinson@beverleyhigh.net	English	Year Leader Y7
Miss C Butlin	c.butlin@beverleyhigh.net	English	
Ms A Evans	a.evans@beverleyhigh.net	English	
Mr R McKirdy	r.mckirdy@beverleyhigh.net	English	
Mr M Muralee	m.muralee@beverleyhigh.net	English	Deputy Head of English
Miss L Stamp	l.stamp@beverleyhigh.net	English	On Maternity Leave
Ms L Atkinson	l.atkinson@beverleyhigh.net	English / Media	
Miss L Bevan	l.bevan@beverleyhigh.net	English/Drama	On Maternity Leave
Mrs V Koczy	v.koczy@beverleyhigh.net	English/Drama	Head of English
Miss C Rogan	c.rogan@beverleyhigh.net	English/Drama	
Mr N Young	n.young@beverleyhigh.net	French	Year Leader Y8/9
Mrs L Butler	l.butler@beverleyhigh.net	French/German	
Miss C Gardiner	c.gardiner@beverleyhigh.net	French/History	Assistant Headteacher
Ms L Hancock	l.hancock@beverleyhigh.net	Geography	Head of Geography
Mrs V Thatcher	v.thatcher@beverleyhigh.net	Geography	
Mrs N Harriott	n.harriott@beverleyhigh.net	Geography/Re/History	
Mrs E Shum	e.shum@beverleyhigh.net	German	
Mrs B Lawrence	b.lawrence@beverleyhigh.net	German/French	Head of Modern Languages
Mrs K Richardson	k.richardson@beverleyhigh.net	Government & Politics	
Mrs K Appleyard	k.appleyard@beverleyhigh.net	History	
Miss S Brownell	s.brownell@beverleyhigh.net	History	Assistant Headteacher and Head of History
Mr M Colton	m.colton@beverleyhigh.net	History	Deputy Headteacher
Mrs J Laven	j.laven@beverleyhigh.net	History	Assistant Headteacher
Mrs H Butler	h.butler@beverleyhigh.net	Learning support	SEN Manager
Mr P Cork	p.cork@beverleyhigh.net	Maths	Assistant Headteacher
Mr A Davidson	a.davidson@beverleyhigh.net	Maths	
Mrs V Lunn	v.lunn@beverleyhigh.net	Maths/Science	
Miss O Stammers	o.stammers@beverleyhigh.net	Maths	
Mrs M Walker	m.walker@beverleyhigh.net	Maths	Deputy Head of Maths
Mrs C Brooke	c.brooke@beverleyhigh.net	Maths/Science	Head of Maths
Mr T Shepherd	t.shepherd@beverleyhigh.net	Maths/Science	
Miss A Papanikolaou	a.papanikolaou@beverleyhigh.net	Music	
Miss S Ward	s.ward@beverleyhigh.net	Music	Head of Music
Mrs H Callan	h.callan@beverleyhigh.net	PE	
Miss C Easter	c.easter@beverleyhigh.net	PE	On Maternity Leave

Full Name	Work Email	Subject	Role
Ms C Ombler-Truran	c.ombler-truran@beverleyhigh.net	PE	
Mrs E Owen	e.owen@beverleyhigh.net	PE	Head of PE
Ms R Calcutt	r.calcutt@beverleyhigh.net	PE/Art	Assistant Headteacher
Mrs S Jeffery	s.jeffery@beverleyhigh.net	Photography	
Ms J Forsyth	j.forsyth@beverleyhigh.net	Psychology	
Miss W Butler	w.butler@beverleyhigh.net	RE	Head of RE
Mr M Haughton	m.haughton@beverleyhigh.net	RE	
Dr G Cosquer	g.cosquer@beverleyhigh.net	Science	Head of Science
Mr J Finer	j.finer@beverleyhigh.net	Science	
Dr K Gibson	k.gibson@beverleyhigh.net	Science	
Mrs L Hull	l.hull@beverleyhigh.net	Science	
Miss L Lewis	l.lewis@beverleyhigh.net	Science	Deputy Head of Science
Ms M Reid	m.reid@beverleyhigh.net	Science	
Ms L Wilson	l.wilson@beverleyhigh.net	Science	



Class Feedback Sheet

Class _____

Date _____

Praise

Missing/Incomplete Work

SPAG

Actions

Misconceptions/Advice

Presentation