Remote Learning Policy

Southend High School for Girls Academy Trust

Southend High School for Girls Academy Trust

Governor Policy 28NS	Author: Penny Bowman	Authorised by: Board of Governors
Remote Learning Policy	Date first issued October 2020	Page 2 of 12

Reviewing authority:

Date for review	Reviewed Annually by	Reviewed by Board	A	B	C	Date of new edition
	S&C Committee				*	Oct 2020
May 2022	S&C Committee	24/05/2022		*		16/05/2022
February 2023	S&C Committee	01/02/2023	*			01/02/2023

A = accepted with no amendments

B = accepted with amendments

C = new edition created

Remote Learning Policy

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to students in the event that normal lessons are unable to be delivered face-to-face as usual.

Rationale

- Learning remotely brings its own challenges and opportunities, but it is important to acknowledge that it can never fully replicate a classroom experience.
- Where remote provision is necessary we aim to continue to provide an excellent education to all of our students.
- We want our pupils to be able to benefit from the advantages of remote learning (greater independence, being able to learn at their own pace, more flexibility, being able to pursue their own interests) whilst also providing them with structure and interaction.
- Interacting with each other on-line is no different than interacting face-to-face: we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions.

Remote Learning Provision

- We use Microsoft Teams as our main platform for facilitating remote learning especially Live Lessons. Zoom is not to be used for live streamed lessons.
- SatchelOne (previously known as Show My Homework) is used to communicate information about homework to students and parents. All homework is set on SatchelOne.
- Other online platforms, which the school subscribes to, such as Kerboodle, Seneca, Hegarty Maths, Quizlet, Piazza etc are used as will such applications as PowerPoint, Youtube etc to supplement the remote provision offered.
- Students who are absent for medical reasons supported by ITS (Interim Tuition Services) may have remote learning facilitated by an in class robot.
- Online communication between staff and students is via Microsoft Teams, school email, SatchelOne or SIMs In Touch.

Situations where this policy may apply

Situations where this policy may apply include :

- A student who is absent from school for 3 or more days for pre-agreed reasons e.g. taking part in a school excursion.
- Student exclusion.

- Students who are unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- An extended period of school closure or restrictions on attendance, where school access for pupils is restricted.
- Revision lessons provided during study leave for examination cohorts.
- Individual cases where a pupil is unable to attend school but is able to learn.
- There is industrial action by teaching unions.

This policy does not apply to situations such as :

- A student who absents themselves from school without prior authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time.
- A parental decision to absent their child as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

During a period of school closure, SHSG is committed to providing continuity of education for its students. As such we will aim to provide continued learning for our students during a period of closure in the following ways:

- Morning registration live on Teams at 8.40 am by Form Tutor and recorded onto SIMs. Where a Tutor is absent the Head of Year/SLT link or Associate Tutor will step in.
- A 'live' check in at 3.45 by the tutor with their tutor group via Microsoft Teams.
- The provision of relevant written and learning work for each subject area and each year group which enables students to make progress.
- Work set, submitted for assessment and assessed through a combination of Microsoft Teams, SatchelOne and other electronic learning platforms specific to departments. (Teams for classwork / SatchelOne for homework).
- Live instruction where appropriate and relevant to do so via Microsoft Teams, but as a minimum starting off and ending a lesson in order to allow contact with teachers in 'real time' and provide students with an opportunity to ask questions.
- The opportunity to have their work assessed by their teachers and receive feedback on it via Microsoft Teams, SatchelOne and any other relevant electronic learning platform used by specific subject areas.
- Students and staff will follow their timetabled lessons and work to a normal school day.

Where there is a significant number of a Year Group off school for a prolonged period of time:

- The Form Tutor will do the daily register at 8:40am live on Teams from their classroom with those in school and those at home joining via Teams
- Where a Form Tutor is absent the Head of Year / link SLT or associate tutor will conduct the registration
- A 'live' check in at 3.45 by the tutor with their tutor group via Microsoft Teams
- Lessons should be delivered remotely via Microsoft Teams as per the requirements above. In such an event, teaching staff may teach 'live' from classrooms.

A straightforward model for this situation would be :

- Work is set on Teams, for example, at the start of the week, and the homework for that week is on SatchelOne.
- Students then follow their timetable to decide when they complete the work.
- If a member of staff is also delivering live lessons, they can join in with the lesson and ask questions for support.

Where school remains open and working as normal, but an individual student or individual students is/are unable to attend lessons as normal for a period of 3 or more days, but is / are otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance, the school will provide the following:

- The Head of Year will request that subject teachers provide suitable tasks for students which cover what is being taught in 'normal' face to face lessons via Teams and at the start of the week with homework posted on SatchelOne.
- If an absence of this sort continues for more than a week, additional work should be posted on Teams and / or SatchelOne as appropriate.
- It is at the individual Teacher's discretion as to whether they deem it appropriate and practical to provide access to the 'normal' face-to-face lesson 'live' for the absent student/s via Microsoft Teams.
- The Director of Faculty and / or Head of Department has responsibility for ensuring that work appropriate for remote learning is set by their staff during this period.

Please note there should only be limited circumstances when a student is unable to attend school but is able and well enough to continue their education remotely. These circumstances should only involve a short-term absence and might include students recovering from short term infectious illnesses, pupils preparing for or recovering from some operations or pupils recovering from injuries where attendance might inhibit recovery. In some exceptional cases these circumstances might also include students whose attendance has been affected by SEND or a mental health issues. In these circumstances and after the student's absence from school has been established, school should consider providing students with remote education on a case-by-case basis. This should be part of a plan to reintegrate the

student back to school and only when it is judged that providing remote education would not adversely affect the student's return to school. In such cases provision of remote education should be used as a short-term solution allowing students to keep on track with their education and stay connected to their teachers and peers. Remote provision, however, should not be viewed as an equal to attendance in school. School should work in conjunction with the student, parents, carers and if appropriate medical professions to overcome the barriers to attendance and provide support for the student to reintegrate into school as soon as possible.   Students with long term medial conditions or any other mental health needs affecting attendance may require additional support to continue their education

In the limited circumstances when the school may decide to provide remote education for an individual student when they are absent the following will be considered:

- Where remote education is being used as part of a plan to reintegrate the student back into school a formal arrangement will be put in place to review efficacy regularly alongside identifying what other support and flexibilities can be put in place to help ease the pupil back into school at the earliest opportunity.
- Setting a time limit within which the period of remote education provision should be reviewed with the aim that the student returns to in person education with the required support in place to meet their needs.

Examples of this at SHSG may involve liaison with ITS (Interim Tuition Services) for students to use robots in class and/or the use of MH1 to support individual students.

Remote Education during a suspension or permanent exclusion : as outlined in the Suspensions and Permanent Exclusion guidance, we will take steps to ensure that work is set and marked for students during the first five days of suspension or permanent exclusion using MS Teams, SatchelOne or any other relevant online learning platform.

Any provision for remote learning to achieve these aims assumes that students and staff have access to the internet at home. All staff are provided with Laptops or IPads which they can use to access any of the services by which remote learning will be provided. However, we cannot assume that everyone has access to printing facilities at home, so any work set and submitted for assessment will be entirely electronically set and distributed. The only exception to this is where departments have already produced individual workbooks for students to work from.   Where possible school will remain open for staff to deliver lessons remotely from their classrooms during a period of whole school closure.

Where it is ascertained that a student does not have access to a device which supports the use of Microsoft Teams the school will make available the use of a laptop.

Remote education during industrial action by teachers.

Where there is industrial action by teachers and there is either a whole school or partial closure students will be directed to spend time working on consolidating their knowledge and understanding by revisiting material on their subject specific MS Teams or subject related online platforms. Teachers who are not engaged in industrial action will be required to set work on MS Teams and/or SatchelOne for students.

Staff illness during school closure

When staff are unwell during a period of school closure, they should notify the school by emailing cover@shsg.org and copying in their Head of Department/Director of Faculty/Head of Year by 8am. If they are able to set work then they should do so, otherwise responsibility for work falls to the Head of Department / Director of Faculty or any other designated colleague.

Pastoral care during school closure

SHSG is committed to providing exemplary pastoral care and this will continue during any period of school closure or remote learning. During such periods the normal channels of communication regarding pastoral care remain open; students can contact their Form Tutor, Head of Year, Pastoral Support Officer, Designated Safeguarding Lead or indeed any member of staff, should they prefer, via school email or Microsoft Teams. Morning registration will happen via Microsoft Teams and will be logged on SIMs.   In addition, regular wellbeing checks will take place via email and/or phone call by Form Tutors and virtual assemblies will be made available to Year groups.

Safeguarding during school closure

Keeping children and teachers safe during remote education is essential. During any period of school closure the Safeguarding and Child Protection Policy still apply as does the Staff Code of Conduct, the ICT Acceptable user Policy and Behaviour Policy. This policy takes into consideration Guidance on keeping children safe in education to ensure that our young people are kept safe online and that safe remote education including virtual lessons and live streaming are supported.

Reporting concerns during school closure

All staff should continue to act immediately in line with the SHSG Child Protection Policy if they have any concerns about a child or a young person's welfare, whether the child or young person is physically in school or learning from home. Please refer to the most up to date Child Protection Policy.

Responsibilities during a school closure

During a period of school closure, partial or complete:

a) The role of the Head of Faculty and Head of Department is

- to ensure that their staff are setting appropriate work for remote learning via Microsoft Teams / SatchelOne and other subject specific electronic platforms e.g. Hegarty Maths.
- to ensure that their staff are setting homework on SatchelOne.
- to ensure that staff are assessing students work and providing feedback as appropriate.
- to provide support and guidance where relevant and necessary to staff and students.
-

b) The role of the teacher is to ensure that

- all tasks for lessons are set on Microsot Teams and homework on SatchelOne.
- students follow timetabled lesson.
- feedback is given regularly and as appropriate.

c) The role of the Head of Year is

- to ensure that regular well-being checks happen by the form tutor.
- liaise with Pastoral Support Officers regardig attendance, well-being & safeguarding issues.
- to communicate whole school procedures and information with the Year group.
- liaise with parents / guardians as appropriate.
- liaise with the DSL as appropriate and external agencies as appropriate.

d) The role of the Form Tutor is

- to do the daily register at 8:40am live on Teams and record this onto Sims.
- to do a check in at 3.45pm 'live' via Teams with their tutor group.
- to make weekly well-being checks via email and where necessary make pre-arranged well-being phone calls to their tutees.

All students should receive a weekly well-being phone call. The Form Tutor is not expected to do all of these each week. Non-teaching staff will support with this.

Expections for 'Live Lessons' during a period of school closure

'Live lessons' will take place where :

- the member of staff has been consulted.

- the member of staff offering the live lesson has undergone training in the delivery of live lessons.

- it represents the most effective means of delivering a particular learning objective and significantly enhances the learning.

Live lessons will not be used for performance management.

Live lessons will not take place when schools are fully open or during evenings, weekends or school holidays. The exception to this is when large groups of students are not in school, and the individual member of staff deems it appropriate and practical to deliver all or part of a lesson 'live.'

Live lessons will only take place between the hours of 8.30am-3.30pm as per the usual working day.

During a complete closure or a partial closure it is expected that, as a minimum, all remote lessons will start off 'live' on Teams and that the individual teacher will also conclude the lesson 'live' on Teams.

During a complete closure it may be possible for teachers to deliver remote lessons in school in their classroom.

During a partial closure where a specific year group is out of school, teachers may deliver remote lessons in a classroom in school.

Teams Meetings for live-streamed lessons

- Teams meetings can be used with audio or with visuals.

- Teams meetings can be used for online lessons provided there are more than 2 people present (1 teacher and 2 students or 2 teachers and 1 student). The reason for this is to safeguard the teacher and student against any inappropriate visuals that may be seen.

As visuals are possible there could be an instance where the teacher notices something inappropriate in shot of the student, for example, they may be taking the meeting in their bedroom, which is not permitted. This publicly gives the teacher the opportunity to deal with the situation.

- Live lessons in Teams Meetings must not be recorded when in a complete closure situation and staff are delivering from home.

- If staff are delivering from a classroom, the lesson may be recorded to share with students who are not in school provided that the camera is solely on the

teacher throughout the lesson and the whiteboard and that no other student can be identified from the lesson e.g. do not call students by their names.

- Any 121s conducted on Teams must not be recorded and are to be conducted through the Teams meeting function as an audio only meeting and not the Teams audio phone call function. This is because in Teams meeting function the settings for the call can be controlled by the member of staff and set in advance of the call.

    - The teacher and student must ensure that the background is blurred, if this function is available, in case the video button is accidentally pressed.

    - Both staff and student should cover their camera with tape / blu-tack / camera cover as an extra precaution.

    - The student should be advised to switch the camera off when they join the meeting.

    - The teacher switches their camera off when they join the meeting.

    - The teacher sets 'incoming video' to off - so even if the student does switch their camera on, the teacher will not see anything

    - Consent is requested from the parent to confirm their child can meet with the teacher for a 121 session.

    - 121 peripatetic music lessons are to be conducted through Practice Pal Music.

Phone Calls through Teams

Teams audio phone calls must not be used to conduct 121s with students for any purpose. This is because the member of staff cannot control the settings in this function and therefore prevent students from screen sharing and/or recording the meeting.

Guidance for Teachers for 'live streamed' lessons
- Teachers will be dressed appropriately and remain professional throughout the live lesson.
- Language should be professional and appropriate at all times.
- Any form of group email communication to parents will be made using SIMS InTouch.
- Student communication will be via Microsoft 365 using Microsoft Teams or school email and for homework via SatchelOne.
- Communication between teachers and students via email will be between usual working hours, 8am-6pm Mon –Fri. Both teachers and staff can,

however, post on relevant Teams channels whenever to allow for flexibility in terms of uploading work, posting assignments and providing feedback. It is up to the individual teacher's discretion as to whether they respond to queries via Teams outside of usual working hours.

- Teachers should notify students of the date and time of the live lessons via email, Teams or adding it to the class timetable on SatchelOne.
- Teachers should schedule and join the meeting, where possible, five to ten minutes prior to the lesson time to ensure that they are the first person in the meeting. The Teacher should set permissions to ensure that students cannot override the lobby and enter the live classroom before the teacher. Where a teacher is teaching back-to-back lessons, they should start the lesson as soon as possible and be the first in the classroom to admit the students, holding them in the lobby first.
- Teachers should also ensure that they are the last to leave the meeting by clicking on 'end meeting.'
- At the beginning of the lesson the teacher is to share a welcome message, which details the rules and conduct for the live lesson and take a register by checking the participant list.
- Students should join with their video turned off (any who have not can be reminded and removed for the meeting if necessary).
- Teachers are to ensure that notifications are turned off if screen sharing and that any tab, which is open in their browser, is appropriate for the lesson.
- Teachers are to ensure that any files are open and ready to use prior to screen sharing.
- Live lessons will only occur with a minimum of three people present, including at least one teacher, e.g. 2 students and 1 teacher or 2 teachers and 1 student. The exception to this is 121s for EPQs, with academic intervention teachers and peripatetic music lessons. Guidance for the conduct of the 121s is in the section 'Teams Meetings.'
- Live Lessons will not be recorded.
- During the lesson teachers must ask students to turn off their webcams and mute their microphones when not speaking; for A level and smaller group tutorial type sessions it is acceptable for students to have their webcams on if instructed by the teacher, but safeguarding protocols must be adhered to.
- Teachers will ensure that no other family members are on view of the camera if they use this function.
- Teachers will ensure they conduct all videoing where they appear with a plain / neutral background and in an appropriate part of the house. Nothing personal should be displayed.
- Teachers may engage in one-to-one chats on Microsoft Teams to provide individual support and feedback and /or using school email and SatchelOne only. Communication must remain professional and appropriate at all times.
- Group chats may be used to facilitate discussion within a lesson; these should remain professional and appropriate at all times. Only school-based topics should be discussed.

Guidance for Students for 'live streamed lessons'

- Students should refer to the ICT Acceptable User Agreement that outlines clear expectations of student behaviour when using a school approved system such as Microsoft Teams as well as the School Behaviour Policy.
- Students should not join a meeting before the scheduled start time without the teacher present. Students should be held in the lobby.
- Students should be ready and waiting at the starting time of the lesson – this means work out ready, with writing equipment ready.
- Language within remote learning must be professional and appropriate. Students must pay attention to grammar and spelling and avoid 'text talk' and slang.
- Students must be dressed appropriately for the duration of the live lesson.
- Students should join the live lesson with their video turned off and microphones on mute.
- Student microphones must be kept muted unless directed otherwise by the teacher.
- The camera facility must be disabled unless instructed otherwise by the teacher.
- Students must not attempt to adjust the settings put in place by the teacher.
- Students must not record or capture/screen grab content from the live streamed lesson.
- If a student is asked to share their screen they must ensure that background images are neutral, message notifications are off and tabs open in the browser do not contain personal information.
- Students may post questions in the team group chat during the live lesson and/ or use the hand up facility. These functions must be used in a responsible way.
- Conversations between teacher and student individually can be via email or one to one chats via Teams as both can be monitored. Communication must remain professional and appropriate at all times and focussed on school based topics.
- Group chats may be used to facilitate discussion within a lesson; these should remain professional and appropriate at all times. Only school-based topics should be discussed.
- Students should remain in a public part of their house wherever possible.
- Devices should not be used in the bathroom, bedroom or anywhere in the house parents have not permitted.
- Students must leave a meeting / lesson if there is no teacher present e.g. in case of a power cut or loss of WiFi by the teacher.
- Students may have their school Teams account suspended temporarily if they behave inappropriately.
- Communication between teachers and students via email will be between usual working hours, 8am-6pm Mon –Fri. Both teachers and students can, however, post on relevant Teams channels whenever to allow for flexibility in terms of uploading work, posting assignments and providing feedback. It is

up to the individual teacher's discretion as to whether they respond to queries via Teams outside of usual working hours.

Guidance for Parents supporting remote provision including live streamed lessons.

- Parents should ensure their child is appropriately dressed for sessions.
- Parents should ensure that their child is aware of the need to behave in a live streamed lesson in the same manner as would be expected in school. Students are expected to abide by the usual student code of conduct expectations.
- Parents should be aware of the consequences for inappropriate behaviour.
- Parents should ensure that their child attends the live lesson in an appropriate part of the house taking into account background noise.
- Parents should ensure other family members are out of camera shot if the video function is being used and do not contribute to the live lesson.
- All parental communication with staff must follow the usual procedures and channels. Parents are not to request to speak to a teacher at the end of a live lesson.
- Parents should ensure that filters are used to block malicious sites and that they have set up age appropriate parental controls on digital devices.
- Parents should check to whom their child is talking online.

Use of shared resources

We expect that all resources shared by members of staff are only used as directed and on the platforms provided by Southend High School for Girls. In particular, if resources are shared, including audio and video, students must not:

- take screenshots
- share content outside of the Team
- record any part of a lesson or video
- post any content on to another site/platform
- share any of the resources outside of the school

Sanctions during periods of remote provision

All students at the school sign an ICT User Agreement, which enshrines the principles around the appropriate use of school systems. This user agreement extends to systems used for remote learning such as Microsoft Teams.

All students have been provided with guidance /protocols (as have parents) regarding the use of specific technology . This guidance contains clear expectations of student behaviour. Any student found in breach of the ICT User Agreement whilst

not on the school site, but using an approved school system inappropriately, such as Teams, will be subject to sanctions in line with the School Behaviour Policy.

Inappropriate use of a remote learning platform such as Microsoft Teams would include :

- using the systems in a way it was not intended.
- actions, either intentional or unintentional, which cause harm of stress to a third party.
- use of any language considered inappropriate.
- engaging in malicious communications of any sort.
- any actions which would breach our Anti-Bullying Policy.
- communicating with students through the system in a way not relating to earning set by the teachers.

Where such incidents of misbehaviour occur, teachers will report it to Heads of Year and Senior Staff.

In the event of unacceptable conduct we will continue to use a 'stepped approach' to sanctioning behaviour. This may include:

- direct contact with the student with reminder of the rules.
- removing students from live Meetings.
- limiting student contribution rights in Teams.
- removing student access to live Meetings.
- contact with parents or carers by class teacher, Director of Faculty, Tutor or Head of Year.
- removing student access to any/all shared resources.
- upon our return to normal school life sanctions may be administered in light of student conduct during our period of closure.

Reviewed Feb 2023

PMB