



High Bank JIN School

Remote learning policy

Written by: K Chubb December 2023

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Remote Learning

Remote learning applies to:

- Pupils who are absent from school for a long period of time but are able to access learning.
- All pupils if we are directed to provide remote learning by the DFE or the local authority.
- If school has to close due to an emergency situation

Roles and responsibilities

Class teachers will:

- Monitor their registers on Integris for pupils who are absent.
- Set work as closely linked, where possible with the work pupils will be / would have been completing if they were in school. We will invite the absent pupils to attend lessons alongside their class through the use of Teams, where appropriate, providing work for absent pupils through the TEAMS, email or through purple Mash
- Email the work to those pupils who require it via their class email address
- Answer email questions from pupils / parents on their class email address or TEAMS Tapestry within school hours
- Complete face to face well being checks- if appropriate, this may be with the class teacher or TA.
- If necessary, communicate with a member of SLT if they need support or guidance with an email received from a parent or pupil. The member of SLT may contact the parent or pupil directly.
- Provide feedback on the work returned to them.
- Attend virtual meetings with members of the school staff if required.

Education Teaching Assistants will:

- Support in lessons as normal.
- Attend virtual meetings with members of the school staff if required.
- Provide absent pupils with Team lessons if appropriate to do so.
- Be available to support pupils with their work through their email address if questions or queries are forwarded from class teachers.

Members of Senior Leadership will:

- Coordinate the remote learning approach across the school.
- Inform teachers that they need to / if they need to provide remote learning.
- Liaise with class teachers to make sure that all pupils mentioned in the Remote Learning section of this policy are receiving work.
- Support staff in delivering live lessons with advice, crib sheets and help if needed.
- Monitor the frequency, quality and consistency of live lessons throughout school.
- Ensure that pupils, families and staff receive well being support in line with the schools well being policy.

DSL / DDSL / SENCO will:

- Be available during their normal working hours to aid and support members of the school staff with home learning, enquires from pupils / parents or issues that arise from communication with teachers and parents.
- Collect, collate and distribute any information required by members of staff in relation to pupils during their absences from school.
- Contact pupils / parents via email or phone if asked to do so from a member of SLT.

The School's Governing Body will:

- Have a good understanding of the home learning that the school is offering.
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- Will hold the school to account for their actions when implementing this policy.

Live Lessons

Live lessons will look like:

- An individual or group of pupils who are absent joining their class via TEAMS to take part in their learning
- A teacher who is absent, joining their class, who are in school, for 'live lessons' via TEAMS
- A teacher/TA and the whole class, who are absent, joining lessons via TEAMS from home.

SLT will invite children who are absent to part in assemblies via TEAMS if appropriate.

When providing live lessons teachers will:

- Use TEAMS to set up the lessons in advance
- Set up the meetings so that all participants enter the waiting room prior to being admitted into the lesson.
- Mute any pupils' accounts where background noise is causing a distraction or a safeguarding / privacy issue.
- End the meeting for all once the lesson has finished.
- Report any problems / concerns to a member of SLT/DSL as soon as possible after the lesson.
- Keep a register of pupils who have attended live lessons from home.
- Use class email addresses to contact parents of children if they are not engaging in live lessons/home learning
- Inform a member of SLT, within 48 hours, if a child is not engaging in live lessons / home learning
- Record any lessons or meetings which take place with only the staff member and pupil / family. Prior to these sessions the staff member needs to gain emailed consent from the parent to record the meeting and log this on CPOMS.
- Save all recordings on the server.

When providing live lessons Education Teaching Assistants will:

- Work with pupils who are in class if possible.
- Aid the class teacher in the delivery of the lesson.
- Support pupils with their home learning if directed to do so by the class teacher, the SENCO or a member of SLT.

When providing live lessons, whilst working from home, staff will:

- Ensure they are suitably dressed, following the staff code of conduct
- Work in a quiet area with no distraction and where other members of their family cannot be seen on camera and cannot see the staff member's screen
- Ensure any confidential discussions take place in private, away from other family members
- Lock their computer screen whenever it is not in use
- Make sure confidential / personal information is stored securely (in line with school policy)

During live lessons pupils and parents will:

- Make sure that the name on the video link matches the child's name in the class – teachers will not be permitted to allow names or device names they do not recognise into live lessons.
 - Arrive promptly (ideally a few minutes in advance) for the lessons to allow learning to take place on time – meeting rooms will be locked 5 minutes after the start time of the lesson.
 - Be in a sensible, quiet place to work – background noise comes through the school's speakers and conversations etc. can be heard by the class – for this reason it may be necessary for the teacher to mute certain participants
 - Be prepared for the lessons with writing materials and any other equipment or resources required as explained by the class teacher in their emails.
 - Be seated in an appropriate space / room for learning.
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- Be suitably dressed to join a school lesson (comfortable clothing – no nightwear).
- Follow the School and Class Rules as if they were in a 'normal lesson'.
- Avoid eating and drinking whilst on a zoom lesson (water bottles are permitted).
- Ensure a parent is sat with the pupil/child (Early Years / Key Stage One) or can hear the lesson taking place (Key stage Two).

When school is providing live lessons, Senior Leadership Team will:

- Monitor the use of the TEAM accounts to spot any possible problems.
- Have an overview of the live lessons taking place each day.
- Be on standby to aid in any technical problems teachers may have.
- Be on standby to aid any behavioural / pastoral problems teachers may have.
- Provide a crib sheet to aid with the delivery of live lessons.
- Evaluate the effectiveness of live lesson teaching.
- Contact parents of children who are not engaging in live lessons to offer support / guidance.
- Drop in to live lessons to monitor the conduct of staff working at home.
- Monitor TEAM recordings or lessons.

When school is providing live lessons, Designated Safeguarding Lead will:

- Follow up on any safeguarding concerns raised by the teacher or a parent.

Who to Contact

Parents / pupils

- Issues with the work set – Contact the class teacher via the class email.
- Not receiving the work being set – Contact the class teacher via the class email. If this does not work contact the school office either by phone 01274 875330 or email.
- Issues that are not being rectified by the class teacher – Contact the Headteacher – head@highbankshool.co.uk

Staff

- Issues setting work – Contact SLT
- Issues with IT systems or websites – Contact the IT Technician - Dom.
- Issues with their work load or well-being – Contact the HT
- Issues with Data Protection – Contact the HT or the School Business Manager.
- Issue with contacting a parent / pupil – Contact the School Business Manager or the HT.
- Concerns with Safeguarding – Contact the HT (DSL) or DDSL

Data Protection

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Integriss using a secure password. Do not share any details with third parties and ensure Integriss is logged off when not in use.
- SLT have the ability to locate personal details of families when required through securely accessing Integriss. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's only devices to be used when accessing any personal information on pupils.
- In line with the school mobile device and acceptable use policy, staff will ensure that computer screens are locked when they leave the room.

Sharing Personal Data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

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).
- Making sure the device locks if left inactive for a period of time.
- Any programmes / software which contains personal information are closed when not in use.

Use of Staff Personal Phones

Where ever possible staff need to use a school device or school mobile. However, if a member of staff needs to use their personal phone to contact a parent, they must withhold their number. To do this:

- On a landline or mobile – dial 141 before dialling the number required.
- On a mobile device:
 - Android – open phone call function. Click the three dots in the top right. Click settings. Click calls. Click additional settings. Click caller ID. Click Hide Number.
 - Iphone – Click settings. Click Phone. Click Show my caller ID. Unclick the slider.