Kirkleatham Hall School

Remote and Home Learning Policy

January 2021

Aprroved by:	Paul McLean	**Date:**	January 2021
Last reviewed:	N/A		
Next review:	January 2022		

Contents

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school be it for self-isolation, school closure or long term illness that does not impact the students ability to engage with learning
- Set out expectations for all members of the school community with regards to remote and home learning for those students that are able to cognitively access it
- Students that are unable to .cognitively access remote or home learning will receive alternative resources and advice and guidance will be shared with parents/carers as to how they can use the resources to support learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

Kirkleatham Hall School is a special school, our pupils are aged from 2 – 19 years. We believe that every person is important and has a part to play in making us a special school. It is through this belief that we aim to promote equality of opportunity for pupils. Led by the individual needs of each child, our expert and enthusiastic staff believe in 'Unlocking Potential'. They do this by providing a personalised approach to learning for pupils, all of whom are constantly challenged and encouraged to achieve their best.

- If we have not already obtained them class teachers will communicate with families to request email addresses or in some cases in our school FE department many of the young people have school email addresses and therefore there will be a check if they able to access them.

- The IT specialist will work collaboratively with class teachers of those students that can cognitively and physically access remote learning via technology routes and teachers will communicate directly with the families of those that cannot.

- For those who cannot independently use technology, teachers will provide physical work packs where appropriate, videos to follow or ideas on the school website for families to explore at home with their child.

- Senior Leaders and phase leaders will liaise with teaching staff to identify which students require access to remote learning using technology.

- Senior Leaders will monitor the impact of remote learning and will work collaboratively to ensure that best practice is shared. They will ensure that parents and students feel supported whilst their child is not able to attend school.

2.1 Teachers

When providing remote learning, teachers will specify their availability to facilitate remote learning and communicate this with families and students.

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 procedure.

When providing remote or home learning activities teachers will ensure that those students that can access remote learning or home activities materials are provided with them and that they are regularly communicated with to ensure that students have sufficient work/challenge.

Teachers are responsible for:

- Setting work and/or providing access to resources – for students in their bubble (where appropriate) :
    - Ensuring that the amount of work they need to provide is sufficient to meet the needs of the students in their care
    - Some work will be delivered live either through Teams or Zoom.
    - Some work will be delivered via the school Facebook Account using videos linked to You Tube.
    - As work is set in bubbles and is pitched to the individual needs of the student, teachers will coordinate, if necessary with their colleagues to ensure that pupils with limited access to devices can still complete the work.

- Providing feedback on work:
    - Where possible completed work will be shown on screen in live sessions

- Completed homework packs from pupils could be left at reception for the teacher, or they can be returned to school once remote learning period has ended. In the FE department files will also be left with families to return work to school when packs are delivered. The teacher will be in regular communication with the student/family at home and can supply further home working packs/activities if this is required.
- Feedback to students will be given during the regular contact or through remote learning sessions on Teams/zoom where appropriate.

- Keeping in touch with pupils who aren't in school and their parents:
  - Teaching staff will monitor the contact to their families, this contact will be done by the remote learning team, where possible this will be done weekly (although maybe more depending on need) and parents and children should be spoken to (where again this is possible). This contact is recorded on the system.
  - Teachers will also be contacted by families via email. Teachers are not expected to reply to emails etc outside of their normal work hours.
  - Should a teacher/staff member receive any complaints or concerns shared by parents and pupils they must inform a member of SLT immediately.
  - Safeguarding concerns must follow the usual procedures and be recorded on CPOMs. The DSL or Deputy DSL's must be informed as soon as is reasonably possible.
  - Teachers will work collaboratively with families to help support them to work/complete tasks with their child.

- Attending virtual meetings with staff, parents and pupils:
  - Staff will adhere to an appropriate dress code when delivering any remote learning
  - Teachers will carefully consider the location of where they conduct their remote learning session (e.g. avoid areas with background noise, nothing inappropriate in the background)
  - Teachers may be able to link to the student at home and involve them in the live lesson that is taking place in school and will do so if this is possible and appropriate.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal contracted working 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 procedure

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely and with homework packs:
    - Senior Leaders/Middle Leaders will assign students and tasks to conduct to create home learning packs
    - Senior leaders/middle leaders will assign students and families for teaching assistants to contact regularly and report back to the teacher.
    - Teaching assistants will drop remote learning packs to families where appropriate

- Teaching assistants know that should they be required to attend virtual meetings with teachers, parents and pupils:
    - To wear appropriate attire
    - To carefully consider the locations from where they will host the meeting (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants are also working in school, where possible roles and responsibilities will be shared within a team bubble.

2.3 Middle Leaders

Middle leaders will liaise regularly with their phase team and will:

- Consider whether any aspects of the curriculum need to change to accommodate remote learning
- Working with teachers teaching their bubble remotely or by homework packs, to make sure all work set is appropriate and consistent.
- Will update SLT on progress with remote learning tasks set and share any issues and challenges.
- Monitor the remote work and homeworking set by teachers in their bubbles through discussion and planning meetings.
- Alerting teachers to resources they can use to teach their bubble remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning and homework packs approach across the school

- Monitoring the effectiveness of remote learning and homework packs by holding regular meetings with teachers and reviewing work set or reaching out for feedback from pupils/families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring staff and student welfare.

2.5 IT staff

IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- 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

2.6 Pupils and parents

Staff can expect pupils learning remotely or accessing home working packs to:

- Be contactable during the school day and time will be limited when using a device
- Complete work to any deadlines set by teachers where appropriate
- Seek help if they need it, from teachers or teaching assistants
- Alert if they're not able to complete work where appropriate

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
- Be respectful when making any complaints or concerns known to staff
- Engage in communication with school including welfare calls, deliveries of packs to the home, social groups, individual sessions with staff on line (where appropriate)

2.7 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote and home working pack 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 or homework packs, contact the following individuals:

Issues in setting work – talk to the relevant phase lead, family welfare officer or SLT

Issues with behaviour – talk to the relevant SLT

Issues with IT – talk to IT technician, Lee Rudd

Issues with your own workload or wellbeing – talk to your phase lead or SLT

Concerns about data protection – talk to Steven Harrison or Lee Rudd

Concerns about safeguarding – talk to the DSL (Paul Gribbon), Paul McLean or a member of the Safeguarding Team

4. Data protection

4.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server on school's IT network
- Identify which devices they will use to access the data and staff will only use permitted school devices to do so

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers etc 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

Antivirus and anti-spyware software is installed on school devices

Lee Rudd ensures that operating systems are up to date and that the latest updates are always installed on school devices

5. Safeguarding

The safeguarding policy is available for staff on the school system.

6. Monitoring arrangements

This policy will be reviewed bi-annually by DHT Paul Gribbon and AHT Vicky McDermott. At every review, it will be approved by the Head Teacher, Paul McLean and the full governing body.

7. Remote Learning during lockdown (Addendum)

This section has been added as an addendum to the original remote learning policy. The purpose of this is to stipulate what is considered appropriate actions for staff based on current lockdown laws.

- Staff will not have unnecessary travel. However, as part of the remote offer some travel can be deemed necessary. This list is not exhaustive and risks will be determined on an individual basis but includes at this time:
    - The delivery of food parcels to families.
    - Travelling a short distance either from home or from school in order to create home learning resources.
    - Meeting certain students for socially distanced walks.
    - Travelling to and from work.
- Staff will socially distance wherever is possible. Remote learning staff may be placed in paired bubbles, however where it is possible to socially distance then staff should do so.
- Paired bubbles will not enter each other's homes or gardens.
- Paired bubbles can meet outside of school, during work hours, provided that their meeting is work related, that they are socially distanced and that the distance of travel is deemed appropriate by the Headteacher.
- If staff wish, they are allowed to use their own children in videos, however this is up to the the staff member, we would strongly discourage the use of children's names in comments and on the videos.