

# REMOTE LEARNING PROTOCOL

Policy author	Rebecca Goddard
First review date	4 January 2021
Last reviewed	4 January 2021
Review frequency	Annually
Next review date	3 January 2022
Approved by	The MILL Executive

## Contents

1. Aims
2. Roles and responsibilities
3. Remote Learning
4. Continuity of Education in event of a full school closure
5. Remote Learning Practice and Recommendations
6. Safeguarding
7. Links with other policies

### 1. Aims

This protocol is to ensure the ongoing education of pupils under unusual circumstances. This protocol will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. Using existing school systems (Microsoft Office 365 and, specifically, Teams in our secondary school, and Loom in our primary schools) means this provision can be put into place quickly and pupils only need their login details for their school email.

The government has set out the following expectations regarding setting work:

- Key Stage 1: 3 hours per day on average across the school cohort, with less for younger children
- Key Stage 2: 4 hours per day
- Key Stages 3 and 4: 5 hours per day

Schools are expected to:

- have systems for checking whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate

### 2. Roles and responsibilities

The Deputy Head: School Improvement and School Leader: Teaching are responsible for formulating and overseeing The Henry Box School's Remote Learning Policy.

Headteachers are responsible for formulating and overseeing Primary School's Remote Learning Policies.

Teachers are responsible for providing access to high quality work and feedback using Teams, Satchel One, Tapestry, EdLounge, Third Space Learning, Ruth Miskin Portal, Oxford Owl and TT Rockstars/Numbots.

Faculty/Assistant School Leaders working with teachers are responsible to make sure all work set is high quality, appropriate and consistent.

IT staff are 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 and assisting pupils and parents with accessing the internet or devices.

The Designated Safeguarding Lead (DSL) is responsible for ensuring that remote learning is in line with the Safeguarding and Child Protection policy.

The Trust Board are responsible for monitoring the schools' approach to providing remote learning to ensure education remains as high quality as possible and ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### 3. Remote Learning

The steps below are already in place at The Henry Box School. The Henry Box School will be proactive in ensuring that:

- Staff set up Teams for each of their classes, including their tutor group
- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive Teams refresher sessions
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

The Henry Box School will ensure that staff are supported in the development of the above framework by:

- Allocating professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period

Staff should ensure that they:

- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. key textbooks
- That they have access to a suitable device for home use and if this is not the case then staff should alert the Remote Learning Leads

At the Primary Schools lessons are placed on Tapestry for children in Early Years and Satchel One for children in Year 1 to Year 6. The Primary Schools will be proactive in ensuring that:

- All staff have access to their respective platform; tapestry or Satchel One
- Staff will receive ongoing support to use the platforms effectively
- Parents will receive ongoing support to use the platforms effectively
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

Parents of any student in the Trust - if you have no suitable online access at home (either internet connection or hardware such as a laptop) please contact [rgoddard@henrybox.oxon.sch.uk](mailto:rgoddard@henrybox.oxon.sch.uk) as we have some capacity to lend devices and dongles.

#### **4. Continuity of Education in event of a full school closure**

The Henry Box School will make provision for remote contact with pupils on a daily basis as outlined below:

- Pupils will have access to work which follows the normal curriculum as far as possible, and allows them to continue to make progress while at home
- This work may take the form of a live Teams lesson for a full hour, a partial Teams lesson to explain and instruct, a pre-recorded Loom lesson, or work set via Satchel One
- Homework will be kept to a minimum at Key Stage 3. This is in order to reduce screen time, and to acknowledge that remote learning can feel more tiring
- At Key Stage 4 and 5, teachers will use their professional judgement regarding homework to ensure students are staying on top of the curriculum whilst not becoming overwhelmed with work

In as far as is possible:

- The Henry Box School will attempt to replicate the timetable that pupils follow through the course of a normal school day
- Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Head if this is not possible

Tutor support will take the form of one of the following:

- Tutors being available via Teams between 8:30am and 9:00am for students to check in, assembly videos, current affairs quiz, reading or Personal Development session

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

The Primary Schools will make provision for remote contact with pupils on a daily basis by providing pre-recorded lessons on Tapestry and Satchel One. We will provide regular feedback on learning submitted.

The Primary Schools will attempt to replicate the timetable that pupils follow through the course of a normal school day e.g., a writing lesson, a mathematics lesson, a reading lessons and a project lesson.

Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Headteacher if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

#### **5. Remote Learning Practice and Recommendations**

- At the Henry Box School, Microsoft Teams will be the single hub for all Remote Learning interactions
- Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Teachers should record the meeting for easy cloud access for students unable to attend
- Staff will use microphone headsets to improve the quality of audio on the calls

- We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions
- Screen sharing will allow teachers to broadcast their screens and open documents during the meeting calls for discussion and sharing with the class
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams meetings down to just audio might be necessary
- Work set online will be set through Satchel One (some teachers may use Teams and where this is the case, the teacher will signpost students to Teams via Satchel One), and feedback will be given online once a week as a minimum. Parents will be contacted where there are concerns over engagement.

#### Information for parents

Parents will find the following useful information:

- A copy of their child's timetable via Satchel One
- Subject teachers can be contacted directly via Satchel One, Teams and email (addresses follow the format of [firstinitialsurname@henrybox.oxon.sch.uk](mailto:firstinitialsurname@henrybox.oxon.sch.uk))

At the Primary Schools we will use Tapestry and Satchel One for all Remote Learning interactions.

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams meetings down to just audio might be necessary.

## 6. Safeguarding

This addendum to the updated Safeguarding Policy covering safeguarding at The Henry Box School during the COVID-19 pandemic addresses the safe use of Teams meetings involving on roll students at The Henry Box School with their teachers.

Breaches of this addendum will be investigated as the situation allows and dealt with through our Behaviour policy.

### Acceptance of and agreement to this addendum

Students and parents have already signed an ICT Acceptable Use Agreement. This continues to be the underlying agreement for continuing access to and use of IT at The Henry Box School.

***The student and parent have agreed to the protocols in this addendum when the student signs in for their first session. There is no need to send email agreement back into school as an indication of agreement to the protocols***

Staff will:

1. Invite all students using their Henry Box School emails only
2. Ensure each invitation is password protected
3. Report any safeguarding issues to the Designated Safeguarding Leads in the usual way
4. Ask any unauthorised user to leave the session and terminate the session if the unauthorised user does not leave when asked to
5. Conduct the lesson in an appropriate space within the home
6. Deliver all lessons via Microsoft Teams

7. Will lead the session and will mute microphone throughout the session but will invite students to participate and unmute microphone as appropriate

Students will:

1. Only use their Henry box School emails for connecting to Microsoft Teams and for any other Microsoft Teams related enquiries
2. Never share session details or passwords
3. Always use their given school names in sessions and not a nickname
4. Never make a personal recording of the session
5. Ensure they are in an appropriate place to do the session
6. Report any safeguarding issues to their teacher or parent immediately after the session
7. Conduct themselves in an audio session as they would in a face-to-face session at the Henry Box School e.g. observing Ready, Respectful, Safe
8. Follow instructions from staff at all times
9. Only use chat facilities when asked to do so by the host of the Teams session
10. Leave the session immediately if asked to

Parents will:

1. Ensure sessions take place in communal areas in the house
2. Ensure that interactions between household members which may be picked up during the session are appropriate
3. Ensure that their child understands the expectations indicated in the “Students will” section of this document
4. Recognise that every session is delivered securely via Microsoft Teams
5. Report any safeguarding concerns to [rgoddard@henrybox.oxon.sch.uk](mailto:rgoddard@henrybox.oxon.sch.uk)

This addendum to the updated Safeguarding Policy covering safeguarding at the Primary Schools addresses the safety and wellbeing of children learning remotely. Each child will be called weekly, vulnerable children, including children with an EHCP will receive 3 calls per week.

## 7. Links with other policies

- Behaviour policy
- Safeguarding and Child protection policy and coronavirus addendum
- Data protection policy
- ICT and internet acceptable use policy