Remote Learning Policy
Hazel Leys Academy

Approved by:	Beverley Trotman	**Date:** Dec 2022
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Remote Meetings and 'Live' Teaching – Acceptable Use Guidance

Remote meetings and 'live' teaching (in this document referred to as 'live sessions') have been identified as an additional way of delivering virtual learning and conducting pastoral calls (with a child) during the COVID-19 period. Hazel Leys Academy provided live sessions to ensure teaching and learning can continue and calls can be made to check on pupils' welfare but, for many, this is a new experience and everyone involved in live sessions must remember that the usual school protocols still apply. We are providing this guidance to ensure that participants are clear about the expectations on them.

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

Roles and Responsibilities
Parents / carers:

- Parental / carer approval must be given before pupils may participate in live sessions.
- Live sessions will be taught through Microsoft TEAMS.
- If a child is taking part in live sessions, they will need to join the Meeting/ Live session through the Microsoft Class TEAM page. Each year group has a different TEAM page. Only children in the year group may access their class TEAM page.
- **We expect parents to supervise their children when participating in LIVE session.** Parents / carers do, of course, have the option to decline the offer of their child participating, however, the Trust strongly encourages participation.
- A parent / carer, or another appropriate adult, must be present in the room with the child for the duration of live sessions.
- Parents / carers must identify a suitable location for their child to use for live sessions, for example a living room or dining area. Bedrooms should not be used.
- Parents / carers should ensure that, as far as possible, distractions are removed, including pets and siblings, and there is quiet.
- Parents / carers should make every effort to support live sessions by ensuring their child is suitably dressed, prepared and ready to learn / engage.
- Parents / carers are responsible for ensuring that the privacy of other family members is maintained during live sessions.

- Lessons delivered 'live' are still lessons and pupils are expected to present themselves and behave appropriately. High standards of behaviour are expected for live sessions, just as they are in the classroom.
- Parents / carers should not use these live sessions as a means for communication between parents / carers and teachers. Such communication should be via email, in the first instance, in the usual way.
- Parents / carers must not record or share these live sessions, nor comment on public forums about individual teachers.
- Parents / carers should read and familiarise themselves with the attached guidance from National Online Safety.
- There is an expectation that children complete the work set by the staff and that deadlines are met.
- Parents should alert staff, if for any reason, their child is unable to complete the work.
- Parents should make the school aware if their child is sick or otherwise can't complete work.
- Parents should seek help from the school if they need it.
- Parents should be respectful when making any complaints or concerns known to staff.

Teachers and staff members:

It is expected that when conducting 'live' teaching, support staff will be responsible for the technical aspects enabling the teacher to teach.

- When providing remote learning, teachers must be available between the hours of 8.45-3.15pm.
- If staff are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- Live sessions must only take place between the hours of 8.45am and 3.15pm (core school hours).
- Teachers conducting live sessions must inform parents / carers of the respective pupil to inform them of when the sessions will take place and, in the case of lessons, when they will end. This information will be on the school website for parents to access.
- Teachers will only proceed with a 'live' lesson if there is a minimum of 4 pupils present (including those pupils on-site).
- Teachers will ensure that, when making pastoral video calls, there is a minimum of 2 members of staff present and that the child's parent / carer is together with the child throughout the duration of the call.
- Teachers will only use school /academy approved platforms for live sessions; Microsoft Teams.

- Teachers will only use these platforms (Microsoft Teams) with their school provided email.
- Teachers will **contact parents and pupils through school email only**.
- Teachers will obtain the Headteacher's consent for any pastoral video call. 'Live' teaching will only take place in accordance with the phased approach adopted by the school in line with Trust expectations.
- Before hosting live sessions on Microsoft Teams, teachers must have accessed the school's / academy's CPD and have familiarised themselves with all the tools available for them to use in order to enhance the security and privacy of their session.

- **When using Microsoft TEAMS**, teachers will ensure / undertake the following:

  o **Mute attendees on joining** – camera and microphone.
  o **Restrict Screen sharing** so that participants can't take control and share content with the rest of the group.
  o **Monitor participants** – TEAMS allows for a participant's video and audio to be turned off by tapping on either option in the participant menu. Teachers will ensure they know how to remove unwanted or disruptive participants as well should they need to.
  o **Use the waiting room** – this means participants have to wait in a virtual waiting room before joining the meeting. A personalised message can be added to this area, perhaps setting ground rules. It also allows the person in charge of the meeting to check who is in the waiting room before allowing them into the meeting.
  o **No personal information is to be mentioned**.
  o **The meeting will not be recorded** – by default, this option is disabled.
  o **Everybody understands that the meeting and its link must not be published on Social media**.

- Teachers will keep a record of the live sessions (date, time, length, topics).
- Teachers will keep a register of those children who have accessed 'live' lessons on the agreed school format.
- Teachers will ensure pupils join live sessions with camera and microphones muted on entry.
- Teachers will ensure pupils abide by the School's Acceptable Use Policy and Behaviour Policy at all times.
- Teachers will conduct sessions in a professional manner and in accordance with the Trust's Staff Code of Conduct, including being suitably attired during live sessions and ensuring they are broadcast from an appropriate location.

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- If conducting sessions from home, teachers will ensure family members, and anyone else who is not a member of staff, are out of the room during live sessions.
- Where possible, cameras should be used against a neutral background, with the light source directed towards the instructor's face and no personal items should be in sight.
- At the end of a session the teacher will advise **all pupils to leave the session** and when all pupils have left, the teacher can then end the session.

Teachers are responsible for:

- Setting work through One Note or using Assignments in TEAMS
- Providing feedback on work- through either One Note or Assignments on TEAMS.
- Keeping in touch with pupils who aren't in school and their parents; emails and or phone calls should be made weekly by either the Class Teacher or the Family Support Worker. (Teachers must inform the FSW if they would like them to call).
- Responding to parents emails if sent directly to the Teacher; these will need to be responded to during school hours; 8.45-3.15pm. If a complaint has been made by a parent then Teachers should inform SLT at the earliest convenience, within working hours. If children are not completing any work, then Teachers will need to contact parents/ carers.
- Attending virtual meetings with staff, parents and pupils (see above statement).

If teachers will also be working in school, parents are responsible to access the school website to locate the work for the day. A typical day's timetable is set out on each Class page on the school website and topics for each lesson, each day, with links are added.

Teaching Assistants:

When assisting with remote learning, teaching assistants must be available between 8.45-3.15pm each day.

If staff are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

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

- Supporting teachers with the technical issues of remote learning.
- Providing support by logging the usage of children on the platforms; Big Cat Collins – reading platform, PurpleMash and Times Tables Rock stars.
- Supporting with providing feedback to the children.

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Pupils:

- Treat your live sessions as you would any other lesson. Be on time and be prepared.
- Use the bathroom and eat before (not during) your session.
- Be ready to learn and make sure you have class resources, pen / pencil / ruler / exercise book at hand.
- Make sure you are in a suitable location; your device is charged (or plugged in) and that you are suitably dressed, prior to the beginning of each session.
- Keep your device on a secure surface, such as a table.
- Check your camera and microphone are working, prior to the start of the session.
- Remember to behave as you would in school / the academy and abide by the School's Acceptable Use Policy and Behaviour Policy at all times and follow the school's behaviour rules.
- Chat functions should only be used to ask questions and to answer teacher questions as directed by the teacher.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up or touching your ear for audio issues.
- Do not record or take photos of your classmates or teachers during a session.
- Listen, focus on the lesson and learn.
- Avoid distractions such as electronic devices.
- Mobile phones should not be in the room during the session.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.
- Make sure you end the session as soon as your teacher indicates to do so.
- These rules are designed to help keep you safe and, if they are not followed, school sanctions will be applied and your parents / carers may be contacted.
- Remember your school is putting these sessions on for your benefit but not everyone who tries to contact you online has your interests at heart. If you have any worries or concerns about something that has happened to you online, please speak to your parents or contact us at school on 01536 202681

Subject Leads are responsible for:

- Ensuring that their subjects are being taught in each year group and that there is a full coverage of the curriculum.
- Support staff who need support and or guidance in the subject area.
- Work with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set.

- Monitoring the remote work set by teachers in their subject; through regular meetings and or, reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

- Making sure that all children are safe at all times.
- Identifying signs and symptoms of abuse and neglect (including online safety)
- Responding to concerns
- Reporting concerns through the online CPOMS system
- Responding to children that go missing in education
- Notifying parents of any concerns

IT staff

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
- Assisting pupils and parents with accessing the internet or devices

Who to contact:

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

- Issues in setting work – talk to the relevant subject lead or SENCO

- Issues with behaviour – talk to the FSW/ Principal

- Issues with IT – talk to IT staff

- Issues with their own workload or wellbeing – talk to the Principal

- Concerns about data protection – talk to the data protection officer

- Concerns about safeguarding – talk to the DSL

Processing personal data

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

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

- Keeping operating systems up to date – always install the latest updates