Remote Learning Policy

Westwood College
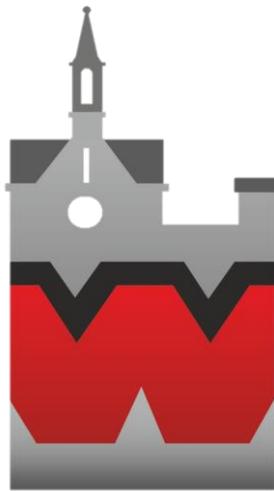
Approved by:	Matthew Taylor	Date: January 2021
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Contents

1. Overview

Timetables for all year groups can be accessed via: https://wwc.ttlt.org.uk/students/support-for-students/

These tables list all the Teams lessons provided in all subjects. Timetables have been distributed to students and explained by Tutors; should there be any difficulty in understanding the timetable, please contact the school office.

Any lessons not delivered through Teams should be used as Private Study slots for the subject students would usually have at that time. Subject teachers will set work for each of these slots commensurate with the time available.

Please contact the office should you require any support or guidance.

How will my Child be taught remotely?

Due to the large range of subjects offered at Westwood College, the approach to remote learning will vary according to the nature of the subject.

Our approach includes:

- Live teaching in all subjects (Teams lessons) for a minimum of 60% of the standard timetable (more in examination year groups)

- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)

- Web-based learning resources (e.g. Sam Learning, MyMaths)

- printed paper packs produced by teachers (e.g. workbooks, worksheets)

- textbooks supplied by the school

- commercially available websites supporting the teaching of specific subjects or

areas, including video clips or sequences

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Attendance to all Teams lessons will be monitored and absentees recorded. We will contact parents should absence be regular or sustained. Parents should contact the school in the event of any circumstances resulting in their child being unable to access remote learning.

- Teachers will ask questions in class and will seek to actively engage students. We acknowledge that, as in the classroom, not all students will be comfortable contributing in an online environment, though we will give students the opportunity to actively engage.

How will you assess my child's work and progress?

- Teachers will assess progress during Teams lessons through question and answer and the completion of tasks.

- Teachers will set work that will need to be completed independently by students, and submitted via email or Teams Assignments.

- Feedback (whether written or verbal) will be given regularly.

- Any concerns from teachers will be shared with parents via telephone and email.

- Our normal school calendar of Student Progress Checks and Reports, as well as (remote) Parents' Evenings will continue as normal.

How will you work with me to help my child who needs additional support from adults at home to access remote education?

Our SEN Team has been in touch with all those who require additional support to ensure they are able to access the curriculum. Should you have any queries, please contact the school office.

1. 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

2. Roles and responsibilities

2.1 Teachers

In the event of closure (full or partial), teachers should be available for their normal 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. Teachers should liaise with Line Managers to ensure the Contingency Timetable is, as far as possible, made available to students.

When providing remote learning, teachers are responsible for:

> Regular communication with students:

- o Teachers should communicate via email, or via the telephone in the event that a student is not responding / attending sessions;
- o Communication should be within working hours only, using College email and / or the telephone (3CX app if working from home);
- o Teachers should take a register for all Microsoft Teams sessions;

> Teaching sessions via Microsoft Teams (when the school is closed to all students or to full year groups) in line with the Contingency Timetable;

> Providing work to be completed by students in their Private Study slots – set via Teams sessions;

> Ensuring that the material available on the website / VLE / Teams is relevant for each class;

> Ensuring feedback is available for students. This might be automatically generated though software such as Sam Learning or MyMaths, or might be emailed / submitted to staff for marking and then returned;

> Communicating any concerns regarding Safeguarding to the DSL or DDSLs as per usual procedure;

> Sharing concerns regarding behaviour with Subject Leaders, following which referral may be made to Head of Year;

> Attending virtual meetings as calendared or as separately agreed.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal 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:

> Communicating with identified students to ensure access to learning and to help them access appropriate support

> Liaising with the SENCO / Assistant SENCO to ensure full coverage

> Communicating any concerns regarding Safeguarding to the DSL or DDSLs as per usual procedure;

> Sharing concerns regarding behaviour with the SENCO and Subject Leaders, following which referral may be made to Head of Year;

> Attending virtual meetings as calendared or as separately agreed.

2.3 Subject Leaders

Alongside their teaching responsibilities, Subject Leaders are responsible for:

> Overseeing the remote provision for their subject areas;
> Supporting the teaching staff in their teams, including with behaviour;
> Communicating with SLT to share any concerns;
> Regularly reviewing the work that is being set to ensure it is appropriate and consistent;
> Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

> Supporting Subject Leaders, as per the Line Management structure
> Co-ordinating the remote learning approach across the school
> Monitoring the effectiveness of remote learning
> Monitoring the security of remote learning systems, including data protection and safeguarding considerations
> Supporting student and staff wellbeing
> Monitoring attendance

2.5 Designated Safeguarding Lead

The DSL is responsible for:

> Overseeing all Safeguarding referrals in liaison with the DDSLs
> Liaising with SHA to ensure attendance is monitored
> Liaising with TLK to ensure LAC are supported

2.6 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Attend all Teams lessons as per the Contingency Timetable and to complete the work set for their Private Study slots

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Behave appropriately to support their own learning and that of others

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote 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, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

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 in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 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.

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

> Installing antivirus and anti-spyware software

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

5. Safeguarding

See Safeguarding Policy (and addendum)

6. Monitoring arrangements

This policy will be reviewed annually.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy