

# Sidmouth College

# Remote Learning Policy



**SIDMOUTH COLLEGE**

*Believe, inspire, succeed*

**Approved by:** FGB

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### 1. Aims

This policy is to ensure the ongoing education of Sidmouth College students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to College closure from illness, epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of students who cannot be in the College but are able to continue with their education when the College remains fully open.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are not in College.
- Set out expectations for all members of the College community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Sidmouth College will be proactive in ensuring that:

- Students will receive training sessions in Computer Science lessons and tutor sessions.
- Staff are familiar with the main functions of Show My Homework and Google Meet.
- Staff have the ability to host a Google Meet session with their classes either from their classrooms or from home.
- Parents and students are made aware in advance of the arrangements in place for the continuity of education.

## 2. Roles and responsibilities

### 2.1 Teachers

In as far as is possible we will attempt to replicate the timetable that students follow through the course of a normal College day.

When providing remote learning, teachers must be available between 08:35 and 15:30. This may occur whilst the teacher is in College or at home in self-isolation, unless unable to provide learning.

If they are 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.

Staff should ensure that they:

- Have received appropriate training.
- That their computer-based teaching resources are available outside of College.
- 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 their line manager or IT manager.

When providing remote learning, teachers are responsible for:

#### KS3 Expectations

- Lessons are to be set on SMHW with the day, lesson and subject (the due date for the lesson should be the same as the set date).
- Lessons are to be planned for 30 minutes with an optional challenge task that would take learning up to an hour.
- The challenge task must be well thought out and students encouraged to attempt it.
- All lessons should allow for a submission of work, either through an upload or completion of a quiz for example.
- Teachers should provide recognition for to all students every lesson. e.g. Thank you for the submission, a good effort.
- It is the expectation that at KS3 the teacher will follow up with parents on patterns of non-submission.
- During the first week back to College, teachers will deliver a super teaching/feedback lesson which will address gaps in knowledge highlighted from student submissions.

## KS4 & KS5 Expectations

- Lessons are to be set on Show My Homework with the day, lesson and subject (the due date for the lesson should be the same as the set date).
- Lessons should be planned for one hour. It is recommended that if Google Meet is used that the Google Meet session is 30 minutes in duration followed by 30 minutes of independent study.
- It is up to the individual teacher to decide how many lessons across the week will be delivered through Google Meet. Teacher will register who attends Google Meet sessions.
- Teacher to ensure that the resources for the lesson are placed on SMHW with clear instructions given to students. This will allow students who do not have access to Google Meet to engage in the lesson.
- For Core subjects the minimum expectation will be that students submit two high quality pieces of work each fortnight. Feedback will be provided on the submissions during the next week.
- For Option subjects the minimum expectation will be that students submit one high quality piece of work each fortnight. Feedback will be provided on the submissions during the next week.
- It is the expectation that at KS4 and KS5 the teacher will follow up with parents on patterns of non-submission.
- During the first week back to College, teachers will deliver a super teaching/feedback lesson which will address gaps in knowledge highlighted from student submissions.

Attending virtual lessons and meetings with staff, parents and students:

- The College policy on dress code should be followed.
- Make sure the location is quiet and nothing inappropriate is in the background.
- The teacher is under no obligation to be seen by students or parents.
- Students must make sure that their camera is turned off.

## **2.2 Tutors**

Tutors are to maintain contact with your tutor group during the fortnight of home learning:

- Tutors to carry out Google Meet session on a Monday, Wednesday and Friday.
- Complete the Google Document to log where students have had contact.
- Tutors to complete follow up calls on a Tuesday and Thursday for students not contacted via Google Meet.
- Thursday by 09:15 - tutors let Heads of House know which students need follow up with calls.

### **2.3 Learning Mentors**

When assisting with remote learning, learning mentors must be available between 08:50 and 15:20.

If they are 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.

Supporting students who are not in College with learning remotely:

- Learning mentors will be allocated students to support by the SENDCo.
- Support can be given in a variety of formats, which could include telephone calls, emails and supporting in Google Meet sessions.

Attending virtual lessons and meetings with staff, parents and students:

- The College policy on dress code should be followed.
- Make sure the location is quiet and nothing inappropriate is in the background.
- The learning mentor is under no obligation to be seen by students or parents.
- Students must make sure that their camera is turned off.

### **2.4 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working 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 an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

### **2.5 Senior leaders, including SENDCo and Head of Sixth Form**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the College.
- Monitoring the effectiveness of remote learning; using staff meetings and giving professional development time.
- Quality assurance of provision provided across faculties, subjects.
- Quality assure the quality of teaching and learning.

- Ensuring staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period.
- Ensuring students have access to a suitable device in the event of closure, and if not look to supply them with one, especially if disadvantaged student, during the closure period.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.6 Designated safeguarding lead**

Please refer to the Sidmouth College Child Protection/Safeguarding Policy.

## **2.7 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 are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Lead/Officer.
- Assisting students and parents with accessing the internet or devices.

## **2.8 Students and parents**

Staff can expect students learning remotely to:

- Be contactable during the College 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 learning mentors.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the College aware if their child is sick or otherwise cannot complete work
- Seek help from the College if they need it
- Be respectful when making any complaints or concerns known to staff

## **2.9 Governing Board**

The Governing Board is responsible for:

- Monitoring the College'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 SENDCo
- Issues with behaviour – talk to Head of House.
- Issues with IT – talk to IT staff (PB/JR)
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about Data Protection – talk to the Data Protection Lead/Officer (JL)
- Concerns about safeguarding – talk to the DSL (MJW)

### 4. Data protection

#### 4.1 Accessing personal data

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

- Make sure they know how they can access the data, such as on a secure cloud service or a server in your IT network.
- Know which devices they should use to access the data e.g. College provided laptop or iPad. Staff should not be using their personal devices.

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent email addresses as part of the remote learning system. As long as this processing is necessary for the College'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**

Please refer to all safeguarding policies.

## **6. Monitoring arrangements**

This policy should be reviewed annually initially to incorporate the development of systems and procedures.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour Policy
- Curriculum Policy
- Safeguarding policies
- Data Protection and Data & Information Security Policies
- Staff ICT Acceptable Use Policy
- Online Safety Policy
- Teaching and Learning policies

## Remote Education Staff Code of Conduct Appendix 1

### Staff Working from Home

Staff have been re-briefed on Data Protection and GDPR regulations to ensure confidentiality is key when dealing with sensitive information.

Whilst recording any 'voice overs' or videos, staff will act with the upmost respect and dignity, with a professional manner, in line with the existing Staff Code of Conduct. Any behaviour which is deemed inappropriate could lead to disciplinary proceedings as stated in the existing policy.

Staff are to have Online Safety Measures at the forefront when creating and sharing teaching PowerPoints, as well as adhering to the ICT Acceptable Use Policy and Online Safety Policy, as well as any other associated policies.

### Online Safety-Keeping Students Safe Online

Social distancing and online learning is likely to give rise to a considerable increase in the use of the internet by young people to work and to communicate with others. The use of technology has become a significant component of many safeguarding issues and we are likely to see this escalate during the COVID-19 crisis. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm.

All colleagues should be aware of the implications and this policy in addition to;

[Safeguarding and remote education during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/safeguarding-and-remote-education-during-coronavirus-covid-19)

Staff should be aware of the signs outlined above and can intervene and escalate any incident where appropriate. Staff should be aware of the issues that greater exposure to online materials will bring.

Advice will be shared with parents on a regular basis regarding ways in which to ensure their child is safe online. Useful resources for parents can be found in a number of places, including:

- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.internetmatters.org/schools-esafety/parent-online-support-packteachers/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.thinkuknow.co.uk/parents/>

The College will be in regular contact with parents and carers. Those communications will be used to reinforce the importance of students being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access. Parents have all been issued with login details to access the 'tasks' set on Satchel One, and so they are additionally able to verify tasks set themselves.

College staff are reminded that all the usual online safety and online safeguarding measures and procedures apply. In fact, these become even more important at a time when increasing amounts of work will be conducted remotely.

The following key principles should be adhered to:

- Only use College email addresses when communicating with students or parents
- If you use your personal phone number to call a parent, dial 141 to block caller ID or use the 3CX system
- Work should be set through Satchel One (SMHW) or Google Meet
- The College strongly advises against live streaming from home using media not integrated through the College's platforms. If in any doubt about the use of a particular media contact the DSL or IT Manager.
- If any member of staff wishes to do anything outside of these guidelines, permission should be sought via the DSL, IT manager or Principal
- If a student submits work (or otherwise contacts a member of staff) through a non-College email address, staff should not reply directly to the same address other than to state they need to use their College email account.

It is important that all staff who interact with students, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy.

The starting point for Remote Education should be that the same principles as set out in the College's Staff Code of Conduct, including the acceptable use of technologies, staff student relationships and communication including the use of social media.

Similarly, the Behaviour Management Policy continues to apply in the expectations that staff should have of students when interacting online, either with the member of staff or with other students (e.g. through Google Meet).

Although the College may not have access to the full range of rewards and sanctions specified in the College Behaviour Policy, the College will still seek to recognise exemplary work, effort and behaviour through the praise system.

Examples of poor behaviour, and particularly indications of potential peer-on-peer abuse should be reported as usual on SIMS/CPOMS. SLT will continue to monitor these logs and will maintain a safeguarding concern log, including any ongoing peer-on-peer abuse issues.

### Mental Health & Wellbeing

Where possible, we will continue to offer support for student mental health and wellbeing for all students. This will include the College's remote educational platform Satchel One, phone calls home and Google Meet meetings as outlined previously, online counselling and welfare checks to homes.

We signpost all students, parents and staff to other resources on the College website to support good mental health at this time.

When setting expectations for students learning remotely and not attending the College, teachers will bear in mind the potential impact of the current situation on both students and adults' mental health.