Remote Learning

A. Aims

This Remote Learning Policy for staff aims to:

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

Roles & Responsibilities

Set up to address TWO potential scenarios

1. To continue to deliver curricular learning for students on the event of full/partial closure of the school.
2. Ensure the same for students who are unable to access the school site (example; for reasons of self-isolation)

This is in line with government guidance that states:

"DFE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for the academic year 2020-2021"

"Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content."

The challenges in providing ongoing remote education for Lakeside (SEMH) students are significant:

- To scaffold learning that can be accessed successfully by the remote learner.
- Ensure the students homes have access to devices and online capability that can cater for multiple users in the home.

IN THE EVENT OF SOME FORM OF FULL OR POTENTIAL CLOSURE

- Continuity is achieved by using an online platform: SAM Learning alongside the traditional home learning Pack sent home each half term. In addition, access to Oak National Academy online resources.
- Weekly tutor phone calls to temperature check what learning has been accomplished and if there is a need for more material.

The guidance states the need to:

"Plan a programme that is of equivalent length to the core teaching students would receive in school"

Whilst acknowledging that:

"We expect schools to consider these expectations in relation to the student's age, stage of development and/or special educational needs, for example; when this would place significant demands on parents help and support"

It is important to recognize all Lakeside students have significant needs reflected in their Education Health care Plan (EHP), with particular reference to Social, Emotional, Mental health Needs (SEMH)

IN THE EVENT OF INDIVIDUAL STUDENTS NOT BEING ABLE TO ACCESS ON-SITE PROVISION

For reasons of self-isolation due to COVID students will receive:

- SAM Learning Assignments
- Hard copy Curriculum Packs
- Oak National Academy on-line resources

Lakeside students may receive 'Live-Learning' visits from staff to help support student progress.

Additionally, parents and carers may wish to access national learning platforms like BBC Bitesize to assist with learning.

OTHER PERIODS OF SICKNESS OR ABSENCE (NOT RELATED TO COVID)

Lakeside does not intend to provide home learning for students with short-term sickness, which prevents them from attending school on an ad-hoc basis.

The emphasis should be on rest and recuperation.

B1. Teachers

In the event of remote learning having to be activated as a result of potential or full closure:

- Teachers must be available from 8.40am – 3.00pm for the continuation of Lakeside learning. Teachers to be properly equipped to carry out their duties remotely.
- If staff are unwell, they must follow the normal channels of communication.
- All staff to ensure their electronic equipment and IT interfaces are fully functioning. [Any issues to be reported to Mel Cozens immediately]

Setting work

Teachers to set progressive, differentiated learning opportunities in line with the scheme of work. (Some learning may be dependent on prior skill development)

Providing feedback on work.

- SAM Learning tasks provide student scores and a report for the teacher
- Homework packs are to be returned and marked by the class teacher. The received work added to the students exercise book/folder

Keeping in touch with students not accessing the online platforms

- Student activity on Sam Learning to be checked weekly
- Clear lines of communication with parents/carers to support engagement with on-line learning.

Teachers to use professional judgement in developing strategies to increase engagement and to keep both the subject leader and individual tutors informed in the case of lack of engagement which causes concern.

B2. Teaching Assistants.

When assisting with remote learning Learning Support Assistants (LSA's) must be available between 8.40am-3.00pm

If LSA's are unable to work for any reason during this time, they should follow the normal lines of communication.

Support with Remote Learning

- To support staff in the setting of appropriate remote learning opportunities
- To support staff in ensuring parents and students can log onto remote learning
- To be able to support teachers with additional requests for remote learning.
- To continue to support tutors with regular contact of parents/carers.

B3. Tutor Teams

- To support parents and students in understanding the need for engagement in the remote learning process.
- To maintain contact with their tutees who are learning remotely and feedback to the appropriate colleague with any issues / queries / or concerns regarding learning.
- Refer any safeguarding concerns they may have during the course of the remote learning period.

B4. Subject Leaders

Alongside their teaching responsibilities subject leaders are responsible for,

- Overseeing the content to be delivered for their subject through the remote learning programme.
- Work within their team to quality assure the content being delivered.
- To ensure work is posted via SAM Learning within the agreed deadlines.
- Monitor remote learning being set by teachers on a weekly basis.
- To rationalize curriculum content where necessary.
- To take the lead in directing staff to appropriate resources.

B5. Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for.

- Mr T Sim/Mr M Williamson have overall responsibility for the co-ordination and delivery of the remote learning programme.
- Mr T Sim/Mr M Williamson are responsible for working with the IT/Administration team in ensuring links in ensuring links to work in individual cases are sent to parents electronically.
- Curriculum leads to report back to Mr T Sim/Mr M Williamson on the progress in their curriculum areas, and address challenges and next steps.
- Mr T Sim/Mr M Williamson are responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations.

B6. Designated safeguard Lead (DSL)

The requirements and responsibility for reporting all concerns regarding child welfare and safeguarding remain as it would be should Lakeside be providing full on-site provision.

To include;

- Refer cases to social care, the police where appropriate.
- Assist the governing body in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance.

- Ensure all members of staff are aware of who the DSL, deputy DSL are, have an awareness of the role and how to contact them.
- Ensure all staff and volunteers understand the responsibilities in being alert to the signs of abuse and responsibility for referring any concerns about a child to the DSL and concerns about an adult to the Headteacher.
- Keep records of child protection concerns securely and separately from the main student file and use these records to assess the likelihood of risk.
- Meet any other expectations set out for DSL's in KCSiE 2022.

In the case of remote learning DSL's need to ensure availability in a consultative capacity via remote means to ensure full engagement and communication of any concerns.

B.7 IT Staff

IT staff are responsible for;

- Helping staff and parents with any technical issues they are experiencing when it falls within the scope /remit of the school.
- Assist students and parents with accessing the internet or devices through school supplied equipment / devices.

B.8 Students & parents

Lakeside can expect students who are having to learn remotely to:

- Treat remote learning with the same dedication and enthusiasm as they would their normal on-site lessons.
- Conduct themselves in the same manner in which they would onsite and in the manner Lakeside expects.
- Submit completed work for review.
- Openly seek help from Lakeside staff when necessary and appropriate, via either telephone or electronic communication.

Lakeside can expect parents with children learning remotely to:

- Be familiar with SAM learning and ensure the account is live and functioning.
- Support the learning by providing a supportive environment and access to devices.
- Inform the school if the child is sick or otherwise cannot complete work.
- Seek help from either school if required electronically or a telephone call.

B9. Governance

The governing body 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:

- Issues in setting work: Talk to the relevant subject lead.
- Issues with SAM learning: Talk to Mike Williamson
- Issues with their own work load / wellbeing: Talk to their line-manager / Performance Management Reviewer
- Concerns about data Protection: Talk to Mr T Sim/Mr M Williamson
- Concerns about Safeguarding: Talk to Toby Sim (DSL) Shannon Tremaine (Social Worker DSL) Mike Williamson / Gareth Sanders (Deputy DSL)

Should you have any concerns regarding remote learning please refer to our complaints policy. Which can be found on our website www.lakesideschoolchanderlersford.co.uk

4. Data Protection

C1. Accessing personal data.

- When accessing personal data for remote learning purposes, all staff members will explain:
- How they can access the data in the School's Network
- Which devices they should use to access the data (staff to use school devices not their personal devices)

C2. 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 will not need to give permission for this to happen.

[Staff are reminded to collect and / or share as little personal data as possible online]

C3. 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
- Ensure the hard-drive is encrypted – this means if the device is lost or stolen, no one can access the files stored.
- Making sure the device locks if left inactive.
- Not sharing devices among family / friends
- Installing antivirus and anti-spyware software
- Keeping operation systems up to date

Monitoring

This policy is dated: November 2022

Due for Review: November 2023