



## Remote Learning Policy

---

### Introduction

This policy is to ensure the ongoing education of Ayscoughfee Hall School pupils under unusual circumstances through a process of remote learning. This policy will future-proof against closures that could happen at any time due to school closure from COVID-19. It also covers the ongoing education of pupils who cannot be in school as a result of COVID-19 restrictions but are able to continue with their education when the school remains fully open.

Remote learning may also be appropriate in situations where pupils have a period of long-term absence not related to COVID-19, but are able to work from home.

This policy does not normally apply in the event of short-term closures (e.g. as a result of bad weather), authorised holidays / sabbaticals, short term absence or when parents make the decision to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of an infectious disease.

### Aims

This Remote Learning Policy aims to: -

- Set out and explain our approach and expectations to remote learning to the whole school community
- Ensure consistency in the approach to remote learning for pupils who are not in school
- Provide appropriate guidelines for data protection.
- Ensure pupils unable to attend school remain fully included within the school community
- Continue to ensure that pupils receive the best education the school can provide

### Remote Learning

If one or more of the following events occur, remote learning will be implemented by the school for all affected pupils:

- An individual pupil is awaiting a Covid-19 test result
- An individual pupil is self-isolating due to Covid-19
- A proportion of pupils from a class/year group/bubble are self-isolating due to Covid-19
- A whole class/year group/bubble is self-isolating due to Covid-19
- The school is only open to critical workers/vulnerable children due to Covid-19
- The school is closed due to Covid-19.
- In cases where pupils are off with a long-term illness and are able to complete schoolwork at home, as outlined in the school's Children With Health Needs Who Cannot Attend School policy.

## **Remote Education Minimum Standards**

In the event of whole school closure due to COVID-19, or the closure of a whole class or 'bubble' group:

- Work will be provided for all affected pupils and will be accessible on our pre-agreed platforms e.g., Zoom and Seesaw.
- Affected pupils will have access to remote learning which will, where reasonably possible, aim to be equivalent to core teaching every day.
- Affected pupils will be provided opportunities for feedback and assessment on a regular basis.
- Work provided will be in line with the in-school curriculum.
- Affected pupils will have the opportunity for daily contact with a member of staff.

For all pupils affected by the above circumstances, we will provide access to a weekly timetable of remote learning activities. This will include, as a minimum, Maths and English lessons each day on Zoom. Curriculum lessons will be set as would have been delivered in school – these will include where possible teaching materials and/or ideas for all foundation subjects. Activities such as spelling, reading and times tables practise should be continued as usual and teachers will supply materials for these as needed.

We will communicate our remote learning timetable to parents/carers by email or through direct contact, detailing the set work and where to find resources. Resources where possible will be uploaded onto Seesaw and in some cases work/textbooks may need to be collected from school.

In the event of an individual or group of children isolating for a 10-day period due to a positive COVID-19 test:

- Work will be provided for affected pupils and will be accessible either by Seesaw or directly emailed to parents.
- Affected pupils will be provided opportunities for feedback and assessment on a regular basis.
- Work provided will be in line with the in-school curriculum.
- Affected pupils will have the opportunity for daily contact with a member of staff.

As a minimum, pupils isolating at home will be provided with English and Maths work each day and at least one curriculum subject, related to what children are learning in school. Teachers may set a mini project relating to the curriculum topic for pupils to complete at home. Spellings will be emailed to parents for continuation of learning and reading and Times Tables practice should continue. The App 'Hit the Button' is recommended as useful to aid Times Table learning.

## **Remote Learning Provision**

The remote learning timetable will link to our long-term curriculum plans and the learning that those in school will or would be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will sometimes make use of a number of carefully selected and high-quality online materials such as quizzes from agreed platforms and carefully selected video lessons.

We appreciate that some families won't be able to engage with the full timetable, and in this case, we will highlight the core lessons pupils should aim to complete each day. Staff will offer support; parents may email their child's teacher if they are having difficulties completing a piece of set work. The teacher will contact the parent and pupil at a mutually convenient time. This may be done via a Zoom link. Teachers will view and feedback on as much of pupil's work as they are able, while balancing their workload in school.

We commit to putting in place remote learning from the first day an affected student is off school, however please note there may be an interim period of no more than one day before the whole program and normal ongoing support is accessible and ready.

In the event of multiple members of staff being unable to teach due to illness, the school reserves the right to reduce the home learning provision in accordance with what is reasonably achievable by available staff.

### **Platforms and How to Access**

Ayscoughfee Hall School will use Zoom to teach live lessons and the education platform Seesaw to set and mark work. Teachers may also use email, Power Point, appropriate video links and Espresso etc. to facilitate learning.

### **How Parents and Pupils can Access the School's Remote Learning**

We understand that remote learning can present new challenges for many. We commit to the following to help support pupils to access remote learning: -

- Ensuring all pupils read the Acceptable Use of IT Agreement prior to accessing the online learning platforms.
- Familiarise pupils to online platforms such as Seesaw, Espresso and Apps such as Hit The Button.
- Ensuring a full programme of E-Safety is taught.
- Using Computing lessons to upskill pupils in our online learning platform.
- Providing direct support or links to guides which pupils can access from home to support pupils with accessing Seesaw and Zoom live lessons.
- Virtual information sharing events for parents.

### **Roles and Responsibilities**

#### **Teachers**

When providing remote learning, teachers will be available between 8:30am and 4:30pm. If a teacher is 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 providing remote learning, teachers are responsible for: -

- Setting work in line with the expectations of remote learning detailed in this policy.
- Planning lessons for their classes and making these available to pupils who are working remotely within 12 hours of the lesson having been taught in school (on agreed platform).
- Following the school timetable, including any revised timetables in place in the event of a whole school closure.
- Working closely with other teachers and staff to support all pupils with accessing carefully planned timetable and lessons.
- Marking and providing feedback on work
- Looking carefully at work completed by pupils on agreed platforms and using this to inform planning.
- Responding to quizzes or work completed online with praise, comments, scores or next steps.
- Keeping in touch with pupils who aren't in school and their parents in line with the school's "Safeguarding and Child Protection Policy".
- Attending virtual meetings with staff, parents and pupils

Teachers must follow guidance set out in the school's Acceptable Use of IT Policy and Staff Code of Conduct.

### **Teaching Assistants**

When assisting with remote learning, teaching assistants will be available within their contracted hours. If a teaching assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

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

- Supporting pupils who aren't in school with learning remotely
- Attending virtual meetings with teachers, parents and pupils

Teaching assistants must follow guidance set out in the school's Acceptable Use of IT Policy and Staff Code of Conduct.

### **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.
- 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
- Ensuring adequate teaching cover is available in the event of teacher absence
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Alerting teachers to new and effective resources they can use for online learning
- Providing support to upskill staff on online learning platforms

### **Parents and Pupils**

We expect pupils learning remotely to: -

- Attend all live lessons and be available during school hours where reasonably practicable.
- Pupils to complete work to the deadline set by teachers.

- Seek help if you need it, from teachers or teaching assistants.
- Alert teachers if you are not able to complete work.
- When attending live lessons with school staff, where possible be in a communal living area not in a bedroom, dress appropriately (no pyjamas or offensive images/wording) and to have an appropriate background (ideally a clear background with no other people in view, with no offensive imagery). Be ready to learn and have no toys, food or drink out whilst in live lessons.
- Have no phones or other electronic gadgets out whilst online.
- Keep videos on at all times during Zoom lessons.
- To be kind, considerate and respectful when communicating with other pupils and school staff online, in line with the school's Behaviour Policy and Anti-Bullying policy.
- To have read and understood the school's Acceptable Use of IT Agreement.

We expect parents with children learning remotely to: -

- Provide your child with the necessary resources needed to support remote learning
- Support your child to attend live lessons and to complete the work set
- Make the school aware if your child is sick or otherwise can't complete work.
- Seek help from the school if you need it.
- Be respectful when making any complaints or concerns known to staff.
- To have read and understood the school's Acceptable Use of IT Agreement.

### **Live Teaching**

There is no expectation on schools to deliver live teaching. However, Ayscoughfee Hall School is committed were reasonably practicable to deliver a timetable of live teaching as long as it is safe and inclusive to do so.

Where lessons are delivered live, the following applies: -

### **Staff Zoom Acceptable Use**

In order to create a safe environment for pupils and staff the following considerations must be observed:

- It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the school's Safeguarding and Child Protection policy where appropriate, referrals should still be made to children's social care and as required, the police.
- Online teaching should follow the same principles as set out in the Staff Code of Conduct
- Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **Organisation**

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the

responsibility of the teachers to gate keep and check content and comments. At Ayscoughfee Hall School, Zoom is used for live sessions.

- Two members of staff should be present on a live Zoom lesson at all times and where this is not possible the session should be recorded and stored securely.
- Suitable clothing should be worn by the teacher and TA.
- Staff should ensure they are working in a suitable environment, free from any inappropriate background noise. Staff should ensure that any backgrounds on view within the screen are appropriate. If at all possible this should be in school.
- Staff should ensure that the waiting room function is set for any pre-arranged Zoom meetings.
- Language and behaviour must be professional and appropriate.
- Staff will remove any participants who are not following the acceptable use guidelines.
- The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

### **Parent and Pupil Zoom Acceptable Use**

In order to create a safe environment for pupils and staff when taking part in live lessons, the following considerations must be observed: -

- By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
- Zoom is only to be accessed by a device in a communal family space. Where this is not possible an adult must initially speak with a member of staff to agree the suitability of the child's location.
- It should ideally be supervised by an adult to deal with any technical difficulties.
- Attendees should be dressed appropriately and ready to learn.
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the Zoom meeting are **not allowed** by participants.
- The Zoom meeting may be recorded by the hosting teacher and stored in line with the school GDPR and Online Safety policy.
- For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Pupils must not start their own Zoom meetings. They should only enter pre-arranged meetings by their class teacher at the time set.
- Lastly the same expectations that are set within a classroom apply to the live lessons and the teacher will manage the session with all participants as though he or she were teaching in school.

### **Children with SEND**

It is primarily the role of the SENCo to ensure all SEND needs are supported effectively and that appropriate resources are allocated and available to meet pupil need. However, all teachers and

teaching assistants have a duty to support children with SEND. Teachers should ensure that work is differentiated as required for all learners when setting online tasks.

To support children with SEND and or learning difficulties with remote learning, the SENCo will: -

- know which pupils they are expected to support
- have a good knowledge of 'their' pupil need, the barriers they may face and how best to support
- share access to SEND or EHCP plans to ensure successful strategies and interventions are used to support
- ensure that statutory EHCP Part F school provisions are covered.

Support will include: -

- Deploying Teaching and Learning Support Assistants effectively
- Ensuring pupils can access all necessary learning platforms and know what is expected of them.
- Reviewing Teaching and Learning resources from subject staff on Zoom to ensure engagement is possible.
- Checking the work to be completed each day and any deadlines and sharing this with pupils.
- Ensuring EHCP Risk Assessments are known, adhered to.
- Delivering interventions and teaching individuals as directed by the SENCo.
- Researching and resourcing any additional resources necessary for personalised learning.
- Liaison with outside agencies as appropriate.
- Attending virtual meetings with teachers, parents and pupils as necessary and directed by SENCo.
- If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.
- Ensuring class/subject resources and lessons on Zoom are accessible and appropriately differentiated as part of Quality First Teaching by all staff on all occasions.
- Support and contact from class/subject staff on a personalised basis as appropriate.

All SEND pupils should continue to receive allocated outside agency support remotely where appropriate and possible (provided by agencies) and time will need to be allocated to co-ordinating this work also.

### **Who to Contact During Remote Learning**

- Issues in setting work – talk to the Subject lead or SENCo
- Issues with behaviour – talk to the Headteacher or Deputy
- Issues with IT – talk to the school Bursar or Ark ICT

- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL
- If parents and/or pupils require support with gaining digital access at home, please speak to the school office or Headteacher

If any pupil has worries or concerns during this period of remote learning then they should contact their class teacher at the school or, alternatively, they can contact Childline via the following website:  
<https://www.childline.org.uk/get-support/contacting-childline/>

Communication between staff and pupils/families must be through the authorised school systems above and not through personal social media accounts, nor personal phones. It should follow the usual rules outlined in the Staff Code of Conduct, and Acceptable Use of IT Policy and Agreements.

### **Safeguarding and Remote Learning**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. If parents or pupils have any concerns over any online content related to the school they can contact the school at [admin@ahs.me.uk](mailto:admin@ahs.me.uk).

If parents have any safeguarding concerns that need discussing, they should contact the school's Designated Safeguarding Lead, Mrs Theresa Wright or the Deputy Designated Safeguarding Lead, Mrs Jackie Jeffries or Mrs Emily Patman. Staff should continue to be vigilant at this time and follow the school's Acceptable Use of IT policy, Staff Code of Conduct and Safeguarding and Child Protection policy and procedures.

### **This policy should be read in conjunction with the following policy and documents: -**

Acceptable Use of IT Policy and Agreements  
 Anti-bullying Policy  
 Ayscoughfee Hall School COVID-19 Risk Assessment  
 Behaviour Policy  
 Child Protection and Safeguarding Policy and Covid-19 Addendum  
 Children with Health Needs Who Cannot Attend School Policy  
 COVID-19 Outbreak Management Policy  
 Data Protection Policy and Privacy Notices  
 Staff Code of Conduct

***Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS***

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
SMT	Theresa Wright	Autumn 2021	Autumn 2022	8