

Remote Learning Policy

Wapping High School



Policy Reviewed	Ratified	Ratified By	Next Compulsory Date
September 2023		Tom Raw	September 2024

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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. Use of remote learning

All students should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school. Students receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
 - They have an infectious illness or are recovering from injury
 - They are preparing for or recovering from some types of operation
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing learners with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, students, and if appropriate, a relevant medical professional. If the student has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the learner back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the student back into school at the earliest opportunity
- Set a time limit with an aim that the student returns to in-person education with appropriate support

Remote education will not be used as a justification for sending student home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers will be available in the normal school hours.

A hybrid timetable will be established by the leadership team with lessons delivered live to students closely mirroring their normal school day but with breaks so students and staff can have breaks from screen time and time for independent learning.

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

When providing remote learning, teachers should:

- Use the Google Classroom platform for live lessons and remote teaching
- Make reasonable adjustments for pupils with SEND to access remote education
- Provide regular feedback using Google tools
- Keep a register of attendance
- Heads of Department will provide guidance on the setting and adaptations needed for remote learning building on the excellent practice and training provided at Wapping High during the COVID pandemic
- Follow the school's dress code and ensure that lessons are undertaken in spaces that are private and professional

3.2 Pastoral Team

Heads of House will be responsible for:

- Monitoring attendance and overseeing the attendance and registration routines so that the remote strategy mirrors the in-person policies and procedures.
- Keeping in touch with students who aren't in school and their parents/carers
- Making regular contact with parents and carers of students who are considered 'vulnerable'
- Handling any complaints or concerns shared by parents and students.
- For any safeguarding concerns, contact the DSL and follow the School's Safeguarding Policy
- Monitoring and supporting with any behavioural issues during remote learning
- Providing students with opportunities for regular interaction with teachers and peers during the school day through virtual assemblies and events
- Working with the catering team to ensure students eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers
- Working with IT team to identify which students are to be loaned laptops as a priority or need other support with digital and online access.

3.2 Teaching assistants & Learning Mentors

- When assisting with remote learning, teaching assistants must be available in the normal school day.
- When assisting with remote learning, teaching assistants are responsible for: 1:1 support of SEND students or supporting virtual lessons through adaptations.

3.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department 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 through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Making decisions about the use of online video lessons such as Oak National Academy

3.4 Senior leaders

Deputy Head, Nicolette Sorba, has overarching responsibility for the quality and delivery of remote education.

Senior leaders will ensure that Google Classroom, the school's digital platform for remote education provision is regularly being used. Staff and will be regularly trained in its use.

The school is committed to overcoming barriers to digital access where possible for students by:

- Distributing school-owned laptops
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep students on track
- Having systems for checking on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also 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, visiting live google classroom lessons and regularly using students and parent voice surveys to gather feedback
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Providing information to parents, carers and students about remote education on our website and via Parent Mail.

3.5 IT staff

IT Team are responsible for:

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (DPO)
- Fixing issues with Google Classroom and other systems used to set and collect work
- Helping staff, parents and carers with any technical issues they're experiencing

- Assisting students, parents and carers with accessing the internet or devices

3.7 Students and parents/carers

Staff can expect students learning remotely to:

- Have joined and regularly be checking Google Classrooms
- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers, teaching assistants or the IT team
- Alert teachers if they're not able to complete work
- Act in accordance with normal conduct and rules of the school

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

- Issues in setting work – contact relevant subject lead or SENCO
- Issues with behaviour – contact Heads of House
- Issues with IT – contact IT staff
- Issues with their own workload or wellbeing – speak to their line manager
- Concerns about data protection – contact the data protection officer
- Concerns about safeguarding – contact the DSL

5. Data protection

5.1 Accessing personal data

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

- access data via the school's secure cloud service
- Use school devices to access data

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as student's contact details and 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. The school will follow its data protection policy and privacy notice in terms of handling data, which can be found.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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
- 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

6. Safeguarding

Designated safeguarding lead (DSL)

The Designated Safeguarding Lead is Will Overill and the Safeguarding and Child Protection Policy outlines roles and responsibilities.

7. Monitoring arrangements

This policy will be reviewed by Tom Raw, Head of School on a yearly basis.

8. Links with other policies

This policy is linked to our:

- Attitudes to Learning policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy