Leek High School

Remote Learning Policy [COVID-19]

AIMS

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for all students who aren't in school through the use of quality learning resources (both online and offline) and remote online teaching.
- Ensure continuous delivery of the school curriculum to students as well as supporting their wellbeing.
- Provide clear expectations members of the school community with regard to the delivery of high quality remote learning.
- Consider provision for the continued professional development of staff.
- Consider provision for maintaining regular and effective contact with parents and carers.
- Support good attendance and engagement with learning in all circumstances.

WHO THIS POLICY IS APPLICABLE TO

- A child (and any siblings if they are also attending the school) that is absent because they are awaiting COVID-19 test results and the household is required to self-isolate (where the rest of their school bubble is attending school and being taught as normal).
- A full or part year group bubble that is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

CONTENT AND TOOLS THAT WILL BE USED TO DELIVER REMOTE LEARNING

Resources to deliver remote learning include:
- Online webinar tools (e.g. 3CX / Microsoft Teams).
- Remote access to resources on the school network.
- Online learning resources (e.g. BBC Bitesize / Oak Academy / SAM Learning)
- Recorded video posted on YouTube, the school website or subject websites.
- Printed learning resources and packs.
- Textbooks (printed and online).
- Phone calls home to students and parents/carers.

HOME AND SCHOOL PARTNERSHIP

Leek High School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The school recommends that each home 'school day' maintains a set structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support studetns with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

ROLES AND RESPONSIBILITIES

Teachers

The responsibilities below relate to where a whole class or year group bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class or year group are in school.

When providing remote learning, teachers are responsible for:
- Setting wok for students in their affected classes.
- Providing support to the class or individuals where necessary.
- Providing verbal or written feedback on work to the class as a whole rather than to individuals.
- Contacting parents/carers if there is a concern around the level of engagement of a student.
- Reporting any concerns about the welfare of a students to a member of the safeguarding team.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school including the daily monitoring of student engagement.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out obtaining feedback from students and parents/carers.
- Monitoring the security of remote learning systems, including GDPR and safeguarding considerations.

Designated Safeguarding Leads

The Designated Safeguarding Leads are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection and Safeguarding Policy.

IT Technicians

IT technicians are responsible for:
- Fixing issues with systems used to set and collect work.
- Helping staff and students with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches.

The SENCO and Assistant SENCO

The SENCO and Assistant SENCO are responsible for:

- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for students with EHC plans and IHPs
- Determining the level of support needed by SEND students.
- Liaising with the IT Technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

Teaching Assistants

Teaching Assistants are responsible for supporting SEND students with the completion of work as directed by the SENCO or Assistant SENCO.

Students and parents/carers

Staff can expect students learning remotely to:

- Complete work to the deadlines set by teachers.
- Seek help if they need it, from teachers.
- Inform teachers if they're not able to complete any work.

Staff can expect parents and carers of 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.
- Be respectful when raising any concerns about remote learning with staff.

Local Governing Body (LGB)

The LGB 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.

LINKS WITH OTHER POLICIES AND DEVELOPMENT PLANS

This policy is linked to these school policies:

- Behaviour
- Child Protection and Safeguarding
- Data protection policy and privacy notices
- Online safety
- Safeguarding

Headteacher	Date:	08-10-20
Chair of governors	Date:	08-10-20

POLICY REVIEW DATE: October 2021