



This policy is called:	Remote Education Policy
It applies to:	Lordswood Girls' School and Sixth Form Centre
Person responsible for its revision:	Deputy Headteacher (Teaching, Development & Innovation)
Status:	Non-statutory
Website:	Website and staff launch page
Approval by:	Governing Body
Review Frequency:	Annually or as required
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1. Introduction

The COVID pandemic has presented new challenges for schools and paramount has been the concern to ensure the well-being and continuity of learning for all students. Homework and home learning need to be fully embedded into the delivery of the school curriculum and consistency and equity for all students are key. This policy sets out how this will be achieved in the event of a complete or partial lockdown or individual students or staff having to self-isolate.

2. Aims

This Remote Education Policy aims to:

- Ensure equity of learning and curriculum opportunities for students in school and at home
- Outline the provision that will be made and how learning will be monitored
- Clarify expectations of students
- Identify the particular support that will be provided to specific groups of students
- Outline how the school will support student well-being
- Outline guidelines for data protection and safeguarding

3. Student well-being

In the event of a full or partial lockdown or where students are self-isolating, all students will be expected to maintain weekly contact with their review tutor; where this does not happen, a phone call home will be made to check that the student is well and coping with the work. In the event of no contact between home and school, the Education Social Worker (ESW) will be asked to make a visit. In the event of a full or partial lockdown, review tutors will organise a virtual review meeting with their group every half term.

The well-being of students who are subject to a child in need or child protection plan or who are deemed otherwise vulnerable will be monitored by one of the school's DSLs or a counsellor from the school's counselling service, Place2Be. Review tutors will alert the Senior DSL or Headteacher where they have a particular concern about a student.

The school will signpost students and parents to resources to support mental well-being through Parentmail messages and the school website. In the event of a full lockdown, the designated safeguarding email will be shared with students, parents/carers and posted on the school website for any non-urgent safeguarding concerns. Students, parents/carers will be directed to contact the police if a child is in immediate danger. Contact details for NSPCC will be posted on the school website for reporting safeguarding concerns outside of school hours.

4. Provision

Remote learning allows students to learn at home via electronic, online media, through paper 'packs' of resources as well as traditional face-to-face teaching and aims to ensure students are given equal opportunities to access the curriculum, whether in school or learning at home. Home learning therefore builds on and complements what is done at school. Remote learning takes two forms:

- Real time lessons through a specific online medium, at a specific time;
- Materials and assignments which students can access within a set time frame. These might include online resources and exercise, self-guided interactive learning resources or pre-recorded lessons and presentations.

Subject areas have created an online programme of study on Google Classroom. This programme of study mirrors and complements schemes of work for the different year groups. Departments will ensure that the online provision is sufficiently differentiated to take account of the full range of ability within year groups.

Work packs with adapted resources will be provided as necessary to students on the SEND list. Learning Support Assistants will also provide support to students to help them with remote learning.

During full or partial lockdown, the school will aim to deliver real time, virtual lessons to year groups based on priority of need.

Google meet will be the main medium for virtual lessons.

In the case of a full or partial lockdown, a new timetable may be drawn up to facilitate the delivery of virtual lessons.

In the case of self-isolating students, students will follow their normal timetable to complete work set on Google Classroom.

Where a member of staff is required to isolate, and is well enough to do so, virtual lessons will be delivered where IT resources allow. Work will be set for classes in the instances where virtual lessons cannot be delivered or staff are ill.

5. Monitoring of work

Subject teachers will monitor the completion of work by students during full or partial lockdown and self-isolation. Non-completion of work or work of a poor quality will be followed up by the subject teachers in the first instance. In the event of persistent non-completion of work or work of poor quality, the issue will be referred to the Lead Professional and escalated to the relevant Achievement Coordinator if necessary. Parents will be contacted where students are failing to engage in lessons or complete work set.

Assessment will be built into the online curriculum and teachers will use the information from assessments to adapt units of work and put in place support as required.

Attendance at virtual lessons will be monitored and absences followed up as they would during normal working.

6. Roles and responsibilities

Teachers

Teachers are responsible for maintaining an online programme of study that mirrors and complements the schemes of work that are delivered in school.

Teachers are responsible for setting, monitoring and providing feedback on work during a full or partial lockdown and for students who are self-isolating.

If a member of staff is required to isolate and is well enough, virtual lessons will be delivered to classes where IT resources allow. Work will be set for classes in the instances where virtual lessons cannot be delivered.

During a full or partial lockdown, if a member of staff is unwell, they should follow the usual procedures for reporting absence. Students will then be notified that their teacher is 'absent' and advised to follow the online curriculum in place of virtual lessons.

Learning Support Department

The Learning Support Department is responsible for maintaining contact with students on the SEND list and ensuring that they are able to access the learning. The Department will also liaise with subject areas to provide additional or alternative learning resources where required.

IT

The IT Department, supported by all subject areas will help all students understand how to access and use Google classroom

The school regularly audits students' access to IT and the internet. IT technical support will aim to equip all students who do not have access to IT with a school Chromebook and/or dongle so that they can access the remote curriculum. In the cases where this is not possible, students will be offered a place in school. Paper packs of resources will be made available to these students in the event that national guidance does not permit schools to open.

Technical support will endeavour to ensure that equipment and support is in place to enable teachers to deliver virtual lessons.

IT technical support will respond to any IT issues raised by students not in school.

Parents

Parents are responsible for ensuring that their child follows their timetable each day, attends online lessons as required and completes work set. They must continue to notify the school if their child is unwell and, under normal circumstances, would not attend school. They should also ensure that their child maintains weekly contact with their review tutor. Parents should always seek help from the school when they need it in regard to their child. Parents of students who have been provided with a school Chromebook, laptop or dongle are responsible for ensuring that this is kept safe and is only used for school directed activities. An agreement will be required to be signed by parents, who will be required to contribute to the cost of any repair or replacement.

Parents are expected to be respectful when making any complaints or concerns known to staff.

7. Safeguarding

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.

Any safeguarding concerns which arise during the delivery of a remote lessons or review must be referred immediately to a DSL.

A register will be taken at the start of all virtual lessons. For this, students will be required to ensure that their cameras are turned on. There is no requirement for cameras to be left on for the duration of the lesson.

Where a member of staff is delivering a lesson remotely from their home, they are required to ensure that the setting is appropriate and, where possible, blur the background.

Screenshots and recording of live lessons are not permitted.

8. Data protection

All online learning must be conducted through the Lordswoodtrust google account; under no circumstances should staff or students deliver or access a lesson using their personal account.

Students' use of school chromebooks can be monitored by IT Technical Support and access to accounts outside the LAT network is restricted.

Any e-safety incidents will be dealt with in accordance with the procedures outlined the E-Safety Policy. Parents will be informed of incidents of inappropriate e-safety behaviour that take place out of school.

9. Monitoring

Senior Leadership will monitor the provision of online learning for their line managed subject areas.

Completion of work by students will be monitored by the subject teacher who will escalate any concerns to the relevant Lead Professional. This may then be escalated to the relevant Achievement Coordinator.

The Headteacher will provide the governing body with an update on remote learning every half term.

Links with other policies

- Safeguarding & Child Protection Policy [http://lordswoodgirls.co.uk/wp-content/uploads/2020/09/Safeguarding- -Child-Protection-Policy.pdf](http://lordswoodgirls.co.uk/wp-content/uploads/2020/09/Safeguarding--Child-Protection-Policy.pdf)
- E-safety Policy <http://lordswoodgirls.co.uk/wp-content/uploads/2020/09/E-safety-policy.pdf>
- Behaviour policy <http://lordswoodgirls.co.uk/wp-content/uploads/2020/09/Behaviour-Policy.pdf>
- Data protection policy and privacy notices <http://lordswoodgirls.co.uk/wp-content/uploads/2020/09/Data-Protection-Policy.pdf>
- ICT acceptable use policy https://drive.google.com/file/d/1_NCbhPdCDRZ4pyaopP-wX6jvyGwDZlCa/view
- Staff use of ICT <https://drive.google.com/file/d/1-zZXVed2UCGnuaQ8ZDSlIh5OYLvzWtf/view>
- Lone working policy https://drive.google.com/file/d/1T6yetEqZt12y9AbfsN69NiGwlQJm_8VQ/view
- Managing attendance policy <https://drive.google.com/file/d/1usoMXDCgW9QBP3V0x0fLHlRejo9v5cBj/view>