

Hawkley Hall High School

Remote Learning Policy



Adapted January 2021

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1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure pupils are safe and well educated in the event of an extended school closure.
- Outline the various online offer scenarios
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Online provision scenarios and timetable

There are several circumstances in which pupils may need to access a remote learning package

1. Self-isolating pupils
2. Pupils who are on a phased return (anxiety, illness etc.)
3. Pupils who are sent home due to breaking Covid guidelines in school
4. Full or partial school closure

2.1 Scenario's 1- 3

Pupils will access a remote learning provision via Microsoft Teams for the duration of time they are working from home. Pupils will be provided with a 'how to' guide including help videos on the school website, a remote learning timetable, a unique username and password and a telephone call to ensure they are able to access the provision. Student engagement will be monitored and phone calls home will be made regarding any concerns in this area.

Scenarios 1-3 Timetable of Microsoft Team remote learning Lessons

Students will receive the majority of their lessons 'live' on Microsoft Teams lessons and some independent learning tasks set on the Satchel One learning platform. They will receive four sessions per day.

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Y7 Maths Y8 Maths	Y7 Spanish Y8 Art	Y9 Maths	Y7 Science Y8 Science Y9 Maths independent learning task	Y7 Maths Y9 Science
2	Y7 Art Y9 Eng	KS3 Humanities	Y7 Music Y8 Music Y9 Tech	Y7 Science independent learning task Y8 Eng Y9 Science independent learning task	Y7 Tech Y8&9 Drama
3	Y7 Food Y8 Maths independent learning task Y9 Eng independent learning task	Y7 Eng Y8 Maths Y9 Food	Y7 Maths Y8 Food Y9 Eng	Y7 Eng Y8 Science Independent learning task	Y7 Science Y8 Maths Y9 Music
4	Y7 Eng Y8 Science Y9 Art	Y9 Maths KS3 Humanities (Y7) independent learning task	Y7 Science Y8 Science Y9 Science	Y7 Eng Independent learning task Y8 Spanish Y9 Eng	Y7 Drama Y8 Eng independent learning task
5	Y8 Eng Y9 Maths	Y8 Eng Y9 Science	Y7 Maths independent learning task Y8 Tech	Y9 Spanish	KS3 Humanities

2.2 Scenario 4 - Full or Partial school closure

Full Closure

In the event of a full school closure all students will revert to a remote learning via Microsoft Teams. Students will follow their usual timetable and be taught by their usual class teachers where possible, with the exception of PE in which work will be set on Satchel One. Students who are entitled to free school meals will receive ASDA vouchers.

Staff will follow their usual timetable. They will deliver from home for four days per week and from the school site one day per week. However, the site will be open for staff if it is necessary they work from school.

All lessons will be 45 minutes (Lesson 1-9:15; Lesson 2-10:15; Lesson 3-11:30; Lesson 4-13:00; Lesson 5-14:00)

Any lessons that cannot take place due to teacher illness will be set on Satchel One.

Partial closure - year group or bubble closure

In the event of a partial school closure (or re-opening) where specific year groups or bubbles are required to stay at home, students will follow their usual timetable via Microsoft Teams.

Staff will be in school so they can teach the children in school and the children who are at home

The times of the school day will remain the same

Any lessons that cannot take place due to teacher illness will be set on Satchel One.

Vulnerable and Critical Worker Children

In the event of a full or partial school closure the site will remain open for those children of critical workers and our vulnerable children (unless the student is required to self-isolate). There will be a minimum of two members of SLT in school, a safeguarding lead, caretakers and a rota of staff to supervise the children. All current social distancing protocols must be followed by students and staff including the wearing of masks.

Critical worker and vulnerable students will be access the same online provision as those students from home.

Students will be in computer rooms so they can access their lessons

A rota will be circulated to staff to ensure the supervision of the students in school

Students will receive breaks and lunches as usual

Free school meals will be provided for those students who require them

3. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during usual working hours.

If they're 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 and email the Head teacher. The Hawkley Hall absence telephone number is 01942 403055.

When providing remote learning, teachers are responsible for:

Setting work

Teachers will deliver live lessons via Microsoft Teams

Teachers will set work via Satchel online learning platform if the live lesson is unable to take place

Teachers will coordinate with other teachers within their faculties to ensure consistency across year groups

Teachers will set an appropriate amount of work with realistic deadlines

Teachers will follow the curriculum outlined by their HOFs

Providing feedback on work

Teacher will set work that can be uploaded via Satchel and or Microsoft Teams where appropriate

Teachers may give written feedback via Satchel and Microsoft Teams, where feedback occurs it should be positive and aid the student in making progress in their subject area.

Keeping in touch with pupils who aren't in school and their parents

Teachers are to inform their line manager regularly of any students who they are concerned are falling behind

All safeguarding concerns should be emailed to DSL Alison O'Brien and DDSL Cathy Sergent immediately. See safeguarding section below.

Teachers should not communicate to pupils or parents via email during a school closure.

Teachers may be asked to conduct welfare calls

Delivery of live lessons

Ensure an appropriate location if you are delivering lessons, especially if these are from outside the school building, avoiding areas with background noise and ensure nothing inappropriate is in the background

The class register must be taken every lesson as usual on SIMS

If teachers are keep their camera on they must obscure/change the background on Microsoft Teams so that their homes cannot be viewed

Teachers should ensure that the lessons are cancelled on Teams once the lesson is complete

Teachers are to inform their line manager of any behavioural issues during Teams lessons

All safeguarding concerns should be emailed to DSL Alison O'Brien and DDSL Cathy Sergent immediately. See safeguarding section below.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available as directed by their line manager

If they're 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils, who aren't in school, with learning remotely

- Supporting those children of critical workers and vulnerable children in school when required (a rota will be sent to support staff)

- Attending virtual meetings

- Carrying out reasonable duties as directed by their line manager

3.3 Head of Faculties and Head of Departments

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring a broad and balanced curriculum that is appropriately challenging for all and make any changes necessary to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Monitoring and quality assurance of the remote learning sessions in their subject areas

- Alerting teachers to resources they can use to teach their subject remotely

- Regular communication with their LM regarding any students who are causing concern

The Head of Inclusion will co-ordinate any additional/alternative support for SEND pupils and regularly communicate with the SENCO

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - MKI & MWh

- Ensure staff receive appropriate and timely CPD regarding remote learning practices - MWH & MAN

Monitoring the effectiveness of remote learning and curriculum through regular meetings with teachers and subject leaders and reviewing work set - MWh & SHo

Monitoring students engagement and access to remote learning - PSm

Parental engagement - CKn

Pupil progress - JFi

Monitoring the security of remote learning systems, including data protection and safeguarding considerations - AO'B & SHo

3.5 Designated safeguarding lead

Report any safeguarding concerns to both Alison O'Brien and Cathy Sergent via email immediately. In the event teachers are in school and pupils are working remotely, report the concerns in person. Please refer to the Hawkley Hall High School Safeguarding Policy

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they're experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or teaching assistants

- Alert teachers if they're not able to complete work

Staff can expect parents with 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 via the school website Microsoft Teams support page or telephone school

- Support their child with remote learning

- 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 as high 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 – HOF or MWh

Concerns with pupil engagement - HOF

Support with SEND students - FHo

Issues with behaviour - HOF

Issues with IT - ithelpdesk@hhhs.net

Issues with their own workload or wellbeing - LM

Concerns about data protection - SHo

Concerns about safeguarding - A O'B

5. Data protection

5.1 Accessing personal data

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

- Use the Rowan Learning Trust secure remote access service to connect securely into the school network

- Use their school issued device where one has been provided. A personal device can be used where a school-issues device is not available, in line with the RLT Remote Working policy.

5.2 Processing personal data

Staff members may need to access, collect and/or share personal data such as email addresses and phone numbers, 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.

However, staff are reminded to collect and/or share as little personal data as possible online. Downloading, printing, or otherwise recording personal information in an office format (e.g. writing it down) is discouraged.

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their personal devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected in line with the RLT ICT security policy.

- Ensuring the hard drive is encrypted where possible- 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

- Installing antivirus and anti-spyware software

- Keeping operating systems up to date - always install the latest updates

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

- Installing antivirus and anti-spyware software

- Keeping operating systems up to date - always install the latest updates

5. Safeguarding

Please refer to the Hawkley Hall High School safeguarding policy and addendum <https://hhhs.net/our-policies-key-documents/>

Safeguarding/Welfare Checks

These will be carried out according to the following table. Records of welfare telephone calls/home visits will be recorded centrally by the mentors and deputy DSL

Number of Days	Checks						Staff
	No Colour/Blue		Amber		Red		
	Type	Frequency	Type	Frequency	Type	Frequency	
1*	N/A	N/A	N/A	N/A	Phone call	Once - day 1	SSO/HCO
2*	Phone call	Once - day 2	Phone call	Twice - day 1 and 3	Phone call	Twice - day 1 and 3	SSO/HCO
3*	Phone call	Once - day 3	Phone call	Twice - day 2 and day 4	Phone call	Three times - day 1, 3 and 5	SSO/HCO
10	Phone call	Three times	Home visit	Once - end of week 1/start of week 2	Home visit	Weekly	Mentors
			Phone call	Weekly	Phone call	Weekly	
15	Home visit	Weekly - different days	Home visit	Weekly - different days	Home visit	Twice weekly - different days	Mentors & Deputy DSL
	Phone call	Weekly - different days	Phone call	Weekly - different days	Phone call	Weekly - different days	
15+	Home visit	Twice weekly - different days	Home visit	Twice weekly - different days	Home visit	Twice weekly - different days	Mentors & Deputy DSL
	Phone call	Weekly - different days	Phone call	Twice weekly - different days	Phone call	Three times weekly - different days	

7. Monitoring arrangements

This policy will be reviewed termly by M. Klinck. At every review, it will be approved by the governing body

8. Other policies

Staff may wish to refer to:

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy

<https://hhhs.net/our-policies-key-documents/>

9. Remote education provision: information for parents - FQA

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home. For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

For the first day or two your child may be set work from their class teacher via Satchel One. They will be set work for all of the subjects they would have had during the day, following their usual curriculum. Adaptations may need to be made due to the practical nature of some of the subjects.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Yes, your child will follow their usual timetable delivered by their usual class teachers on Microsoft Teams. If there is staff absence their lesson will be covered where possible.

Core PE will not be a live lesson but there will be set PE tasks via Satchel One each week.

The times of the lessons will change slightly to allow teachers to prepare in between classes. See below

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

Your child will follow their usual timetable on line, please see below for the lesson times;

	Online
Engagement	9.00 - 9.15 (Mondays and Wednesdays)

Period 1	9.15 - 10.00
Period 2	10.15 - 11.00
Period 3	11.30 - 12.15
Period 4	1.00 - 1.45
Period 5	2.00 - 2.45

Students will also receive PE work on Satchel one and students in examinations years may receive additional home learning tasks.

Accessing remote education

How will my child access any online remote education you are providing? How will my child be taught remotely?

We use Microsoft Teams for our live online lessons. We also use Satchel One to set and send student work remotely. Your children have been given their passwords but if they forget you can telephone the school office and they will give you them over the phone.

You can ask any questions and report any issues with Microsoft Teams on our school website on the front page titles 'Microsoft teams Problem?' You will also find several support videos for students under the support tab to enable them to make the most of their online learning experience.

Ideally your child will need a device such as a laptop, desktop or tablet to access the online learning however smart phones will also enable students to enter the lessons

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

We have sent several communications asking if students require any support in access remote learning at home, however please contact the school if your circumstances change during the school closure period.

Where possible, technology such as laptops and a device to access the internet will be sent to students, however we do not have unlimited resources.

We will look at the requests on a case by case basis and endeavor to support

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

We expect that your child will attend all of their online lessons and complete work to the best of their best ability. Their teachers will be available to ask questions and for clarification during the lessons, please encourage your child to ask their teachers for help where needed and participates fully in the lesson.

Please support your child by making sure they are sat in a communal room, with few distractions, ensuring they have a pen and paper to hand. It would be helpful to encourage your child to tell you what they have learnt online each day.

We will take a register in each lesson and inform you if we have concerns regarding your child's online engagement.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

A register is taken during every online lesson and monitored by a variety of individuals in school including your child's HOY, students support officer and our attendance monitor. If your child is not engaging with the online provision we will inform you by phone call.

The class teachers themselves will also inform their Head of Faculties (HOF) with any individuals concerns they have regarding the engagement during the sessions. The HOFs will monitor this and contact you will any concerns.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

There are several ways in which the class teacher will assess your child's work and their progress, for example though answering questions in class, completing their classwork, completing assignments and assessments. Whilst students are studying remotely the usual assessments (where possible) will still occur and students will be given feedback on these.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

The class teachers will continue to support and make adaptations where necessary for the SEND students in their class through quality first teaching.

Where possible TAs will be present in online lessons for specific students.

Identified SEND students in school will be accessing the remote education in our inclusion area so they can receive additional support. This will be on a case by case basis.

Please contact the school if your SEND child needs additional support during the remote learning period and the inclusion team will endeavor to support you.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

From your child's first full day of self-isolation they will receive a remote education.

KS3

All students in years 7, 8 and 9 will follow a shadow online timetable (different from their usual timetable) – see below

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Y7 Maths Y8 Maths	Y7 Spanish Y8 Art	Y9 Maths	Y7 Science Y8 Science Y9 Maths independent learning task	Y7 Maths Y9 Science
2	Y7 Art Y9 Eng	KS3 Humanities	Y7 Music Y8 Music Y9 Tech	Y7 Science independent learning task Y8 Eng Y9 Science independent learning task	Y7 Tech Y8&9 Drama
3	Y7 Food Y8 Maths independent learning task Y9 Eng independent learning task	Y7 Eng Y8 Maths Y9 Food	Y7 Maths Y8 Food Y9 Eng	Y7 Eng Y8 Science independent learning task	Y7 Science Y8 Maths Y9 Music
4	Y7 Eng Y8 Science Y9 Art	Y9 Maths KS3 Humanities (Y7) independent learning task	Y7 Science Y8 Science Y9 Science	Y7 Eng Independent learning task Y8 Spanish Y9 Eng	Y7 Drama Y8 Eng independent learning task
5	Y8 Eng Y9 Maths	Y8 Eng Y9 Science	Y7 Maths independent learning task Y8 Tech	Y9 Spanish	KS3 Humanities

They will have four sessions per day, the vast majority will be live lessons and some will be independent learning tasks set on either Satchel one or Microsoft teams

KS4

