

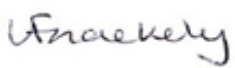


Hawkeye Hall High School

POLICY NAME: Remote Learning Policy

ADOPTED: September 2023

REVIEW PERIOD: Annually

SIGNATURE: 
Chair of Governors

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1. Aims

This remote learning policy for staff aims to:

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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers are responsible for:

- Setting work
 - Teachers are to follow the remote learning teaching timetable below
 - Teachers will deliver live lessons where appropriate via Microsoft Teams
 - Teachers will set work via the Arbor learning platform following the curriculum plan for their subject
 - Work will be uploaded by 9am on the day the child usually has their lesson
 - For any subject that has more than 2 lessons per week only two pieces of work will be set.
 - 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
- Providing feedback on work
 - Teacher will set work that can be uploaded via Arbor and or Microsoft Teams where appropriate
 - Teachers may give written feedback via 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 Cathy Serjent and DDSL Mark Ratcliffe and/or Lynsey Simpson 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 avoid areas with background noise to ensure nothing inappropriate is in the background
 - 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 the DSL Cathy Sergent or DDSL in her absence immediately. See safeguarding section below.

2.2 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
- Attending virtual meetings if appropriate
- Carrying out reasonable duties as directed by their line manager

2.3 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 the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely
- Regular communication with their LM with 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

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - MKI & EJO
- Monitoring the effectiveness of remote learning and curriculum through regular meetings with teachers and subject leaders and reviewing work set - EJO & 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 – CSE & SHo

2.5 Designated safeguarding lead

Report any safeguarding concerns to 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

2.6 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

2.7 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 enquires@hhhs.net email address or telephone school
- Be respectful when making any complaints or concerns known to staff

2.8 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

3. Who to contact

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

- Issues in setting work – HOF
- Concerns with pupil engagement - HOF
- Support with SEND students – Inclusion team -
- 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 – CSE

5. Safeguarding

Please refer to the Hawkleigh Hall High School safeguarding policy and addendum via the school website.

6. Monitoring arrangements

This policy will be reviewed annually by M. Klinck and E Jones At every review, it will be approved by the governing body

7. Other policies

Staff should also refer to the following school policies:

- 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

