

Highcliffe School

Student Remote Learning Policy

Statement of intent

At Highcliffe School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and student data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'School attendance' and Covid adaptations
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- Covid Temporary Continuity Directions published by Government which impact on education

1.3. This policy operates in conjunction (but not restricted too) the following school policies:

- Child Protection and Safeguarding Policy
- Data and Information Policies
- Rewards Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour for Learning Policy
- Accessibility Policy
- Marking and Feedback Policy
- Health and Safety Policy
- Attendance Policy (Students)
- ICT, Mobile Phone and Social Media Policy
- Staff Code of Conduct

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place. Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The headteacher is responsible for:

- Ensuring that staff, parents and students adhere to the relevant policies.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a monthly basis of the remote learning arrangements to ensure students' education does not suffer.

2.3. The Director of Business and Finance is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The DPO and Senior IT technician are responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and students are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient.

The school has sought legal advice about the use of Forenames when delivering live lessons to students homes (or vice-versa) and been informed that with students already knowing the names of students in lessons and with each member of the class belonging to the same school community it is allowable to use students forenames in lessons under GDPR.

2.5. The DSL and deputy DSL's are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect students online.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely and liaising with the headteacher and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software should this be necessary.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct, rewards and behaviour for learning policies.

Where a staff member follows the schools policies and therefore discharges their professional duties as a teacher they can be assured that the school are able to fully support them in any issues that may arise from lessons if held online or in-person.

2.7. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in paragraphs [9.1](#) and [9.2](#) of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Reporting any absence in line with the terms set out in paragraph [9.6](#).
- Reporting any concerns they have to the school via email or telephone.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Providing a suitable space for students to work.

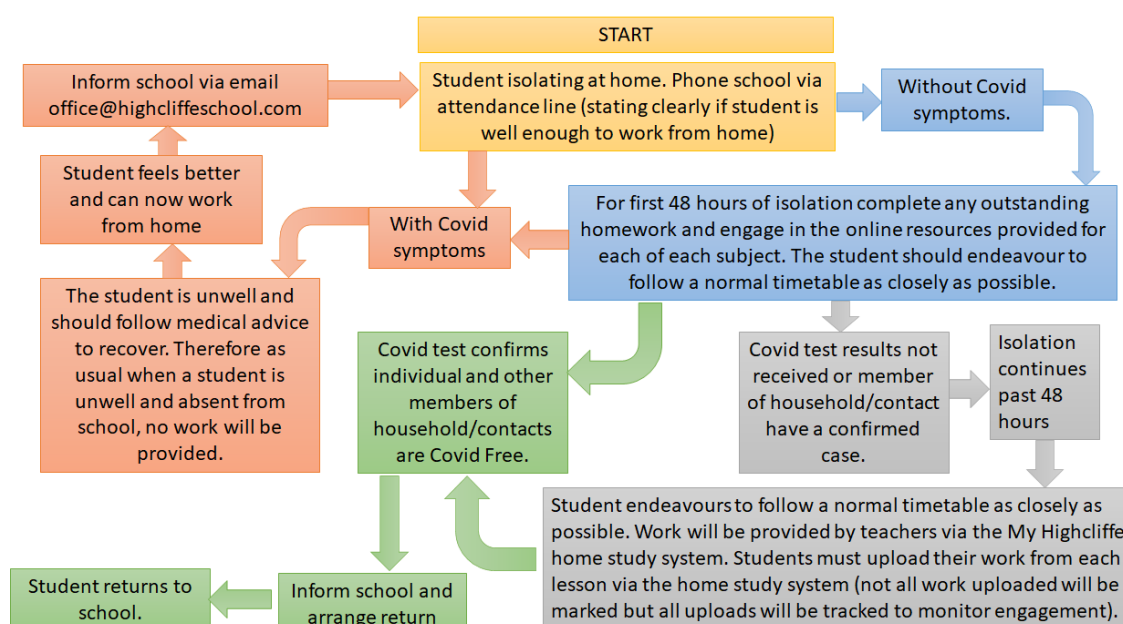
- That their child will adhering to the Behavioural for Learning Policy at all times.

2.8. Students are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs [9.1](#) and [9.2](#) of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Following the guidance in 4.5 below.
- Reporting any technical issues to their teacher or IT support as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour for Learning Policy at all times.

Remote Learning provision

The provision set out in this section is applicable to students who are self-isolating at home and well enough to work, in the case of any other illness or absence from school normal school procedure remain in place and must be followed.



Local Restrictions, Groups of Students or Individuals

If local restrictions are not applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, the school will continue to remain fully open to all. Should local restrictions be put in place the school will follow national guidance which may include weekly rotas.

First 48 hours:

Any outstanding homework already set by subjects, should be completed first. If all homework has been completed then students should follow this link to access work from each subject <https://highcliffe.school//SelfIsolationWork> . This work has been set to align as closely as possible with what is going on in the classroom. Students should only work on the subjects they would normally have that day in school. Once a subject has been selected then choose the appropriate year group and the topic currently being studied by the student.

Summary:

1. Complete outstanding homework.
2. Follow <https://highcliffe.school//SelfIsolationWork> .
3. Identify the subjects on your timetable for that day.
4. Selected the topics you are currently studying for each subject.
5. Access and engage in the resources provided for each topic.
6. For each activity spend the amount of time you would have in each lesson e.g. 1 hour

48 hours up to 14 days:

The school will take a blended approach to remote learning for students who are self-isolating but feeling well enough to learn. The blended learning approach means students could receive any number of activities such as (but not limited to): Narrated PowerPoints, Pre-recorded material, online interactive resources, assessments, Live chat and Live lessons. These activities will be as closely aligned as possible to what a student would have received in the classroom. Work will be set via the home study system on MyHighcliffe and students will be required to upload work for each completed task, this will give parents and school an understanding of the level of engagement with work set. Just as when a student is in school there should be no expectation that all work completed/uploaded will be marked or assessed. Students should (within the restrictions of the home environment) endeavour to follow their normal timetable from home.

Summary:

1. Log on to the home study system on MyHighcliffe.
2. Identify the work you have been set for the day (based on your timetable).
3. Spend the appropriate amount of lesson time on each subject.

4. Once work has been completed the activity upload to the appropriate home study.

5. If you get stuck on an activity you can use the My Help button to get support.

3. Resources

Blended Learning

3.1. The school will take a blended approach to remote learning for students who are self-isolating but feeling well enough to learn. This means the school will utilise the resources available to utilise a range of the most appropriate teaching strategies to provide the most engaging and beneficial learning experience for students. This is consistent and in line with the work provided during lockdown, this system will be regularly reviewed to ensure it is a valuable learning experience for students at home and sustainable for staff to maintain whilst also delivering learning in school. For the purpose of providing remote learning, the school may make use of (but not limited to):

- Setting work via MyHighcliffe
- Past and mock exam papers
- Current online learning portals
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons
- High Quality PowerPoints designed for student directed learning
- Narrated Power Points
- Work booklets
- Assessments
- Live chat
- Live presentation
- Live lessons

3.2. Staff are currently piloting approaches for giving students educationally worthwhile access from home to live lessons taking place in school – this is neither as technologically nor pedagogically as straightforward as it might first seem. So, at this point in time, students isolating at home but well enough to work are unlikely to have live lessons with a teacher; however if our pilots are successful and we can develop a schoolwide approach which works (and especially for the older students preparing for examinations) we will steadily roll this out across the curriculum, this will be regularly reviewed.

3.3. Reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning.

3.4. Staff will endeavour where appropriate to find a range of accessibility features to allow all students to engage in remote learning, e.g. voice-to-text conversion, to support students with SEND.


- 3.5. The school will review the resources students have access to and adapt learning to account for all students needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed and viewed from a mobile device.
- 3.6. The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.
- 3.7. The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.
- 3.8. Students will be encouraged to take regular physical exercise to maintain fitness, and time will be allocated within the school week for students to focus on this.
- 3.9. The school has already endeavoured to identify students who do not have access to ICT facilities at home. The school will work with these families to find the best solutions to accessing learning at home.
- 3.10. Staff will liaise with relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- 3.11. The SENCO (with support from the Learning Support team) will arrange additional support for students with SEND.
- 3.12. Any issues with remote learning resources should be reported as soon as possible to the relevant member of staff.
- 3.13. Students will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
- 3.14. For students who cannot access digital devices at home, the school will, where possible, apply for technology support through the DfE or Local Authority
- 3.15. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.16. The arrangements for any 'live' classes via Microsoft Teams will be communicated via MyHighcliffe, email and text to parents.
- 3.17. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school but will endeavour to help where they are able.

Costs and expenses

- 3.18. The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, or council tax.
- 3.19. If a student is provided with school-owned equipment, the student and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's ICT, Mobile Phone and Social Media policies.
- 4.2. All interactions will be undertaken on school owned IT systems.
- 4.3. All students using video/audio communication must:
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable area within the home with an appropriate background and not displaying any offensive images/items.
 - Follow the on-screen rules including entering live lessons with camera and microphone turned off and only activate when asked by their teacher.
 - Use appropriate language both when speaking and using text/chat – this includes others in their household
 - Students will only speak to the teacher (not the class) unless the activity in the class requires whole class/small group discussion.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Not take screenshots of a live lesson unless given permission by their teacher.
 - Always remain aware that they are visible.

 **Highcliffe School**

Live Lesson

5Hg/Demo Live Lesson - Example Lesson
Teaching Set: 5Hg/Demo
Date/Time: 09/10/2020 16:00:00

By joining the live lesson you agree to the following terms and conditions:

- Turn off webcam unless authorised to do so by a teacher.
- Mute microphone unless authorised to do so by a teacher.
- If you are muted by a teacher do not unmute until given permission to do so.
- Do not misuse the chat - only include text or images relevant to the lesson.
- The school's behaviour policy will be followed during this virtual lesson.
- The lesson may be recorded and all text/chats/images will be logged by username
- Use proper language - not text speak.

You should make sure that you:

- Participate
- Help others with their learning
- Respect other people's views

[Join Live Lesson](#)

4.4. All staff using video/audio communication must:

- Be situated in a suitable area within the home with an appropriate background and not displaying any offensive images/items (if delivering from home).
- Be aware of other applications open so that you do not share sensitive data/information with other students. For example, make sure you don't share your screen with your email, SIS or Integris open.
- Keep communication professional at all time including the use of only appropriate language – this includes being aware of others in their household if delivering from home.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission outside of the organisation. Teachers are not required to record their lessons but can do so if they wish.

4.5. Parents should ensure students (both their own child and those in any online streamed class) have the privacy they deserve to contribute and share in any classroom discussions or where a teacher needs to talk directly with the student. We would ask that in the majority of cases students work independently and without parents being involved/monitoring live lessons. We are aware that some students require personal support and where this is the case and the normal way of working at school we welcome parental support.

If as a parent you do need to support your child in their learning please refrain from being an 'active participant' yourself and allow your child to be the one that is working with the class. Try to keep your microphone muted when supporting your child as this means others in the class cannot hear you.

- 4.6. Students not using devices or software as intended will be disciplined in line with the Behaviour for Learning Policy.
- 4.7. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.8. During the period of remote learning, the school will maintain regular contact with parents to:
 - Reinforce the importance of children staying safe online.
 - Keep them up to date about work students are accessing including a sending a regular dashboard to parents.
 - Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 4.9. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school. Where the school identifies barriers to accessing the internet it will attempt to support families.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.
- 5.2. The DSL will arrange for regular contact to be made with vulnerable students during any long periods of absence/isolation.
- 5.3. Phone calls made to vulnerable students will be made using school phone system where possible.
- 5.4. All contact with vulnerable students will be recorded on in line with school procedures.
- 5.5. The DSL will keep in contact with vulnerable students' social workers or other care professionals during the period of remote working, as required.

- 5.6. Vulnerable students will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will continue to be via MyConcern or via email.
- 5.7. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.8. Students and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

- 6.1. This section of the policy will be enacted in conjunction with the school's GDPR and Data Protection Policies
- 6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times. This requires teachers to be aware of what is displaying on their screens (just as it does in classrooms with projectors)
- 6.3. Where a student is part of the school roll their identity is already known to other students and staff. Staff will only use the student's forename in online lessons (as is the normal practice within school). Any further personal data should not be shared. A forename is not considered identifiable information until combined with other information (such as surname AND address/date of birth etc).
- 6.4. No sensitive data should be transmitted or communicated via remote learning. The General Data Protection Regulations (GDPR) define sensitive data as 'special categories of personal data', which are broadly the same as those in the Data Protection Act (DPA) 1998. These specifically include the processing of genetic data, biometric data and data concerning health matters.
- 6.5. Any possible breaches of confidentiality should be reported to the subject areas senior leadership link.
- 6.6. All contact details will be stored in line with the school procedures.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Students are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's behaviour policy or staff disciplinary policy.

7. Marking and feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Uploaded onto the MyHighcliffe Homework system by the end of the day (based on the day that student would normally have that lesson timetabled)
 - Completed to the best of the student's ability.
 - The student's own work.
 - There is no expectation that all work completed/uploaded will be marked, assessed or that feedback will be provided.
- 7.2. The school expects students to maintain a good work ethic during the period of remote learning and welcome parental support.
- 7.3. Students are accountable for the completion of their own schoolwork and parents can monitor this via the regular dashboard provided.
- 7.4. Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the head of achievement as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. The school will use a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.
- 7.7. The school will log participation and student engagement with remote education and this will be reported to parents via formal regular reports or, if there is a concern, individually via telephone/email.

8. Health and safety

- 8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 8.2. If using electronic devices during remote learning, students will be encouraged to take a five-minute screen break every two hours.
- 8.3. Screen break frequency will be adjusted to five minutes every hour for younger students or students with medical conditions who require more frequent screen breaks.

9. School day and absence

- 9.1. Where possible the school recommends parents support students in keeping to the school day timings at home including following the school timetable.
- 9.2. Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

- 9.3. Students who are unwell are not expected to be present for remote working until they are well enough to do so.

10. Communication (in case of lockdown)

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.
- 10.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- 10.5. The school understands that students learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 10.6. Members of staff will have contact with their line manager once per week.
- 10.7. As much as possible, all communication with students and their parents will take place within the school hours.
- 10.8. Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and resolve the issue.
- 10.9. The students' teacher will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.10. The headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

- 11.1. This policy will be reviewed on an annual basis by the headteacher.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is September 2021