REMOTE LEARNING POLICY
MIDDLEWICH HIGH SCHOOL

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1. Rationale & Aims

Middlewich High School is responsible for ensuring that the curriculum is delivered to all students in as coherent a manner as possible regardless of any disruption to schooling during the 2021-2022 academic year. MHS recognises that remote education makes a significant contribution to enabling students to continue to learn and progress and mitigates any widening of the attainment gap for disadvantaged students. Remote education can be effectively delivered in a range of ways.

At MHS we will be supporting remote education through:

- Google classrooms – live and pre-recorded learning / resources / tutoring

- Online programmes that support learning i.e., Hegarty Maths, Seneca, Star, Bedrock, GCSE POD

- Ensuring resources are provided for students who do not have access to / have limited access to ICT

- Continual review of curriculum to ensure that remote learning matches the taught curriculum in school with appropriate adaptations made for practical subjects i.e., PE / DT

- Regular audit of student access to ICT to inform staff planning

- Providing valuable feedback to students and parent/carers through virtual progress evenings, revision support evenings, individual and whole class feedback, regular contact with families through each term

We recognise that good practice for remote learning as based on the work of the EEF includes:

- ensuring students receive clear explanations

- supporting growth in confidence with new material through scaffolded practice

- application of new knowledge or skills

- enabling students to receive feedback on how to progress

This remote learning policy for staff aims to:

❯ Ensure consistency in the approach to remote learning for students who are not in school

❯ 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 must be available between 8.40am and 3pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

> Setting work which is sequenced and matches the curriculum planning for the class relevant to Key Stage and ability

> Ensuring that work is accessible and clearly explained

> Providing feedback on work using the online methods available via Google Classrooms or other school supported mechanism

> Keeping in touch with students who are not in school and their parent/carers should be via Google Classrooms, email and/ or phone calls within working hours.

> Attending virtual meetings or teaching sessions with staff, parent/carers and students. Teachers must be considerate of professional standards of dress code. The location should be appropriate for a professional conference and there needs to be an awareness of the background.

Teachers can stream their lessons from school to students who are learning from home due to COVID and marked X on the register. Teachers are selective when their microphones are in order to instruct both students in class and at home. Slideshows can be shared but all cameras remain off. Attention must be given to GDPR when presenting. The written chat function is available for interaction and questions/ feedback.

MHS will adopt a blended approach to remote learning ensuring pre-recorded / live sessions & learning resources are accessible and support students who are caring for a range of contexts outside of school

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 3pm

If they are 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 students who are not in school learning remotely. The SENDCO will advise which students need support and how the support will be offered

> Attending virtual meetings with teachers, parent/carers and students teaching assistants must be considerate of professional standards of dress code. The location should be appropriate for a professional conference and there needs to be an awareness of the background.

2.3 Heads of Department and SENDCO

Alongside their teaching responsibilities, Heads of Department and SENDCO are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the remote work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set

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

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning through regular meetings with staff and audit of Google classrooms

> Maintaining an up-to-date record of which students and families do not have device or internet access

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

The DSL is responsible for ensuring the Safeguarding policy is observed and children are kept safe.

2.6 IT Contact Staff (Novus)

Novus staff are responsible for:

> Ensuring systems used to set and collect work are effective and properly maintained

> Supporting staff and parent/carers with any technical issues they are experiencing

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

> Assisting students and parent/carers with accessing the internet or devices

2.7 Students and Parent/Carers

Staff can expect students learning remotely to:

> Be contactable during the school day but some consideration will be made for sharing of devices in one household

> Complete work to the deadline set by teachers or communicate why this is not possible

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

> Students must use their school email account to communicate with staff

Staff can expect parent/carers with children learning remotely to:

> Make the school aware if their child is sick or otherwise cannot complete work

> Seek help from the school if they need it

> Access the weekly view of work set in google classrooms if they have access to ICT resources / engage with school updates on their child's progress via phone call / individual report

> Be respectful when contacting the school

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 – talk to the relevant Head of Department or SENDCO

> Issues with behaviour – talk to the relevant Head of Department, Achievement Lead, Deputy Head teacher

> Issues with IT – email Novus support

> Issues with their own workload or wellbeing – talk to their line manager without delay / Executive Staffing Group

> Concerns about data protection – talk to the data protection officer

> Concerns about safeguarding – talk to the DSL

4. Data Protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access SIMS using remote access only. No personal details should be stored on personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as home/ mobile phone numbers of colleagues. 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.

4.3 Keeping devices secure

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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

> 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 – refer to the updated Child Protection & Safeguarding policy

https://www.middlewichhigh.cheshire.sch.uk/_site/data/files/users/23/policies/974B04B3DA1329CB1D3D2CA8659DF72E.pdf

6. Monitoring arrangements

This policy will be reviewed annually or as directed by the DfE. Amendments to this policy will be approved by the Progress and Attainment Committee.

7. Links with other policies

This policy is linked to our:

- 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
- E-Safety policy
- Remote learning code of practice

8. Links to Guidance Documentation

This policy has been written in conjunction with the DfE guidance on remote education good practice 1st Oct edit.

https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice