Remote Learning Policy

General statement of Policy

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during a school closure. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. This policy has been drawn up to protect all parties: pupils, parents and staff, and applies to all teachers, classroom assistants and admin staff.

Responsible staff

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team.

It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities (see also the School's ICT Acceptable Use and Social Media policies).

The School will endeavour to ensure that staff have access to a suitable device and the necessary hardware peripherals in the event of closure, for example, that members of staff are supplied with a laptop, scanner and printer to facilitate provision of work and a means of communication with our pupils.

The School will endeavour to support staff in ICT skill development.

Remote Teaching and Learning

While some work will be completed by hard copy means there will also be a need for on-line learning as well. In this instance, email and Google Classroom will be the primary platforms for this work. In conjunction with this provision of work, the Zoom app will be used for video-conferencing to provide CEIAG support and if deemed necessary pastoral support (the latter will be not only closely monitored but carried out by only the Principal, Vice-principal or safeguarding Officer).

We are aware that if all schools are required to work remotely then there may be technical issues and bandwidth restrictions. We are also mindful that some students may find working from home challenging whether that is a result of technological difficulties, environmental issues or learning needs. For some pupils, hard copy materials may be more appropriate and more accessible. The School will endeavour to compensate for these issues where appropriate. Providing they meet the appropriate criteria, pupils experiencing technological difficulties may be supported using the EA's Digital Devices for Disadvantaged Pupils Scheme.

Expectations

Teachers will need to make themselves available during their normal working hours and should communicate with the Principal or Vice principal if this is not possible.

Pupils

Pupils need to understand that remote learning is a new experience for teachers as well as students so there is a need to be mindful and interact patiently and respectfully.

- Pupils should only use technology at home with the permission of their parents/carers or a guardian.
- Pupils should try to maintain some structure to their day. Check emails and Google Classroom to see any new posts in the chat room or any new assignments for each subject. Complete the work that has been set and, if requested, save it on OneDrive or email it to the relevant member of staff to be marked.
- Use email and Google Classroom to communicate with their teachers and ask questions if they do not understand a task or require help.
- Never reveal their password to anyone.
- Be responsible for their behaviour and actions when online.
- If a pupil comes across offensive material they should report it immediately to their teacher or parent/carer.
- Pupils should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents/carers contacted.

Teachers:

Dunluce School will make regular provision for remote contact with those pupils identified as vulnerable for pastoral care. In addition teachers will ensure pupils have access to work that allows them to continue working while at home. We are mindful of the challenges of remote learning in an unfamiliar environment and that some subjects and activities do not lend themselves well to remote learning.

- Staff have access to email and Google Classroom, and classes have been set up.
- Staff will receive training to make them familiar with the main functions of Google Classroom
- Staff to email or upload tasks to Google Classroom and provide each class with a weekly timetable.
- Pupils and parents can email staff to ask questions about the work. Teachers will endeavour to respond within 24 hours.
- Google Classroom and email allow for some pieces of work to receive written feedback.
- The school will endeavour where practicable to provide hard copies (for example, textbooks) where appropriate.

Heads of Department:

- Fulfil expectations of a normal classroom teacher.
- Regularly check department pages and the work being set on Google Classroom.
- Regularly check in with their department staff to ensure that they are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their subject area to ensure that work is provided as required.

SEN:

Where a pupil is in receipt of a statement the school will endeavour to provide a classroom assistant to support the child on-line.

Parents:

Encourage and support their child by finding an appropriate place to work and checking that the core set work is completed each day.
Contacting the subject teacher by email if there are any concerns.

Video-conferencing

This facility, at this point in time (October 2020), will only be used in agreed situations and by a limited number of identified key staff. Furthermore, pupils must remember that, despite being at home, a conference with a member of staff is an extension of the classroom and pupils should conduct themselves as they would at school.
This includes:

- Dress appropriately.
- Work in a suitable space i.e. somewhere quiet, safe and free from distractions where parents can see and hear what is happening.
- Be punctual, log on and be in the waiting room early to ensure the interactive session can start on time.

Policy Date: October 2020

Review Date:

Ratified Date:

Signed: _____ (Chair of Board of Governors)

Date: _____