

ASHLEY

HIGH SCHOOL

REMOTE LEARNING

POLICY

This policy was adopted/updated: February 2021

This policy will be reviewed: November 2021

Lead: Clare Ogburn

**Introduction**

This remote learning policy has been written as guidance for staff and parents during the COVID-19 pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for students, and details how they can be used effectively and safely.

The school’s usual Online Safety Policy, Acceptable Use Agreements and Safeguarding and CP Policy still apply at this time but this policy is an addendum in these unprecedented circumstances.

Any concerns, questions or feedback can be communicated with school via the email: [ashleywidnes@gmail.com](mailto:ashleywidnes@gmail.com) or by contacting the school direct on 0151 424 4892.

If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

**A Flexible Approach:**

Keeping regular learning going during the period that schools are closed or in the event of self-isolation is of great importance to reduce the impact on all students’ education. Due to this we are providing a flexible approach to remote learning. Wherever possible, pupils will access work remotely using online learning platforms. If this is not possible and all other solutions have been explored, hard copy work may be provided. Wellbeing phone calls will be made when necessary to address any concerns about pupils who are regularly not engaging with or accessing remote learning.

**Remote Educational Provision For Pupils Who Are Self-Isolating or Shielding**

In the event that pupils are confirmed to be self-isolating or shielding due to COVID, subject teachers will provide access to a weekly timetable of remote learning activities. This will be shared through the School Website via pupil logins. Work will be set by the end of the day each Thursday and will be live for pupils to access each Friday. Feedback will be given by teachers via the website throughout the week. Completed work will be taken down each Thursday with new work set for the following week. All pupils will also have access to our usual online platforms (eg. Lexia, My Maths etc).

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload.

**Remote Educational Provision for When Staff are Self-isolating or Shielding**

In the event of a teacher having to self-isolate or shield, as far as possible the member of staff will plan their normal timetable of subjects and will deliver this via Zoom or Microsoft Teams. Each class in school will have at least one Teaching Assistant supporting the remote lesson in the classroom.

**Safeguarding & Remote Learning:**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policies. When using video calling platforms such as Zoom for individual or group lessons, (eg. Guitar lessons, Zumba), staff will ensure a parent or carer is in the room during the session. All remote sessions will take place in a downstairs room (no bedrooms) with an adult present. Staff and students must be appropriately dressed at all times.

Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Any pupils who have restrictions on image sharing (as part of their EHCP, Child Protection plan or other) will only engage with remote learning videos using audio.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our normal reporting procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too. Further information can be found on the school website and e-safety materials can be provided if necessary for both parents and children.

**Zoom sessions and Safeguarding requirements**

If we have any whole classes who have been asked to self-isolate and work from home then weekly pastoral Zoom sessions will be arranged. This is to support social interaction and communication with their peers and their form teacher and teaching assistant.

**\*\*For safeguarding purposes, any Zoom sessions that take place between school and home or in the case of teachers from home to school the following guidelines MUST be followed:**

* Parents will be informed of when the Zoom session is going to take place that week during wellbeing phone calls each Monday and will arrange for login details to be sent out. Zoom pastoral sessions will therefore take place from Tuesdays onwards.
* Staff (working from home) and pupils should be appropriately dressed throughout (eg not in pyjamas)
* Staff (working from home) and pupils should be in a downstairs room (eg NOT in bedrooms)
* An adult should be in the room with the child accessing from home though the adult does not need to be on screen the whole time (a wave and hello at the start would be fine)
* Any staff delivering Zoom sessions from home should also have another member of school based staff taking part (preferably their class TA)
* Members of the class who are currently in school can also take part using one of the new laptops which will have access to zoom already installed. Staff will be there to support access
* Any pupils who have restrictions on image sharing (as part of their EHCP, Child Protection plan or other) should only take part using audio.
* As form teachers will be making wellbeing calls to their classes each Monday, please arrange the Zoom sessions from Tuesdays onwards

**Parental Advice**

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school as normal. Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a member of the Safeguarding Team directly by phone in the first instance.

**Useful Websites supporting Online Safety:**

* Childline-for support
* UK Safer Internet Centre-to report and remove harmful online content
* CEOP-for advice on making a report about online abuseIn addition, the following sites are an excellent source of advice and information:
* Internet matters-for support for parents and carers to keep their children safe online
* SWGFL - for support for parents and carers to keep their children safe online
* Net-aware-for support for parents and careers from the NSPCC
* Parent info-for support for parents and carers to keep their children safe online
* Thinkuknow-for advice from the National Crime Agency to stay safe online
* UK Safer Internet Centre-advice for parents and carers

**Current Online Platforms and How They are Being Used**

We are currently delivering remote teaching and learning through a range of sites and services:

* School Spider website via pupil/staff logins (for classwork set by staff for pupils to access from home)
* Range of online learning platforms (eg My Maths, Lexia, Doodle Maths, Study Ladder etc)
* Zoom /Microsoft Teams (for teachers to deliver lessons from home to their pupils still in school)
* Zoom/Microsoft Teams (eg. for Annual Review meetings, 1-1 lessons such as Guitar, Governors’ meetings)
* Microsoft Teams (some staff using for CPD/Meeting purposes)

**Looking Ahead**

We are planning for all staff to soon be trained in the use of Microsoft Teams to further enhance future use of remote teaching and learning. We are also looking into purchasing new online packages to supplement key subject areas. Further details will follow as necessary.

If you require login details for any of the current platforms being used, please contact the school:

**TEL: 0151 424 4892**

**EMAIL:** [**ashleywidnes@gmail.com**](mailto:ashleywidnes@gmail.com)

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. Please see relevant policies for further details.

**Links to other policies (available on the website):**

* Safeguarding / Child Protection Policy (plus COVID -19 Addendum)
* Online Safety Policy / Acceptable Use Agreements
* Behaviour Management Policy (plus COVID 19 Addendum)
* Guidance For Safer Working Practice For Those Working With Children
* Data Protection / GDPR Policy
* Blended/Remote Learning policies published by relevant exam boards (eg BTEC)