



**THE BEWDLEY SCHOOL**

Learning for Life - Achievement for All

# Remote Learning Policy

**Person Responsible: Deputy Head Teacher**

**Adoption Date: September 2020**

**Review Date: September 2021**

**Amendment Date: January 2021**

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## **Remote Learning Policy**

Rationale: in the event of a school closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, [at least to some extent]. This may also apply in cases such as exclusion from school, or longer-term illness, assuming students are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak i.e. COVID-19, students are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take students on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

### **Expectations of students**

Assuming that a student is healthy and well enough to work, students will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Students will also be expected to read and respond to communication from the school (e.g. an email from a form tutor, Head of Year etc) on a regular basis.

Students should ensure that, in addition to completing the tasks promptly, they should complete any administrative tasks that allow the school to monitor their progress. If students or parents have any questions about the nature of specific tasks set, these should be directed towards the relevant subject area. If there are questions about a student's overall workload (e.g. a student feels they are overwhelmed or falling behind), these should be directed to the student's head of year.

### **School guidance**

We recognise that during the Covid-19 closure period, staff, students and parents/carers are having to adapt and find new ways of working. At The Bewdley School we are focused on ensuring our students continue to receive the best quality material through a range of online learning environments.

Staff at The Bewdley School will set work for students only through the following methods:

- Show My Homework (Satchel One)
- Microsoft Teams

These remote lessons/tasks may include using other websites, School Remote Access and learning material that will be suitable for students to access. With students working online on their own and family devices, it is important that students keep themselves safe online and do not put themselves in any situations that may be dangerous.

Students should continue to follow guidance we have delivered through E-Safety lessons and assemblies, which are documented in our E-Safety, Safeguarding, Behaviour and Acceptable Use policies.

While working at home, it is important that students continue to recognise the boundaries between school and home life. We recommend where possible, students complete work and use devices in family rooms in the house, rather than in private bedrooms alone. Below are guidelines for students, staff and parents/carers to ensure that online learning is safe, secure and productive.

- All communications with staff & students are done so using school issued email addresses and not personal email accounts.
- Sharing of mobile numbers between students and staff is not permitted at any time
- All lessons are hosted within our domain on Microsoft Teams, via secure access using school usernames and passwords for staff and students
- 1:1 Chats are disabled for all users (except for between staff)
- Students cannot start any form of meetings or lessons (only authorised by staff)
- Video facilities are largely disabled for students – They cannot broadcast themselves in any way through school systems (please see below for live lessons with video function)
- The teacher will endeavor to deliver live video lessons If whole year group(s) or classes are self-isolating or we enter another period of lockdown.
- If only certain groups of students in a class/year group are self-isolating then video lessons will be more difficult to deliver. In this case, the teacher will need to ensure that the video feed is not aimed at the remaining students in the class and personal student information [i.e. calling the register out aloud] is not relayed over the feed.
- The school will be tracking engagement of live lessons
- Language (verbal or written) should be appropriate to school, and should be in relation to the lesson students are attending. Any inappropriate comments will be dealt with in line with the school's behaviour and/or safeguarding policy(s).
- Lessons may be recorded so that other students are able to access them at anytime
- Students can communicate using Audio (at staff member's approval) or using the conversation feature during the lesson.
- There is no expectation for students to use audio
- All sessions are held for whole class access
- Lessons are conducted where possible within the 50-minute timetabled slot, but there is no expectation for it to be entire length. Lessons will start at your timetabled time.

### **Live lessons with video function**

The wellbeing of our students is paramount, and we feel that using video in lesson could aid student's mental health and wellbeing if they are able to see their peers.

Cameras will be need to be switched off most of the time. This can happen within the Teams area. However, teachers may request cameras to be on for such activities as tutor sessions arranged through school, meetings or examination invigilation. In these situations, students should be dressed appropriately (not in nightwear for example) and always be in an appropriate room (not in bed for example) where they can be supervised by an adult.

Students should only use their cameras to join lessons if the following guidance can be met:

- If you feel comfortable, have your webcam switched ON for the duration of the session and be visible to the teacher for the duration of the session.
- You should only switch on your camera if you are in a place where you will not be disturbed or distracted.
- If another member of your household comes in whilst you are participating in a live lesson, please turn your camera off immediately and your microphone as well.
- You should blur your background or ensure that it is neutral (no photos, ornaments, personal items)
- You should dress appropriately, as you would for a lesson in a physical classroom. We do not wish to see crop tops, pyjamas, or onesies.
- Your internet may struggle to support the use of video during live lessons. If this is the case, then please switch off your camera and join via audio.
- No photographs may be taken during video lessons. This is also the case for any recordings which students may watch after the lesson.
- The teacher will explain that a recording has now started, and The Bewdley School expects the behaviour to be appropriate and in line with our behavioral expectations.
- Any student who misuses this technology will be disciplined.

The school expects that parents have internet access at home to access remote learning resources, but teachers will make no presumption of the student's ability to print at home.

#### **Support for pupils with SEND, EAL and other specific learning enhancement needs**

Teachers should ensure that work is differentiated as required for all students when setting online tasks. Profiles are available for SEND pupils and advice can be sought from the SENDco. In addition, the SEND team will maintain contact with pupils on their lists requiring regular support, by email or phone with parents/students and feed back to teachers.

#### **Pastoral care during a school closure or when students are self-isolating**

In event of a school closure, the primary responsibility for the pastoral care of a student rests with their parents / carers. If students are self-isolating, teachers and/or the pastoral team will check in regularly to monitor both academic progress and their general wellbeing.

#### **Safeguarding during a school closure or when students are self-isolating**

In the event of a school closure or when students are self-isolating, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

#### **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy addendum to our child protection policy
- GDPR Policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online/E-Safety policy