



# Remote Learning Policy

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<b>Updated:</b>	September 2023
<b>Review:</b>	September 2024 or as necessary
<b>Responsible Members of Staff:</b>	Director of IT & Deputy Head (Academic)

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## 1. Introduction

If school is suspended and Remote Learning is implemented, the following guidelines are put in place. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, pupil progress should not be negatively impacted.

This is an unprecedented situation, and it may be that this protocol changes as we react to circumstances. If this were to happen, we would be sure to communicate with you.

## 2. General Guidelines

- All subjects will use Microsoft Teams to set, submit and feedback work. This will also be the forum on which pupils and staff will communicate, ensuring all questions and answers are visible by the whole class/year.
- Examined subjects will set work as close as possible to the usual curriculum, while other subjects will set project work.
- Live lessons will take place where possible and videos may be uploaded to aid explanation of the tasks or provide feedback.
- Pupils with school-issued devices should use these for Remote Learning.

## 3. Expectations of Pupils

- Pupils should regularly check their Microsoft Teams to see the posts for each lesson. Alerts will also be emailed to their school email account which should also be checked regularly. If they are unsure about work, they should reach out directly to their teacher for clarification and support. Ideally this should be in the Microsoft Teams as the question and answer may help others; otherwise this should be via school (not personal) email.
- Pupils should endeavour to complete all set work as far as resources and support allow them to.
- **Pupils should engage with forums and discussions in a positive and appropriate manner and using written English of the same standard as expected in school. Content of discussions should be kept strictly to that of the work set.**

## 4. Expectations of Parents/Guardians

- Should encourage and support their child's/children's work - including: finding an appropriate place to work, checking that set work is completed.

- Should contact the class teacher if there are any concerns.
- Should ideally create a separate user account for the pupil on the computer being used for remote learning if it is shared with other family members. This will ensure that there are no complications with other users' Microsoft accounts. Instructions on how to do this are available from the IT department.
- Should contact the remote learning support team if there are problems accessing the online platforms (see below).
- Should be mindful that home filters may not be as secure as school and should be vigilant of their child's/children's online activity.

## **5. Registration and communication with School**

- Alerting the School to absence: In the event of you being unable to attend virtual lessons, your parents should contact the School using the [office@caldicott.com](mailto:office@caldicott.com) email address before 8.30am. This is so that we can monitor attendance and alert teachers to any absences.
- Contacting teachers: This can be done via email and Microsoft Teams (where appropriate). Whilst we aim to continue with life as far as possible, it is important to be aware that School closures and COVID-19 will have an impact on teachers as well. The Senior Leadership Team will be monitoring this and, if you are struggling to make contact with a specific teacher, you are encouraged to contact either Ma'am Naidoo [TRN@caldicott.com](mailto:TRN@caldicott.com) or Ms Bisschop [SJB@caldicott.com](mailto:SJB@caldicott.com) ..

## **6. Expectations of Staff**

- Live lessons should take place where possible. Appropriate attire should be worn with a plain background to the video.
- A variety of tasks should be set across the curriculum, taking into consideration possible limitations students might experience at home such as access to a device, writing materials, physical resources and adult support.
- Work set should reflect the length of a usual lesson.
- Teachers may want to record occasional videos that introduce set work and act as a motivator for the students if they have a device to do this. This must be shared via the school platform. Appropriate attire should be worn with a plain background to the video.
- Wherever possible, work set should reflect the normal curriculum.
- Teachers ensure that by the end of the day, all student work has been acknowledged and any question dealt with in an appropriate manner.
- Teachers should note any pupils who do not complete the work.
- Personal email accounts, phone numbers or alternative forms of social media/messaging services must not be used to communicate with pupils.
- Staff should be available for contact by pupils during what would be the normal contact time for that class but may respond during the normal working hours of the school day. If staff are ill and unable to make these times, they should inform the head of department so that cover can be provided within the department.
- Outside of these times it is not expected that staff are able to respond to pupil questions in the same manner.
- Staff may use their own devices at home if available to access the school platform, otherwise a device will be provided to them by the IT department.
- Videos should be recorded so that if any issues were to arise, the video can be reviewed.

## **7. Safeguarding**

- All normal professional standards apply. All communication should maintain professional boundaries.
- Always follow the document minimising vulnerability to allegations.
- Normal safeguarding procedures are to be followed and any concerns should be recorded on *MyConcern* and also reported directly to the DSL (SJB).
- If you feel you have been put in a vulnerable position, or a pupil has contacted you directly using any other format than school email or google classroom features, you must declare it to the DSL (SJB).
- Any conference calls should be arranged with, and conducted in the presence of, the parent/guardian.

## **8. Support**

- Pupils and parents should contact the remote learning team via email [itdept@caldicott.com](mailto:itdept@caldicott.com) and a member of that team will respond as soon as possible. This may be followed up with a phone call or remote help session.
- Staff may file a job on the IT Job Tracker or call the phone number issued to them.