

Hurworth House School



Remote Learning procedure

The Hurworth Way is unique, we strive to develop moral **character** and purpose, **coach** for endless possibilities beyond the expected and **creatively** inspire to learn

Hurworth House School

Westfield Drive
Hurworth
Darlington
County Durham
DL2 2AD

Registration Number: 841/6006

Tel: 01325 729080

Fax: 01325 729081

Email: adminhurworthhouse@AsprisCS.co.uk

Date/version number

Procedure for:	Remote learning	Number:	HHS
Associated	• Behaviour policy		

Priory Policy:	<ul style="list-style-type: none"> • Child protection policy • Data protection policy and privacy notices • Home-school agreement • ICT and internet acceptable use policy • Online safety policy 			
Unit:	Hurworth House School		Author:	C Blackett
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Remote Learning Policy

Contents

1. Aims
2. Use of Remote learning
3. Roles and responsibilities
4. Who to contact
5. Data protection
6. Safeguarding
7. Monitoring arrangements
8. Links with other policies

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for learners who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Use of remote learning

All learners should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school. Pupils receiving remote education will be marked in line with the Attendance Policy will consider providing remote education to learners in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include: Occasions when we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government

Occasions when individual learners, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing learners with remote education on a case-by-case basis. In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, learners, and if appropriate, a relevant medical professional.

The local authority (LA) will be informed.

- Put formal arrangements in place to regularly review the situation and identify how to reintegrate the learner back into school Page 2 of 7
- Identify what other support and flexibilities can be put in place to help reintegrate the learner back into school at the earliest opportunity
- Set a time limit with an aim that the learner returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the learner is asked to access online education while suspended.

3. Roles and responsibilities-Staff:

When providing remote learning, all staff must be available to work the normal working hours set out by the school. If they're unable to work for any reason during this time, they should report this using the normal absence procedure. When providing remote learning, teachers/instructors should:

- Provide learners with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for learners with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that learners can access remotely

They are also responsible for:

- Setting work in a timely fashion
- Arrangements for the work to be delivered to the appropriate learners
- Coordinate work load with appropriate staff
- Consider the needs of individual learners, and the level of independent study
- Consider the needs of learner's families or carers, including how much adult involvement is needed in each activity and whether learners have a suitable place to study
- Provide feedback in a suitable and timely fashion as directed by the person responsible for Teaching & Learning
- Staying connected with learners who are not in school and their parents
- Make regular contact with learners by either phoning, email etc • Staff should not be answering emails outside of working hours
- If virtual meetings take place with staff, parents/carers and learners' staff should dress in a professional manner and the location must be appropriate, background noise must be kept to a minimum.

When assisting with remote learning, non-teaching staff must work their normal hours and ensure the hours are consistent with contracts of employment If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When assisting with remote learning, non-teaching staff are responsible for:

- Supporting learners who are not in school with learning remotely
- Identified pupils they need to support

- Work with teaching staff to identify how support is provided
- Attend virtual meetings with teachers, parents/carers and learners

Alongside their teaching responsibilities, staff responsible for **Teaching & Learning** should:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Work with other senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being planned and set that are manageable for learners
- Monitor the remote work set by teachers by regular meetings and reviewing set work
- Alert teachers to resources they can use to teach their subject remotely
- Support and make decisions about the use of online support and ensure any necessary training is put in place Senior Leaders

The person responsible for Teaching & Learning has overarching responsibility for the quality and delivery of remote education.

They should continue to overcome barriers to digital access where possible for learners by:

- Distributing school-owned laptops accompanied by a user agreement or contract (only if possible and applicable)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across their school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leads, reviewing work set or reaching out for feedback from learners and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Training staff on relevant accessibility features that the chosen digital platform has available
- Providing information to parents/carers and learners about remote education
- Ensure learners are provided with good quality lunch

Designated safeguarding lead (DSL) The DSL is responsible for:

- Ensuring that the KCSE policy is adhered to both on site and during remote off site learning
- Any safeguarding concerns regarding remote learning should be addressed through the Schools Safeguarding policies and procedures systems Learners and parents/carers Staff can expect learners learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers or instructors, however, learner context & needs must be taken into consideration and flexibility can be built into the system
- Seek help if they need it, from teachers or key workers
- Alert teachers if there is an issue or they are not able to complete work
- Act in accordance with normal behaviour rules/conduct rules of the school (safe, ready, respectful)

Staff can expect **parents/carers** with learners learning remotely to:

- Engage with the school and support learning, and to establish a routine where possible, that reflects the normal school day
- Inform school if their child is sick or otherwise cannot complete set work
- Seek help from school if they need it, and school will support parents with additional resources if needed
- Be respectful when making any complaints or concerns known to staff

The **school governors** are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

If there are any questions or concerns about remote learning, the following individuals should be contacted:

- Issues in setting work – talk to the person in charge of teaching & learning or SENCO
- Issues with behaviour – talk to the Assistant head for behaviour Lead
- Issues with their own workload or wellbeing – talk to their Line Manager
- Concerns about safeguarding – talk to the DSL
- Concerns about Data Protection – talk to DHT or Headteacher

4. Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Know how they can access the data
- Which devices they should use to access the data

Staff members may need to collect and/or share personal data such as part of the remote learning system. If this processing is necessary for the school's official functions, individuals will not need permission for this to happen. The school will follow its data protection policy / privacy notice in terms of handling data. However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

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 at anytime
- Not sharing the device among learners, family, or friends
- Keeping operating systems up to date

5. Safeguarding

Please refer to the current Safeguarding policy KCSIE 2024 All staff have read the Safeguarding policy and signed to acknowledge compliance

7. Monitoring arrangements

This policy will be reviewed every two years. At every review, it will be approved and ratified by school governors

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy