



KINGSDOWN SCHOOL

Remote Learning Policy 2021

1. Rationale

At Kingsdown School, we champion each and every student. This work does and must continue throughout any period of closure and the key to doing this is effective use of emergent technologies and through an effective digital strategy.

2. Aims:

This Remote Education Policy aims to:

- To clearly set out the approaches being taken at Kingsdown School in order to provide remote learning in order to enable students to continue to learn during any period of disruption, which may be caused by CoVID-19
- Ensure consistency in the approach to remote learning for all students (Inc. SEND) who are not in school through use of quality resources
- Provide clear expectations to all members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support
- Support effective communication between the school and families and support engagement

3. How do we provide remote learning?

- At Kingsdown School we use Google Classrooms to provide remote learning for all students.
- All students have access to a Chromebook computer for use both in school and most students have access out of school.
- In the event of closure of the school due to a CoVID-19 outbreak, all day loan students will be authorised to take a chromebook computer home.
- There are many different ways in which remote learning is provided, and we encourage teachers to experiment and innovate to find the methods that work best for them, their students and their subject. Some common approaches include:
 - Setting work remotely via worksheets / powerpoints/ quizzes on Google Classroom
 - Use of commercial platforms such Hegarty Maths, Seneca, Tassomai, Quizlet, Kerboodle, Linguascope
 - Videos of teacher explanations and modelling
 - Audio files to support understanding of tasks, explanations and more challenging texts.
 - Teachers can conduct live lessons as directed by SLT using Google Meet.
- Heads of Department play an active role in having an overview of the work that is being set, and enabling teamwork and collaboration between teachers. Support and guidance for effective remote learning practice is available through weekly whole staff briefings, departmental meetings, Heads of Department meetings, quality assurance cycles, and 1:1 meeting.

4. Keeping in contact with students

We recognise that strong communication and regular contact with students is helpful in supporting wellbeing, motivation, and a continuing sense of connectedness with the school community. We achieve this through:

- Regular filmed or 'live streamed' assemblies, both year group and whole school
- Tutor contact through daily/posts on Google Classroom
- Individual phone calls and emails to students who do not respond to the daily tutor check in. If there is no response for 3 days, this will be referred to the safeguarding team. A risk assessment will be completed and an appropriate action would be agreed e.g. a door knock to site the student.
- Providing feedback on work, following the online feedback and reward policy as far as is reasonable through Google Classroom.
- Rewards for completed work
- Tutor bulletins and tutor group challenges

5. Roles and responsibilities

Students

Staff can expect online learners to:

- Be contactable during the school day
- Follow their timetable, and access the relevant lessons through Google Meet
- Complete work to the deadline set by teachers
- Use resources when and only when directed by a member of staff
- Seek help if unable to complete work as set out by the school
- Continue to follow the school Behaviour Policy

Safe online learning

- When engaging with online learning students must keep their cameras off at all times and only unmute their microphone when directed by the teacher or relevant member of staff
- Must not use inappropriate, racist or sexual language either on the chat or verbally during the lesson.
- Invite or share a link for a lesson with other students or an unauthorised adult
- Must not use their personal email account to access their online lesson
- Make unauthorised videos of lessons or sessions
- Breaches of any of our policies linked to online learning will be dealt with through appropriate disciplinary actions resulting in temporary or permanent removal of access and the school behaviour policy will be followed
- Must not change their google profile to a picture, it needs to remain as the students initials

6. Teachers

Teachers must be available between 8.20am and 15.00pm.

If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing cover work, teachers are responsible for:

- Setting work for their classes, in line with the curriculum expectations as set by the head of the department

- This work needs to be set and made available to students in time for the start of their lesson.
- Work should be uploaded and shared with students via Google Classroom
- Keeping in touch with students who are not in school and their parents. This can be done via email or through telephone conversations.
- Reporting a safeguarding concern: this should be referred to the safeguarding team via CPOMs. More urgent safeguarding concerns should be raised immediately via email or call to the DSL or DDSL.
- Contact the student and parents in the event of non-engagement to identify if the school can offer appropriate intervention to support engagement
- Report any concerns around student usage to the IT Support Team and/or CPOMS immediately

Safe online learning:

Staff should ensure that:

- Wherever possible, staff should use school devices and contact Students only via the school emails address. This ensures that the schools filtering and monitoring software is enabled.
- If required to have the camera on, teachers should ensure that their background is blurred
- If working from home, sessions must be conducted in communal areas (no bedrooms) and the background should be plain or blurred.
- Both staff and students should be appropriately dressed.
- Resources for videos must be age appropriate.
- If a member of staff is concerned about the conduct of a student in a lesson, they should follow the school behaviour policy and either give the student a warning or remove them from the lesson immediately.

7. Student Teachers and Non-Qualified Teachers

- Complete work as directed by the timetabled teacher but only on school site.
- Non-qualified teachers should not conduct live online learning from home or away from school sites.

8. Education Support Champions

To assist with remote learning, education support champions must be available during their normal working hours.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, the normal absence procedure should be followed.

Education support champions will provide support for children who are listed on the SEND register or as identified by the SENDCO. The work for the Education Support Champions will be coordinated and directed by the AHT INclusion Champion, SENDCO or the ASC Centre Manager.

Examples of this work are:

- Support during online lessons accessed via Google Classroom
- Run 1:1 or small group sessions for students who are emotionally vulnerable and are struggling.

- Continue with relevant interventions either online or in school such as Fresh start and guided reading.
- Complete tasks as directed

9. Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school including monitoring of engagement
- Intervening where there is a lack of engagement
- Monitoring the effectiveness of remote learning
- Reviewing work set or reaching out for feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

10. Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

11. IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Reviewing student usage and flagging any and all misuse to a member of SLT or if a safeguarding concern to the DSL
- Assisting students and parents with accessing the internet or device.

12. The SENDCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for students with EHC plans
- Identifying the level of support for individual students identified on the SEND register.

13. Parents

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise and cannot complete work.
- Contact the class teacher if their child is struggling with resources from the online lesson.
- Contact the SENDCO if their child has an SEND need and requires further support to access their online learning.
- Be respectful when making any complaints or concerns known to staff.

14. Governing Body

The Governing Board is responsible for:

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

15. Data Protection

Remote learning requires that all staff adhere to the School's **Data Protection Policy** with particular regard to:

- Accessing personal data
- Sharing personal data
- Keeping devices secure

16. Safeguarding

All staff should refer to, and follow, the school's Child Protection/Safeguarding Policy and its Covid-related Addendum.

17. Monitoring

As set out in paragraph 3.4 of the Online Safety Policy 2020, the IT manager ensures that students are safe when using their school devices.

Incidents are logged on CPOMs and are dealt and managed as detailed in the Child Protection, Behaviour and Online safety policies.

18: Supporting wellbeing

Ensuring that we support mental health needs and managing screen time is important to us. As part of this we will:

- Signpost places for both school based and agency based mental health support through assemblies and student bulletins.
- Consider when planning lessons, learning breaks, active tasks and opportunities to move away from the screen

19. Links with other policies

This policy is linked to our:

- [Behaviour Policy 2020](#)
- Child protection Policy 2020 and COVID 19 addendum to our Child Protection Policy
- [Data Protection Policy](#)
- [Online Safety Policy 2020](#)

Signed



Emma Leigh-Bennett
Headteacher

Date

25th January 2021

Signed



Lynne Scragg
Chair of Governors

Date

25th January 2021

Appendix A - Student Acceptable Use

Kingsdown School ICT Support Department

Chromebook Received Acknowledgment Form

This is to confirm that I, <<student name>>, have received the below Chromebook and that I will abide by the E-Learning Code of Conduct on the following page.

My chosen option is: <<purchased/long term loan/day loan>>

Purchased:

I understand that when I leave Kingsdown School, this Chromebook will be mine to keep.

Long Term Loan:

I understand that I will be required to give the Chromebook back to the school at the end of the school year or when I leave Kingsdown School.

Day Loan:

I understand that I will be required to collect the Chromebook from A1.5 at the start of the school day between 8:15 and 8:30, before roll call.

I must also return the Chromebook to A1.5 at the end of the school day before 4:15pm.

Device	Dell Chromebook 11 3100 Dell Chromebook Protective Case Dell Chromebook Charger
Asset name	
Serial number	

Signature:

Date:

E-Learning Code of Conduct

We expect our students to use the IT resources responsibly. This includes access to the internet and G Suite for Education.

- You are responsible for all use of your account.
- Do not share your passwords with others or log into the school network using someone else's name
- Only access resources and sites appropriate for use in school.
- Should not use chat rooms or social media platforms
- Must not use any inappropriate language (sexual, racist, homophobic or extremist) when communicating
- Do not search for, download or share inappropriate images (sexual, racist, homophobic or extremist)
- Do not share any personal information online (including my name, address or telephone number).
- Treat anyone online with respect.
- Tell a teacher or adult if you see, hear or read anything that makes you feel uncomfortable.
- Respect copyright and trademarks and do not publish or submit work that is not your own.
- Only open attachments and downloads from people you trust.

Any failure to follow the code of conduct will result in the partial or full, temporary or permanent loss of access to services and further disciplinary action may be taken in line with the school's behaviour policy where necessary.

Everyone learning, Everywhere

All students who have been issued a personal Chromebook must:

- bring them into school every day as a standard piece of equipment.
- only use their Chromebook in lessons when directed by a teacher.
- take care of the Chromebook. If not in use it should be in its case and stored in an appropriate school bag.
- ensure the Chromebook is fully charged ready for school each day as it is not possible to plug the Chromebook in to charge it during a lesson.