



## **Court Fields School**

### **Remote Learning Policy**

**December 2021**

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Due for review: Autumn Term 2022

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### 1. Introductory Statement

This policy is to ensure ongoing, high quality education for Court Fields School students under unusual circumstances and any circumstances in which attendance at school is not possible.

This policy will safeguard the education of students in the event of school closures from illness, epidemic, unforeseen event or site closure. This policy will also ensure the ongoing provision of high-quality education for students who are forced to remain at home due to shielding or other reasons, but who are able to continue with their education.

## 2. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure fair access to learning for all students, whether at home or in school
- Ensure learning at home is of the same high quality as learning in school
- Ensure continuous support for student's mental health and wellbeing through remote platforms
- Set out expectations for all members of the school community with regards to remote learning
- Support effective communication between school and home
- Provide appropriate guidelines for data protection

## 3. Preparing for Remote Learning

We would expect that many of these steps would already be in place. It is the responsibility of all teaching staff, faculty heads, year heads and senior leaders to ensure that the following steps have been taken as soon as reasonable possible, and in any event by the end of October 2020.

- Teaching staff must ensure that they have access to Courtfields.net in order to access school email, Google Drive and Google Classrooms
- Teaching staff must ensure they have access to Class Charts and that classes are kept up to date
- Teaching staff must ensure they have access to, and know how to use, platforms for live lessons including Google Hangouts via Google classrooms and for recording content, including recording over Microsoft Power Point and use of Loom
- Heads of faculty must ensure that all schemes of learning include contingency planning for remote or blended learning for at least one term in advance
- Heads of faculty must ensure that a bank of complementary work for shielding students is available for each scheme of learning and is kept up to date
- Heads of year must ensure that all students in their year groups are able to access Class Charts, Google Drive, school email at Courtfields.net and Google Classrooms
- Senior leaders are responsible for communicating procedures for remote learning with parents via letters to parents, the remote learning parent handbook, the school website and social media
- Senior leaders must monitor the above and ensure that it is done in a timely fashion

## 4. Procedures, Roles and Responsibilities

### 4.1 In the event of full school closure (tier 4) or partial school closure (tier 2 and 3)

In the event of full school closure:

- Vulnerable children and the children of key workers will continue to attend school full time. These students will have access to the same remote learning as other students but will complete it in school with support from staff. All other students will be educated via remote learning
- We will follow the normal school timetable for all students. Students will have 5 subjects per day set at the same time their normal lesson would have been.
- Years 10 and 11 will be given full 1-hour lessons
- Year 9 will be given 45-minute lessons
- Years 7 and 8 will be given 35-minute lessons
- All work will be set via Class Charts and students will be expected to upload completed work here as well
- The school's feedback policy will remain in place, and feedback will be given at least every 6 lessons

Students will be expected to complete work for each subject during the normal time slot of their lesson and to upload completed work to Class Charts at the end of each lesson.

The work set will follow the normal schemes of learning that the school has in place. Live lessons will run as follows:

- KS3 – English, Maths and Science - 1 live lesson per week during a timetabled slot for that lesson.
- KS3 – all other subjects - 1 live lesson per fortnight during a timetabled slot for that lesson
- KS4 - core and option subjects - at least 1 live lesson per week during a timetabled slot for that lesson
- KS4 – core PB and PE – 1 live lesson per fortnight during a timetabled slot for that lesson

The times of live lessons will be shared with students in advance via Class Charts along with instructions for joining the lesson. Live lessons may not last for the entire lesson time. In these cases, follow up work will be set and students will be asked to upload this to Class Charts.

In the event of partial school closure, the same procedures will apply. Where a year group is absent due to partial closure, teachers will upload work, deliver live lessons and respond to students queries from the classroom they would normally have been teaching from.

#### 4.1.1 Teachers

Teachers are responsible for the following:

- Ensuring the quality of remote learning is as high as the quality of lessons in school and the use of the CFS principles for high quality learning are evident in planning
- Ensuring that the key knowledge and skills as identified in schemes of work are covered in full via remote learning
- Ensuring that work is accessible on Class Charts at the correct time for each of their classes and that students are able to upload work
- Ensuring that scaffolding and differentiation for identified students is evident in planning and enables all students to make progress
- Being available to students via email during their timetabled lessons slots in order to respond to questions and queries

- Ensuring that work is marked in line with school policy and at least once every 6 lessons
- Ensuring that feedback is valuable, deals with misconceptions and leads students to make progress
- Ensuring that students are rewarded for work completed through Class Charts, Learning Stars and communication with home
- Ensuring that Live lessons are communicated and delivered in line with the above schedule
- Ensuring that records of student attendance at Live lessons is recorded and any absence is highlighted to heads of year.
- Ensuring that student completion of work set is recorded and any missing work is followed up through communication with students and parents

#### 4.1.2 Heads of Faculty

Heads of Faculty are responsible for the following:

- Ensuring schemes of work identify key skills and knowledge as appropriate to the year group to enable progression in line with expectations or above
- Ensuring planning is in place for remote learning for all schemes of work at least one term in advance
- Ensuring all staff within a faculty understand and are able to deliver live lessons and remote learning
- Monitoring the quality of work set, live lessons and student work during remote learning through observation of live lessons, work scrutiny and student voice surveys
- Ensuring communication with home where students are not submitting work or attending live lessons
- Ensuring the remote learning parent handbook is up to date for their subject areas

#### 4.1.3 Heads of Year

Heads of year are responsible for the following:

- Monitoring student's welfare via the check in procedure
- Communicating with parents where there are concerns around a student's welfare
- Ensuring all students in their year group have access to remote learning and know how to access Class Charts, Google Classrooms, Google Hangouts, Google Drive and Gmail
- Ensuring communication with home is timely and plentiful where there are individual enquiries relating to students in their year groups
- Ensuring there are regular welfare checks for every student in their year group

#### 4.1.4 Tutors

Tutors are responsible for the following:

- Ensuring regular phone calls home to students in their tutor group with at least one phone call every two weeks for each student.

#### 4.1.5 Senior Leaders

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through implementation of a remote learning QA programme, coverage of which is equal to the QA programme used when school is fully open

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring regular updates to the remote learning parent handbook
- Ensuring up to date and regular communications with parents detailing any changes to remote learning

#### 4.1.6 Pupils and Parents

Students are responsible for:

- Ensuring they are contactable during the school day via Gmail or other means
- Completing work to the deadline set by teachers
- Seeking help if they need it from teachers via Gmail
- Alerting teachers if they are not able to complete work
- Completing the remote welfare check in each day at the time set
- Keeping work completed for each subject in an organised manner

Parents are responsible for:

- Alerting the school aware if their child is sick or otherwise can't complete work
- Seeking help from the school if it is needed in relation to work set, access to remote platforms, supporting children's welfare or any other concerns
- Ensuring contact details are up to date to enable contact from the school
- Making the school aware if there is insufficient access to technology in the home to allow for remote learning

## 4.2 In the event of students having to isolate at home

In the event that a student needs to isolate or shield while the school remains open, but is sufficiently well to continue education, the following arrangements are in place:

For all core subjects and many non-core subjects, 14-21 days worth of work has been set on Class Charts. This work covers the key knowledge and skills being studied in lessons and is complementary to the schools schemes of work. All other subjects will set work on a day by day basis once a parent has reported that their child are shielding.

The classwork for each lesson has been or will be uploaded to Class Charts and will be labelled with the letters 'SHLD'. Student must search by 'date set' in order to view this work.

Students should complete work following their normal timetable each day, at the same time as the lesson is happening. Students who are isolating will be expected to upload any work produced to Class Charts by the end of the day so that their teacher can check it.

If a student is in school and is not shielding, they should ignore any work put into the class titled 'SHLD'

If a student is isolating for an extended period, it is likely they will wish to contact their teachers. Contact with teachers should be via the school's Gmail which can be accessed via the school website.

#### 4.2.1 Teachers

Teachers are responsible for:

- Ensuring they are aware of which students in their classes are shielding or isolating
- Checking for work uploaded to Class Charts each day
- Providing feedback in line with school policy and at least one every 6 lessons
- Responding to student queries via Gmail
- Ensuring that feedback is valuable, deals with misconceptions and leads students to make progress
- Ensuring that students are rewarded for work completed through Class Charts, Learning Stars and communication with home
- Ensuring that student completion of work set is recorded and any missing work is followed up through communication with students and parents
- Ensuring coverage of key knowledge and skills for each unit of work

#### 4.2.2 Heads of Faculty

Heads of Faculty are responsible for the following:

- Ensuring complementary work covers the key skills and knowledge as appropriate to the year group to enable progression in line with expectations or above
- Where complementary work is not being set, ensuring individual work for each shielding student is uploaded on a daily basis
- Monitoring the quality of work set and feedback given to shielding students
- Ensuring communication with home where students are not submitting work or attending live lessons

#### 4.2.3 Heads of Year

Heads of year are responsible for the following:

- Ensuring teaching staff and heads of faculty are aware of shielding or isolating students
- Monitoring student's welfare via the check in procedure
- Communicating with parents where there are concerns around a student's welfare
- Ensuring all students in their year group have access to remote learning and know how to access Class Charts, Google Classrooms, Google Hangouts, Google Drive and Gmail
- Ensuring communication with home is timely and plentiful where there are individual enquiries relating to students in their year groups

#### 4.2.4 Senior Leaders

Senior leaders are responsible for the following:

- Co-ordinating the approach to remote learning for shielding students across the school
- Monitoring the effectiveness of remote learning through inclusion of the work of isolating or shielding students in the AQ programme

#### 4.2.7 Pupils and Parents

Shielding students are responsible for:

- Ensuring they are contactable during the school day via Gmail or other means
- Completing work to the deadline set by teachers
- Seeking help if they need it from teachers via Gmail
- Alerting teachers if they are not able to complete work
- Keeping work completed for each subject in an organised manner

Parents are responsible for:

- Alerting the school as soon as the need to isolate arises
- Seeking help from the school if it is needed in relation to work set, access to remote platforms, supporting children's welfare or any other concerns
- Ensuring contact details are up to date to enable contact from the school
- Making the school aware if there is insufficient access to technology in the home to allow for remote learning

## 5. Who to Contact

Teaching staff should contact the following:

- Issues with work for shielding students – head of faculty or assistant head – [lmartin1@educ.somerset.gov.uk](mailto:lmartin1@educ.somerset.gov.uk)
- Issues with behaviour – head of year or assistant head – [swestwood1@educ.somerset.gov.uk](mailto:swestwood1@educ.somerset.gov.uk)
- Issues with provision for SEND students – SENCO – [vmccarthy2@educ.somerset.gov.uk](mailto:vmccarthy2@educ.somerset.gov.uk)
- Issues with IT – IT staff – [support@courtfields.net](mailto:support@courtfields.net)
- Issues with their own workload or wellbeing – line manager
- Concerns about data protection – Sally Taylor – [staylor12@educ.somerset.gov.uk](mailto:staylor12@educ.somerset.gov.uk)
- Concerns about safeguarding – report via MyConcern and talk to the DSL Sarah Westwood – [swestwood1@educ.somerset.gov.uk](mailto:swestwood1@educ.somerset.gov.uk)

## 6. Data Protection

### 6.1 Accessing Secure Data

Staff should only access data via online means such as remote access, Class Charts or Google Drive, and never save it on their personal devices.

### 6.2 Data Protection in Live Lessons

For live lessons, parents are instructed that no adult should be present and no recording should take place. Students will be reminded of this at the start of each Live lesson.

Live lessons will take place via Google Hangouts from the Google Classroom to ensure no available access to anyone outside of the school.



### 6.3 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 for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Please refer to the trust online safety policy (September 2021) for full guidance on online safety and data protection.

## 7. Safeguarding

Safeguarding remains the responsibility of all staff. Please refer to the school's safeguarding policy (September 2021) and appendix to the Safeguarding policy in relation to school closure.

All staff are responsible for ensuring their Safeguarding training is up to date and alerting their line manager if it is not.

## 8. Monitoring Arrangements

This policy is awaiting review by the Castle Trust. It will be implemented from October 2020 and will be reviewed in September 2021

## 9. Links with other Policies

- Behaviour policy and June 2020 annex to behaviour policy
- Safeguarding policy and April 2020 appendix to the safeguarding policy
- Data protection policy
- Online safety policy
- Home-school agreement