



# Remote Learning Policy

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- Respond to any inappropriate behavioural issues by:
  - issuing one warning to the student;
  - removing them from the lesson if appropriate behaviour persists;
  - informing the Head of Year (HOY) as soon as possible after the lesson, who will in turn contact parents/carers;
  - logging the incident on Go4Schools.  
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- assist pupils and parents with accessing the internet or devices.

## 2.6 Pupils and parents

### Staff can expect pupils learning remotely to:

- only use school email accounts and logins for the purposes of online learning;
- complete all remote learning tasks to the best of their ability;
- attend all of their online lessons;
- ensure their environment is quiet and free from distractions;
- use an appropriate background (and foreground) if they are likely to use a webcam/visualiser and be suitably dressed;
- behave with respect during their online lessons by:
  -

### 3. Who to contact

If staff have any questions or concerns about remote learning, contact the following individuals:

- Curriculum Leaders/SENCO - issues in setting work
- Form Tutor and/or HOY - issues with behaviour
- IT support staff - issues with IT
- Line Manager - issues with workload or wellbeing.
- Mr S Smith - concerns about data protection.
- Mrs S Whitcombe or Mr R Bradley - concerns about safeguarding.

### 4. Safeguarding

The Child Protection Policy should be read along with the Safeguarding COVID 19 Annex which can be found on the school website. With regard to remote teaching and online lesson, the following advice should be applied appropriately.

All staff delivering online lessons should familiarise themselves with features of Microsoft Teams and how to use it effectively – refer to the training and reminders sheet as necessary. Should you be unsure seek further support or training from ICT support

- If delivering remote lessons from home:
  - whilst live streaming you are not expected to be on camera, however if you choose to be, please ensure that you are in a neutral location that is appropriate and safe (e.g. a living room, a study or a kitchen), or in a meeting use a predefined background. It may be helpful to ask a 'critical friend' to check what is in view of the camera;
  - check what can be seen by the camera before going live or joining a meeting;
  - reduce the possibility of the lesson being interrupted by household members or pets.
- When teaching remote lessons using MS Teams Meetings, when you start the lesson remember:
  - once you join the meeting/lesson go to the three dots at the top right of the screen, click on this then select 'Turn off incoming video' at the bottom of this menu – this will ensure that you cannot see any students and they cannot see each other;
  - you can also turn on live captions if you have an HI student in your class from this menu;
  - from the same menu select 'Meeting options' – from here;
  - make sure the 'Who can present' box is set at 'Only me';
  - slide the 'Allow attendees to unmute' to the left;
  - you now control who speaks and can also remove students from the session – they cannot unmute each themselves or each other, or re-join once removed;
  - you can turn off your camera feed should you want to – there is no expectation for you to be on-screen;
  - the chat function has been disabled and should not be an issue;
  - when sharing the desktop, and when you switch between applications whatever is running in the background can be seen. This needs to be appropriate or closed down to safeguard you;
  - remember that when you finish the remote lesson that you should select the 'End meeting' option which will finish the lesson for all students;
  - only use first names when communicating with pupils in a meeting;
  - please ensure you have read and understood our acceptable use agreement which is in the Code of

- adhere to professional standards as you would in school at all times;
- do not have one-