The Chalfonts Community College

Remote Learning Policy & Guidance

September 2020

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1. Aims

This policy is to ensure the ongoing education of The Chalfonts Community College pupils under unusual circumstances.

This policy is designed to ensure that during closures of the school that could happen at any time, caused by events including: illness epidemic, extreme weather, power-loss, etc, that the school is able to provide the quality and experience of education and teaching that is as close as possible to the experience that pupils receive when they are being taught in their classrooms.

This policy also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school

- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection

2. Roles and responsibilities

The Senior Leadership Team is responsible for formulating and overseeing The Chalfonts Community College Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to RichardSmith@Chalfonts.org in the first instance.

Contact details are available on our website for our subject departments:

https://www.chalfonts.org/contact

2.1 Teachers

When providing remote learning, teachers must be available between 8:45am and 3:05pm, Monday – Friday.

If they're 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 remote learning, teachers are responsible for:

Setting work –

• Following the school timetable

- Each day should start with a live tutor period led by the Form Tutor. Except in exceptional circumstances, this should be the case every morning, for every class
- All work to be set on Show My Homework, signposted clearly with links, the correct period and correct start time listed
- Lessons need to be virtual – either live or pre-recorded
- It may be necessary due to childcare constraints that some lessons will be recorded and published
- It may be appropriate for some subject who undertake project based learning to have one live lesson followed by a task on SMHW with a drop in opportunity for students if need be (Just thinking of the Arts subject as an example)
- Live lessons should not be 1-2-1
- Where Staff are delivering live lessons, they should teach their classes as if they were delivering these lessons in the classroom. It may be useful to share pre-recorded lessons to a larger cohort where applicable. Cover work should be set for 'absent' staff
- Where Staff are teaching lessons live, they should record these lessons. The recording of these lessons will only be used for the purpose of supporting safeguarding or behaviour and these recordings will be kept in maintained in line with The Chalfonts Community College IT policy
- Student cameras should be off at all times
- There should be no expectation to print any resources
- In line with the Teaching and Learning Policy, feedback should be provided for students
- The normal 48 hour return on emails should be maintained. Checking google emails, when appropriate for feedback and support, will also be necessary
- Meetings as per the school calendar will take place with meeting invite sent by the lead of the meeting
- Should there be a phased closure, it is accepted that blended learning will not always be possible. As per recent emails, students and parents will be directed to the school website to access the bank of resources made available by departments

2.2 Learning Support Assistants (LSAs)

When assisting with remote learning, LSA's must be available to support students as designated by their timetable. However a certain amount of flexibility will be required to ensure appropriate support for all key students is in place.

If they're 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 assisting with remote learning, LSA's are responsible for:

- Supporting pupils who aren't in school with learning remotely as directed.

- Attending virtual meetings with teachers, parents and pupils as requested.

If LSA's will also be working in school, cover for key students will be arranged as per staff availability

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

Any issues of concern should be directed immediately to the DSL – victorialang@chalfonts.org

2.6 IT support staff

IT support staff are responsible for:

Help with login information for:

- o @Chalfonts.net Accounts - Google (Google Classroom/Google Docs/Google Drive)
- o SatchelOne Show My Homework Accounts
- o Science – Kerboodle Accounts
- o Maths – Maths Watch and MyMaths Accounts

Fixing issues with systems used to set and collect work

Helping staff and parents with any technical issues they're experiencing

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

The Chalfont Community College will produce a guide to Pupils and Parents for online learning. It is expected, where possible, that pupils adhere to these rules and that parents work with the school to ensure that these rules are followed. The guide will evolve, but will include the following:

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling
- Be respectful when making any complaints or concerns known to staff
- Parents should not be involved in any on-line learning under any circumstance

2.8 Governing board

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and in times of closure, the school is providing the quality and experience of education and teaching that is as close as possible to the experience that pupils receive when they are being taught in their classrooms. Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

Issues in setting work – talk to the relevant subject lead or SENCO
https://www.chalfonts.org/contact

Issues with behaviour – talk to the relevant head of year

Issues with IT – talk to IT staff ITSupport@Chalfonts.org

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer RichardSmith@Chalfonts.org

Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use their school device, and follow the Data Protection Policy.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 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

5. Safeguarding

Online Safety

All staff are aware of the The Chalfonts Community College E-Safety Policy, however during this period of the COVID-19 outbreak, there are other aspects of e-safety that need to be considered.

All staff at The Chalfonts Community College must be reminded to familiarise themselves with the following policies:

- o Staff code of conduct
- o Acceptable users' policy
- o Social media guidance

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

The Chalfonts Community College will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

Staff and children must wear suitable clothing, as should anyone else in the household.

Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.

The live class should be recorded so that if any issues were to arise, the video can be reviewedLive classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.

Language must be professional and appropriate, including any family members in the background.

Staff must only use platforms provided by The Chalfonts Community College to communicate with pupils

Staff should record, the length, time, date and attendance of any sessions held.

Parental consent will be obtained prior to any pupil taking part in a virtual lesson.

Teachers must not engage in any 1:1 virtual teaching sessions.

Ensure that ground rules are in place so that the students have a good understanding of how the sessions will be organised and run.

Consider the needs of vulnerable pupils, such as SEND.

Guidance from the UK Safer Internet Centre on safe remote learning and from the London Grid for Learning on the use of videos and livestreaming is available which could help plan online lessons and/or activities and deliver them safely.

The Chalfonts Community College will ensure that children, who are being asked to work online, have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to school, children will be signposted to age-appropriate practical support from, for example:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In the communications with parents and carers, The Chalfonts Community College will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers.

For those students who are still accessing computers at school and therefore are online, school will still continue to ensure that the appropriate filters and monitoring systems are in place.

6. Monitoring arrangements

This policy will be reviewed weekly by the Senior Leadership Team to ensure its compliance and effectiveness and published by the Headteacher. At every review, it will be forwarded to the Chair and Vice Chair of Governors.

7. Links with other policies

This policy is linked to our:

o Behaviour policy

o Child protection policy and coronavirus addendum to our child protection policy

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