Church Stretton School

Church Stretton

SHROPSHIRE

Distance learning policy 2020/21

Contents

Appendices

1. **Aims**

This distance learning policy for staff aims to:

- Ensure consistency in the approach to distance learning for students who are not in school.
- Set out expectations for all members of the school community with regards to distance learning.
- Provide appropriate guidelines for data protection.

2. Roles and responsibilities

Overseeing the delivery and engagement in distance learning in school is the responsibility of the SLT members responsible for quality of education. They will be assisted by the Distance learning co-ordinators (DLCs). However, the successful delivery of Church Stretton Schools distance learning provision is the responsibility of the whole school community.

2.1 Teachers

When providing distance learning, teachers must be available at all times during their normal school hours.

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 setting work for students learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health and any access issues students may have.

When providing distance learning, teachers are responsible for:

Setting work:

- o This will be done in line with the normal school timetable, ensuring a broad and ambitious curriculum is delivered.
- o Where possible the normal scheme of work should be adhered to, ensuring the delivery of a high-quality education that closely aligns with in-school provision.
- o The amount of work set should reflect the normal lesson time of one hour.
- o All distance learning work must be set as per the Stretton OneNote Way (**appendix A**):

1. A lesson task lasting between 30-35 minutes will be set up and distributed on a **OneNote** page, to include differentiated tasks/Stretton Way slide and worksheet/Form/video/resources embedded into the page.

2. Work must be shared daily with all stakeholders via **Go4Schools**. It will be set as CLASSWORK, and include the date, subject and class in the title so that any work is distinguishable from normal set tasks e.g., **23.11.20 Greek CLASSWORK 10X1**. A single link to the lesson **OneNote** page will be shared on **Go4Schools**.

3. Lessons will be set at least 24 hours in advance using the **Teams** calendar. A live element will be delivered via **Teams** for approximately 15 minutes explaining the new learning and setting out the task. This live element must be recorded to ensure safety for all users and for future education opportunities.

4. Assessment must be done at least once per week and the results recorded on **Go4Schools**, for Year 7-10 this should be a 10-mark short assessment task and for Year 11 it must be a Past Paper Question delivered weekly through **MS Forms.**

- o Blocks of work or project work must not to be set as per the July 2020 DFE guidance '*We expect schools to avoid an over-reliance on long-term projects or internet research activities.'*
- o Follow the Teams acceptable use guidance for staff.

Providing feedback on work:

- o Students will complete the tasks set in their Class Notebook/OneNote or upload their work into their Class Notebook/OneNote.

- o Assessment & feedback should continue in line with the school's marking & assessment policy. This includes the frequency and format of feedback.

- o Teacher feedback should be done through annotations of the work completed in each students Class Notebook/OneNote and/or assessments delivered through MS Forms.

Communication with students who are not in school and their parents:

Students

- o The main tool for communicating with students is their school email address, personal email accounts must not be used.

- o Teachers are expected to be contactable during timetabled lessons and to respond to any queries students may have regarding any tasks.

- o Where possible, there will be a weekly form tutor meeting through MS Teams will take place to check on progress and to support students.

Parents

- o If staff need to contact a parent/carer, the main method of communication for distance learning should be firstly through email. If this is not effective, then a phone call home should be made. Teachers must be mindful of any personal circumstances that may impact on the completion of distance learning tasks.

- o Likewise, if a parent needs to contact a member of staff, they should use email to make initial contact via HoDs. Key contact email addresses are available on the website. **(Appendix B)**

- o We aim to acknowledge all emails within 24 hours, excluding weekends, and to respond in full (or arrange a meeting or phone call if appropriate) within 5 working days. (Please note that these time scales may alter due to personal circumstances of staff involved).

- o If you need to contact a member of staff regarding any emerging issues, please contact the HoD in the first instance or Pastoral Leaders regarding pastoral issues (**Appendix B**). If your concern is more urgent and relates to safeguarding or emergencies, please email the schools designated safeguarding lead (Martyn.longhurst@csschool.co.uk)

2.2 Teaching Assistants/ Pastoral workers

When providing distance learning, teaching assistants must be available during their normal school hours.

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 providing distance learning, teaching assistants/pastoral workers will be allocated students to work with. They will be responsible for:

o Communicating with assigned students/parents on a weekly basis to ensure they are accessing work and feeding back to the SENCo with any concerns.

o Supporting the learning of vulnerable students and children of keyworkers in school through direct supervision and liaising with the SENCo to ensure adequate support and guidance is provided.

o Supporting students who are not in school with learning remotely this may include discussing schoolwork.

o Supporting students/parents with any pastoral issues and if needed to refer these to the Pastoral leads or relevant senior leader.

o Where possible teaching assistants/pastoral workers will continue to offer intervention sessions through MS Teams.

2.3 Subject/Faculty leads (HoD)

Alongside their teaching responsibilities, subject leads are responsible for:

o Ensuring high quality teaching is being provided by their teachers to meet student needs.

o Considering whether any aspects of the subject curriculum need to change to accommodate distance learning.

o Working with teachers to make sure all work set is appropriate and consistent.

o Monitoring the quality of remote education.

o Alerting teachers to resources they can use to teach their subject remotely and to consider the impact of these on workload.

2.4 Distance Learning Co-ordinator (DLC)

The DLCs will be integral in the monitoring the attendance and engagement of students at live Teams lessons, they will:

o Use the attendance data compiled by the DLC admin support team to identify persistent non-attenders and contact home to identify barriers to joining live lessons and be a point of contact for HoDs.

o Update the DLC student engagement spreadsheet after every home contact to provide senior leaders with a live view of the students who have been contacted and alert them to specific barriers to learning.

o Carry out well-being checks at the request of Pastoral Leaders to ensure the well-being of all students is monitored and where appropriate supported.

2.5 Pastoral Leaders

Alongside their teaching responsibilities, pastoral leads are responsible for:

o Ensuring engagement and learning of students.

o Monitoring the remote work of students by using the reports generated by the DLC team and creating interventions for students who may be struggling.

o Liaising with teaching assistants/pastoral workers to ensure students are supported in both pastoral and academic matters.

o Contacting home and acting as a point of communication for parents.

o Co-ordinate the work of the form tutors so that there is opportunity for one Teams meeting per week where students can quickly visit to give an update to their form tutor.

2.6 Senior leaders

The senior leaders with responsibility for distance learning are Andy Wood (Deputy Headteacher) and Daniel Bird (Assistant Headteacher)

Alongside any teaching responsibilities, senior leaders are responsible for:

o Ensuring Distance learning is effective, and all staff and students are engaged in high quality teaching and learning.

o Co-ordinating the distance learning approach across the school.

o Monitoring the effectiveness of distance learning –through regular meetings with teachers and subject leaders, reviewing work set, carrying out surveys with key stakeholders - feedback from students and parents.

o Monitoring the security of distance learning systems, including data protection, and safeguarding considerations.

o Ensuring staff and students are sufficiently trained in the use of distance learning systems (Go4Schools, Microsoft Teams, OneNote, and other web-based assessment tools).

2.7 Designated safeguarding lead

The member of staff with responsibility for safeguarding is Martyn Longhurst.

All matters in relation to safeguarding as laid out in the schools safeguarding policy available on the website. As well as the duties outlined in the safeguarding policy the DSL is responsible for:

o Ensuring safeguarding is effective.

o Co-ordinating the work with external agencies to support student welfare during any periods of distance learning.

o Co-ordinating the schools work in the delivery of strategies to promote good mental health.

o Monitoring the progress and welfare of identified students.

o Co-ordinating the allocation of any in school provision for key worker or vulnerable students.

2.8 Students and parents

Staff can expect **<u>students</u>** learning remotely to:

o Be contactable during the school day, although they should acknowledge that students may not always be in front of a device the entire time.

o Complete work to the deadline set by teachers.

o Seek help if they need it, from teachers or teaching assistants.

o Alert teachers if they are not able to complete work.

o Be respectful and polite when communicating with staff.

o Follow the Teams acceptable use guidance for students.

Staff can expect **<u>parents</u>** with children learning remotely to:

o Make the school aware if their child is sick or otherwise unable to complete work.

o To help support students in engaging with work.

o Seek help from the school if they need it, a key contact sheet is included in **Appendix B.**

o Be respectful and polite when raising any concerns known with staff.

o Follow the Teams acceptable use guidance for parents.

2.9 Governors

The governing board is responsible for:

o Ensuring the schools approach is effective and fit for purpose.

o Monitoring the school's approach to providing distance learning to ensure education remains as high quality as possible.

o Ensuring that staff are certain that distance learning systems are appropriately secure, for both data protection and safeguarding reasons.

3. Who to contact:

If parents have any questions or concerns, they should use the contact sheet to identify key individuals. We would recommend that any initial concerns or questions in relation to distance learning should always be directed towards the student's teacher in the first instance. The main contact details are outlined in **Appendix B**.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will follow the main guidance set out in the main data protection policy.

- o All school information can be accessed through secure systems remotely, all have password access.
- o When accessing this information school devices should be used rather than personal devices.
- o Staff who may require a laptop to undertake their duties as part of any school closure will be issued with a school owned device.
- o Staff are reminded that any school device is for their sole use in line with their professional duties.
- o When working remotely staff must be aware of their work area and ensure that any device is locked if they leave their work area.

4.2 Processing personal data

- o Staff members may need to collect and/or share personal data such as email addresses to support distance learning.
- o If this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.
- o Staff are reminded that best practice is to collect and/or share as little personal data as possible online.
- o There are temporary amendments for the processing of personal data added to the GDPR policy in the event of any need for distance learning.
- o If in doubt staff should contact the school's data protection officer for any advice. Likewise, if in the event of a data breach please make immediate contact with the school's data protection officer.

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:

- o 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). This is essential as all distance learning systems are password protected.
- o Ensuring that any information is not stored on the hard drive but is uploaded to the school's cloud-based system (OneDrive).
- o Making sure the device locks if left inactive for a period of time.
- o Not sharing the device among family or friends.
- o Keeping operating systems up to date, always logout and power down devices every night to allow them to install the latest updates.
- o Not installing any software without consulting the network manager.
- o Being vigilant about email (spam) and informing the network manager.

5. Safeguarding all children

Staff are aware that any distance learning is a challenging time and potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students' mental health that are also safeguarding concerns, and act on concerns immediately in line with the schools safeguarding policy.

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones, but they will withhold their personal number.

Staff and volunteers will look out for signs like:

o Not completing assigned work or logging on to school systems.

o No contact from children or families.

o Seeming more withdrawn during any class check-ins or video calls.

6. Online safety

The use of IT based distance learning packages also puts students at a greater risk as more time is spent online.

o As a school all students are issued with a school-based email account along with an Office365 account. This should be used by students to access distance learning systems and communicate with teachers.

o All users including students have signed up to an acceptable user agreement to support the safe use of these systems.

o As always, we will continue to have appropriate filtering and monitoring systems in place when students use school-based software. Any school equipment is always filtered and monitored.

o However, we recommend that parents also check their home broadband settings as many come with filtering options. The school does not have control over a household's personal internet access or a student personal device.

7. The use of live lessons (Microsoft Teams)

MS Teams is the only platform that will be used for live lessons.

o Where users are using Microsoft Teams and interacting online, they will continue to follow our existing policies code of conduct and IT acceptable use policy.

o All use of Microsoft Teams will be pre-planned.

o The full expectations for the safe use of Microsoft Teams can be found in **Appendix C**.

o Teachers will aim to use Microsoft Teams to deliver the work set on Go4Schools where it is practical.

8. Access to IT equipment

The school understands that distance learning requires ICT to fully participate in distance learning and is aware that some of our remote catchment areas struggle with internet access.

o If any student is struggling with ICT access, we will aim provide a suitable device from our supply of loan devices. These will be allocated in order of priority to support vulnerable and disadvantaged children (specifically, care leavers, children and young people with a social worker and disadvantaged Year 11 students) and other students where supply allows. Where this is not possible printed resources, such as textbooks and workbooks, for students who do not have suitable online access.

9.Entitlenment to distance learning

As per the DFE guidance for full opening of schools July 2020.

It states the following:

'School attendance will therefore be mandatory again from the beginning of the autumn term.'

As a result, students should be in school in normal circumstances. In the event of any decision to close the school these students will be entitled to 'immediate' distance learning. However, in normal circumstances (i.e., school is open) these students will not be entitled to distance learning materials.

The only exceptions to this are as follows:

a. 'a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus.'

If a student has tested positive, they must remain at home for 10 days or if they have come into contact with someone who has tested positive, they must remain home for 14 days.

b. 'Where a student is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.'

These students (a & b) are entitled to distance learning work.

Student with these circumstances will be set distance learning through Go4Schools or at times be asked to join a live Teams session.

The progress of these students will be monitored as per the expectations set out in this policy.

10. Workload & Well-being

Experience has taught us that any period of distance learning is difficult, and all members of the school community must be mindful of personal circumstances surrounding any outbreak or any lockdown.

Therefore:

o All communications must always be respectful and should take place during the hours of 8am to 5pm unless the issue is urgent.

o To support student well-being, we will not be setting work for PE and PSHE lessons to provide students with screen breaks and opportunities within the week to catch up on incomplete tasks where necessary.

o During prolonged periods of lockdown, we will plan non-timetabled drop-down days to allow students full days away from their devices and allow them to focus on wellbeing activities.

11. Monitoring

This policy will be reviewed yearly and at every review it will be approved by the local governing body.

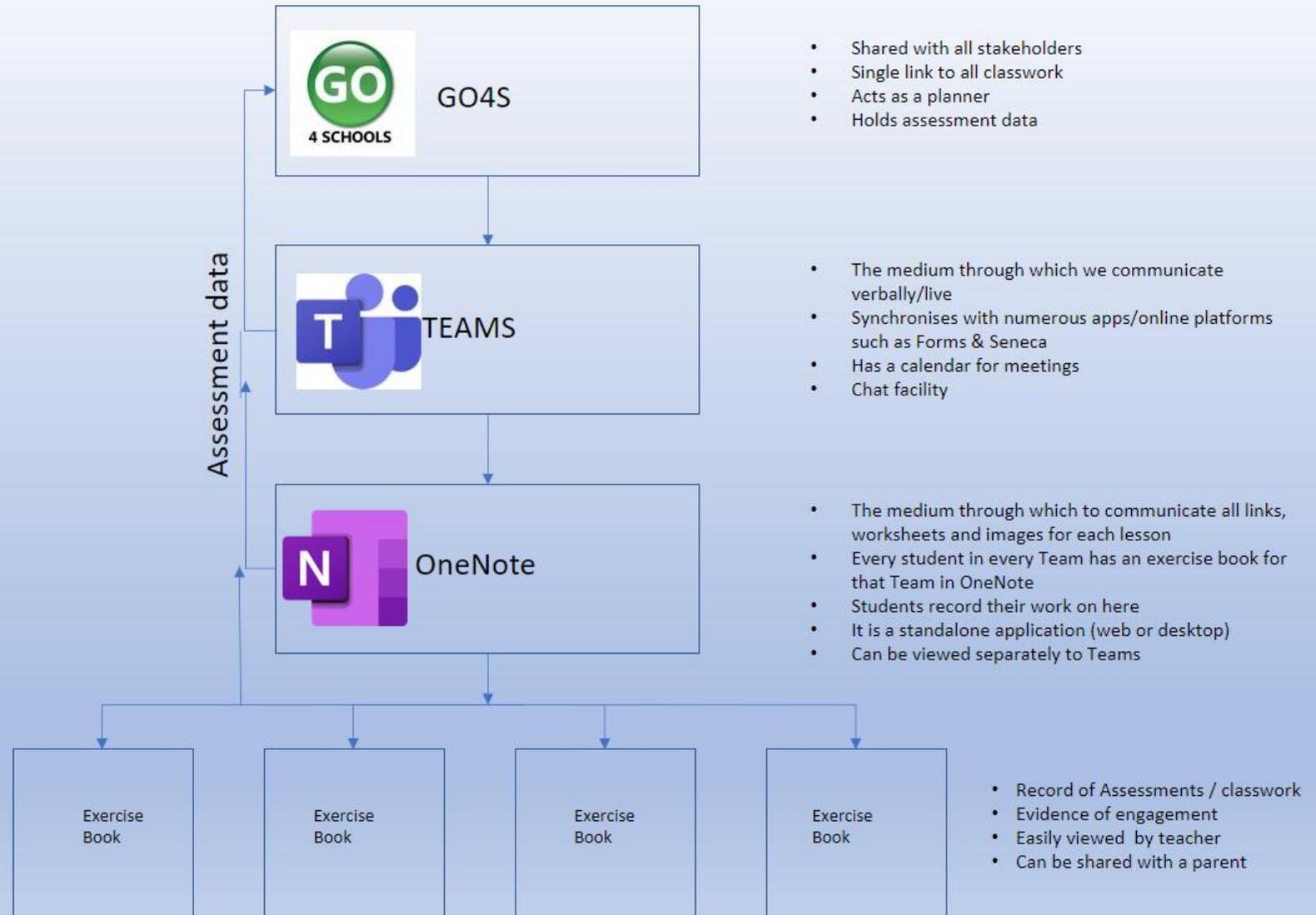However, it may need to be reviewed with any significant national instructions from the DFE.

12. Links to other policies

This policy is linked to our:

o Behaviour policy

o Safe guarding and child protection policy and Covid-19 addendum to our child protection policy

o Data protection policy and privacy notices (GDPR)

o Home-school agreement

o Teams acceptable use policy

o Digital technology & E-safety policy

Appendix A – The Stretton OneNote Way

The Stretton OneNote Way

Assessment data

GO4S
- Shared with all stakeholders
- Single link to all classwork
- Acts as a planner
- Holds assessment data

TEAMS
- The medium through which we communicate verbally/live
- Synchronises with numerous apps/online platforms such as Forms & Seneca
- Has a calendar for meetings
- Chat facility

OneNote
- The medium through which to communicate all links, worksheets and images for each lesson
- Every student in every Team has an exercise book for that Team in OneNote
- Students record their work on here
- It is a standalone application (web or desktop)
- Can be viewed separately to Teams

Exercise Book   Exercise Book   Exercise Book   Exercise Book
- Record of Assessments / classwork
- Evidence of engagement
- Easily viewed by teacher
- Can be shared with a parent

Guidance notes on setting work and conducting online learning

The Stretton OneNote Way

1. Set up a single OneNote page per lesson, title to start with the date of the lesson:

   - Lesson objectives shared on OneNote page.
   - Differentiated work/Stretton Way slide used.
   - Worksheet/form/video/resources embedded into page.
   - Page distributed to class notebooks, so students have their own copy to write on.

2. Signpost work on GO4S:

   - Title should be : 'Date subject class'.
   - Length of lesson is 60 minutes, 120 for double.
   - Start and end date is the date of the lesson.
   - Put a single link to the lesson OneNote page (use Tinyurl to shorten the URL if it is too long).

3. Schedule a meeting on Teams:

   - 15 mins introduction / talk through objectives and today's learning.
   - 30 minutes support/availability/drop into exercise books.
   - 5-minute plenary/farewell.
   - Lesson is recorded.
   - Attendance register taken and uploaded to SharePoint.

4. Assessment:

   - Weekly short assessment tasks Year 7-10.
   - Year 11 Past Paper Question weekly (delivered through MS Forms).
   - Record assessment scores on GO4S by the following Monday morning (9am) for previous week's assessment.

GO4S → TEAMS → OneNote (Assessment data)
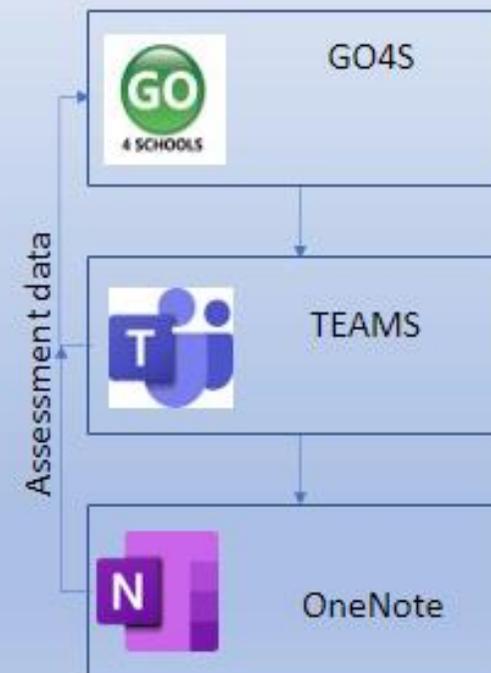
Appendix B - Communications for Distance Learning

For your use in the event of extended school closure.

The school website includes an extensive library of help guides and videos to guide you through the successful use of ICT as part of distance learning, which can be found here.

We know communication is key for us all right now. Here are some key contacts:

Serious welfare or child protection matters Mrs Quye and Mr Longhurst	Su.quye@csschool.co.uk martyn.longhurst@csschool.co.uk
Go4Schools/Office365/ICT issues Mr Morgan, Mr Bird, and Dr Wood	evan.morgan@csschool.co.uk daniel.bird@csschool.co.uk andy.wood@csschool.co.uk
Notification of any Coronavirus diagnoses Mr Parr, Dr Wood, Mr Longhurst and Mr Bird	Covid.css@csschool.co.uk
Updates on the most serious family or medical issues Mr Parr	John.parr@csschool.co.uk
Year 7, 8 and 9 pastoral matters Mr Wright	philip.wright@csschool.co.uk
Year 10 and 11 pastoral matters Mrs Dixon	louise.dixon@csschool.co.uk
SEND (Special Educational Needs and Disabilities) support Mrs Quye	Su.quye@csschool.co.uk
Examination enquiries Mrs Keeling	zoe.keeling@csschool.co.uk
English Department Mr Balmer	euan.balmer@csschool.co.uk
Mathematics Department Mr Williams	stephen.williams@csschool.co.uk
Science and Computing Faculty Mr Cox	Mark.cox@csschool.co.uk
Humanities Faculty Miss Sollars	Laura.sollars@csschool.co.uk
MFL Department Mrs Proffitt	Naomi.proffitt@csschool.co.uk
Design Technology Department **Mr Norman**	Mark.norman@csschool.co.uk
Creative and Performing Arts and PE Faculty **Mr Wise**	Tom.wise@csschool.co.uk

Appendix C – Microsoft Teams – Acceptable Use Guidance

Microsoft Teams has been identified as the chosen way of delivering distance learning during periods of enforced school closure. The school's main method of sign posting work is Go4Schools. The school will provide live lessons to ensure teaching and learning can continue, and everyone involved in video conferencing must remember that the usual school protocols still apply. This guidance is provided to ensure that participants are clear about the expectations on them.

Parents:

- When Microsoft Teams events are scheduled – students will be notified by email and the event will also appear in their Outlook calendar. Students will also be able to tell that a particular lesson is going to be delivered through Teams as it will be made clear on Go4Schools, e.g., **23.11.20 Greek CLASSWORK 10X1**.
- Microsoft Teams lessons will be recorded to support safeguarding and future education.
- Parents should identify a suitable location for the video lesson for example a living room or dining area. Bedrooms should not be used.
- Parents should ensure that as far as distractions are removed and there is quiet.
- Parents should familiarise themselves with the expectations on students set down in this guidance and ensure their child adheres to them.
- Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions.
- Remember, lessons delivered online are still lessons and students are expected to present themselves and behave appropriately. High standards of behaviour are expected for online learning sessions just as they are in the classroom.

Teachers:

- Teachers will ensure that all meetings are calendared on Teams at least 24 hours in advance.
- Teachers will only use the school approved video conferencing platform Microsoft Teams.
- Teachers will only use their school Microsoft Teams account.
- Teachers will record their sessions to ensure safety for all users and for future education opportunities.
- Video lessons recordings will be kept to a reasonable time, as devices and Internet may be in high demand at home.
- Teachers will ensure student microphones are muted unless requested otherwise.
- Teachers will ensure students always abide by the School's Internet Acceptable Usage Policy and pass on any infringements.
- Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location.
- If broadcasting content from home the background should be blurred or altered via the screen settings if possible.
- It is not compulsory for teachers to turn their camera on. If staff feel uncomfortable then alternatives such as sharing resources and talking over that with the chat function on is appropriate for live learning.
- Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor's face.
- At the end of a session the teacher must advise all students to leave the session and remove participants that fail to leave.

Students:

- Will only use school technology systems for the purpose of education.
- Treat your video conference as you would a lesson. Be on time and be prepared.
- Be ready to learn and make sure you have class resources, pen/paper etc. at hand.
- Make sure you are in a suitable location; your device is charged (or plugged in).
- Ensure that your microphone is muted until a member of staff instructs you otherwise.
- If possible, you should wear a headset (ideally with a microphone), but this is not essential.
- Remember to behave as you would in school and abide by the school's normal rules.
- Chat functions should be used to ask questions and to answer teacher questions.
- Use of Standard English is required at all times, avoid slang.
- Please use chat functions responsibly and sensibly. Remember anything you write is recorded.
- Do not record or take photos of your teachers or classmates during live sessions or share sessions via social media.
- Do not share links to online lessons with students outside of your group or Church Stretton School.
- Listen, focus on the lesson, and learn.
- Avoid distractions such as your mobile phone.
- Respect your teacher, your fellow learners and yourself by doing your best, just as you would in class.

These rules are set to keep all users safe, and everyone has a responsibility to ensure that they are followed. If you misuse or disrupt the learning through Microsoft Teams you may lose your entitlement to participate in these sessions.

Appendix D – Distance learning provision when school is open as normal

Symptoms shown in school or at home by student or member of household	Time	Distance learning Work
Step 1: A test must be booked – contact 119 and read guidance https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/	Day 1	Students can access work as part of the Oak National Academy. https://classroom.thenational.academy/
Step 2 – Attend test	Day 2	
Step 3 – Test results – please inform school via covid.css@csschool.co.uk	Day 3	
(a) Positive test for COVID 19	Day 4	Lessons to commence as per students' timetable – teachers set through Go4Schools and support with Microsoft Teams.
(b) Negative test for COVID 19		Student returns to school
(c) Negative test but still poorly		Student returns to school when better

Household is informed to self-isolate as part of track & trace.	Time	Distance learning Work
Step 1: Contact school – via covid.css@csschool.co.uk	Day 1	Students can access work as part of the Oak National Academy https://classroom.thenational.academy/
Step 2: Distance Learning commences	Day 2	Lessons to commence as per students' timetable – teachers set through Go4Schools and support with Microsoft Teams.
Step 3: Student shows no symptoms and isolation period is complete		Return to school and engage in normal lessons

Supporting Documentation:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#attendance

Appendix E – Procedure for assigning distance learning work when school is still open

Procedure for assigning distance learning work when school is still open

Stage 1: Parent informs Jackie Rowley (Attendance) – Recorded as part of DFE return

Stage 2: Information recorded (JR spreadsheet) and shared with HOY
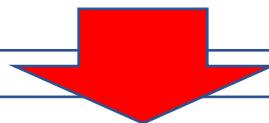
If any of the following is met then distance learning will be issued as per guidelines/policy:

- Pupil told to self-isolate for official reasons as part of Track & Trace or as part of a household.
- Pupil tested positive
- Pupil has returned from a non-term time holiday and has been required to quarantine as part of government guidance.

If the reason for self-isolating is not clear, then head of Key Stage will make enquiries – Distance learning work will not be set if the official criteria are not met.

https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

Stage 3: JR/CF requests work from teachers and sets up pupil as an independent class

Stage 4: Teachers set work as per school policy and in line with time scales outlined below.

JR/CF to monitor.