



Remote Learning Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:

CCSW Committee

Date Approved:

Autumn Term 2023

Review Period:

Annually

Next Review Date:

Autumn Term 2024

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2023

Limpsfield Grange School

Remote Learning Policy

Background and rationale

The Limpsfield Grange Remote Learning policy outlines roles and responsibilities relating to the provision of remote education, should the school community be faced with periods of disruption in the future.

Vulnerable learners are categorised by the British Government as children with an EHCP or with a social worker.

Aims

The Limpsfield Grange Remote Learning policy aims to:

- Ensure consistency in the approach to remote learning for students who learn from home during period of national lockdown
- Set out expectations for all members of the school community with regards to remote learning

Scope

The Limpsfield Grange Remote Learning policy applies to all members of Limpsfield Grange staff, students, and members of the Governing Body, parents and carers.

Remote learning scenarios

Limpsfield Grange will follow the guidance outlined by the British Government and the Department of Education regarding school closures.

At Limpsfield Grange we will plan for:

- **Partial closure of the school** where the majority of students access learning from home and students who meet the Limpsfield Grange in-school offer criteria are accommodated on site.
- **A specific group of students (such as a Tutor Group) access learning from home** for a specified period of time, and will access our Home Learning offer via Zoom or other virtual platforms.
- **Individual students accessing learning from home** where work will be emailed to them via their school email account.

Students whose absence from school is related to general non COVID19 related sickness will not be provided with work to complete at home. If students are reported to be ill with COVID19 or with other illnesses they will not be sent school work to complete.

It is anticipated that unless otherwise directed by UKHSA or the Department for Education, that all staff will continue to work on the school site as usual, unless they are ill.

Teachers

When providing remote learning, teachers must be available to teach during their normal working hours. If teachers are unable to work for any reason during this time, for example due to sickness, they should report their absence using the normal absence procedure.

Teachers who are self-isolating due to COVID19, but do not feel ill, may be asked to provide remote lessons for students.

It is anticipated that when providing remote lessons, teachers are responsible for:

- Planning learning activities for individual students and groups of students based on their start points
- Delivering lessons via Zoom or other virtual platforms, according to the Home Learning timetable
- Providing marking and feedback for students daily on Home Learning tasks and activities set and completed
- Setting and emailing out work for students by 8.30am each day
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Keeping in regular contact, as specified by the Deputy Headteacher, with members of the Tutor Group via Zoom, phone or email to provide wellbeing and pastoral support
- Taking daily morning and afternoon registration sessions with their Tutor Group via Zoom
- Attending virtual staff meetings
- Attending and contributing to virtual parents' evenings
- Sharing safeguarding concerns with a DSL or Deputy DSL via email, as they would do in school

Duties and activities may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with teachers.

Teaching Assistants:

When assisting the delivery of remote learning, Teaching Assistants must be available to work during their normal working hours. If Teaching Assistants are unable to work for any reason, for example due to sickness, they should report this using the normal absence procedure.

Teaching Assistants may be asked to provide support for students if they are self-isolating due to COVID19, but are not ill themselves.

Teaching Assistants may also be asked to supervise students accessing the Home Learning offer on site during the partial closure of the school.

When assisting with remote learning, Teaching Assistants are responsible for:

- Delivering 1:1 and small group interventions
- Supporting students in Zoom lessons
- Keeping in contact with members of the Tutor Group via Zoom, phone or email to provide wellbeing and pastoral support
- Participating in daily morning and afternoon Zoom registration sessions with their Tutor Group
- Attending virtual staff meetings
- Updating the Tutor Group communication log daily and sharing this on a weekly basis with the Deputy Headteacher
- Developmental projects as directed by their Line Manager

Duties and activities may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with Teaching Assistants.

Residential Team

When assisting the delivery of remote learning members of the Residential team must be available to work during their normal working hours. If members of the Residential team are unable to work for any reason, for example due to sickness, they should report this using the normal absence procedure.

Members of the Residential team may be asked to provide support for students if they are self-isolating due to COVID19, but are not ill themselves.

Members of the Residential team may also be asked to supervise students accessing the Home Learning offer on site during the partial closure of the school.

When assisting with supporting students, members of the Residential team are responsible for:

- Delivering 1:1 and small group residential focus groups online
- Supporting students in online lessons if required
- Keeping in contact with members of identified Tutor Groups / key working students via Zoom, phone or email to provide wellbeing and pastoral support
- Attending virtual staff and Residential team meetings
- Development projects as directed by their Supervisor / Line Manager

Duties and activities may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher and the Head of the Residential provision in consultation with members of the Residential team.

Support Team (including Admin, Catering, Premises, Domestic staff and Midday Supervisors)

During a partial closure of the school, or in the event of specific groups of students being educated remotely, members of the support team will continue to work in school each day and carry out their routine duties as normal unless otherwise directed by the Headteacher.

Senior Leadership Team

During a partial closure of the school members of the Senior Leadership Team will continue to work in school and carry out their routine duties as normal unless otherwise directed by the Headteacher.

The Headteacher will have overall responsibility for the design, implementation and evaluation of the Limpsfield Grange remote learning package.

The Deputy Headteacher will be responsible for monitoring the efficacy of the Limpsfield Grange School Home Learning offer.

The Assistant Headteacher will be responsible for co-ordinating and timetabling the Limpsfield Grange School Home Learning offer.

The Head of the Residential Provision who is the Designated Safeguarding Lead will be responsible for overseeing safeguarding practices.

The School Business Manager will be responsible for ensuring that the school environment complies with DfE COVID guidance regarding Health and Safety, and for ensuring that staff and students have the resources they need to provide or access our Home Learning Offer.

Designated Safeguarding Lead and Deputy Designated Safeguarding Leads

During a partial closure of the school a member of the DSL team will always be available on the school site during school hours.

The Designated Safeguarding Lead or Deputy Safeguarding Leads will have responsibilities for coordinating safeguarding activities on and off site. This might include updating and managing access to the child protection files, liaising with the offsite DSL (or Deputy DSL) and, if required, liaising with children's social workers where they require access to Children in Need or to carry out statutory assessments at the school.

A member of the DSL team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Where staff have a concern about a child, they should continue to follow the process outlined in the Limpsfield Grange School's Child Protection & Safeguarding policy, this includes making a report via email to the Deputy Headteacher which can be done remotely. Where necessary the DSL or Deputy DSL will make a referral via C-SPA.

In the unlikely event that a member of staff has a concern about a child but cannot access the school email system, they should telephone the Deputy Headteacher or the Designated Safeguarding Lead or a Deputy DSL. This will ensure that the concern is received. Staff must not just leave an answerphone message.

Staff are reminded of the need to report any concern immediately and without delay.

Students

During a period of school closure staff can expect students to:

- Follow their Home Learning timetable, including attend and participating in all registrations and Zoom lessons.
- Complete and return work set by teachers by the specified deadline
- Seek help if they need it
- Alert their subject teachers if they are not able to complete work

Parents and carers

During a period of school closure staff can expect parents to:

- Notify the school if their child is ill through leaving a message on the attendance line before 8am
- Email subject teachers, copying in the Deputy Headteacher, if their child is unable to complete any work set
- Seek help from the subject teacher or Form Tutor, copying in the Deputy Headteacher
- Provide a space for their child to access and complete their Home Learning
- Notify the Form Tutor via email, copying in the Deputy Headteacher if a member of their household becomes ill

The Governing Body

The Governing Body is responsible for:

- Monitoring Limpsfield Grange's approach to providing remote learning to ensure education remains of the highest quality
- Ensuring that staff are certain that remote learning systems are appropriately secure, for the purposes of data protection and safeguarding

Safeguarding

Safeguarding is our highest priority at Limpsfield Grange. Where staff have a concern about a child, they should continue to follow the process outlined in the Limpsfield Grange School's Child Protection & Safeguarding policy which can be found on the school's website.

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Use laptops provided by Limpsfield Grange, or whose use has been sanctioned by Limpsfield Grange School.

Processing personal data

Staff members may need to collect and/or share personal data such as student's mobile phone numbers as part of the Home Learning offer. 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. For more information regarding the acceptable use of technology please see the Staff Behaviour policy.

Keeping work related 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)
- Making sure the device locks if left inactive for a more than 2 minutes
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

Monitoring arrangements

The Limpsfield Grange Remote Learning policy will be reviewed annually by the Headteacher or in the event of updated guidance from the British Government or the Department for Education. At every review, it will be approved by the Curriculum Community and Student Welfare committee.

Related policies and documents

- Behaviour Policy (including Anti Bullying)
- Child Protection and Safeguarding Policy
- Complaints Policy & Procedures
- Data protection Policy
- Infection Control Policy
- Online Safety and Digital Resilience Policy
- Online Safety Rules (students)
- Special Educational Needs Policy
- Staff Behaviour Policy
- Staff handbook
- Student Privacy Notice
- Teaching and Learning Statement

Review

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed & dated