Remote Learning Strategy

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1   Background

This strategy is to ensure the ongoing education of The Warwick School students under unusual circumstances. This strategy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss etc. It also covers the ongoing education of students who cannot be in school but are able to continue with their education when the school remains fully open and when Staff are unable to come to The Warwick School due to having to self-isolate but feel they are well enough to teach at home.

2   Remote Learning Lead

The Senior Leader for Teaching and Learning is responsible for formulating and overseeing The Warwick Schools' Remote Learning Strategy. Any questions about the operation of this strategy or any concerns about the viability of any part of this strategy should be addressed to the Senior Leader for Teaching and Learning in the first instance.

2.1   Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within The Warwick School. We would expect that there will be future benefits to putting these plans in place.

The Warwick School will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes and that these are set up
- Students within classes have access to the relevant Microsoft Team
- Students will receive Teams refresher sessions in Computing lessons (Year 7 only) or in mentoring sessions. In addition, an instruction videos being shared in News of the Week (NOTW) and a paper copy of specific Teams Meetings instructions will be placed in their Student Planners.
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting with their classes either from their classrooms or from home ensuring clear Safeguarding Protocols are followed
- Parents/carers and students are made aware in advance of the arrangement in place for the continuity of education
- A collated list of students without internet access will be completed and that their provision will be taken into account

The Warwick School should ensure that staff are supported in the development of the above framework by:

- Using Staff Information and Development time (SID)
- Ensuring that Staff have access to a suitable device in the event of closure and if not, supply them with a device during the closure period

Staff must ensure that they:

- Have received appropriate training
- That their computer-based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. key textbooks

3 Continuity of Education in the event of Student absence but the School is open

A member of the Year Groups Support Hub/Student Services, as they are monitoring attendance, will email the absent student a list of web links of work they should complete. These lessons will mainly be in the form of Oak National Academy lessons. Teachers will complete the spreadsheet for Heads of Year in advance. Completed work should be emailed to Teachers.

3.1 Continuity of Education in Event of a Closure

The Warwick School will make provision for remote contact with students on a daily basis in two forms:

- Students will have access to work that allows them to continue progress whilst at home
- Students will have the opportunity for some face to face interaction with their class teachers

In as far as possible The Warwick School should attempt to replicate the timetable that students follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with their line managers if this is not possible. If they are 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 by calling 01737 378444

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic level
- Some subjects and activities do not lend themselves well to Remotely learning
- That some staff will have a relative or dependent at home who they must support whilst working

An example timetable for October 2020:

Year 7	Monday	Tuesday	Wednesday	Thursday	Friday
Registration 9.00					
Lesson 1 9.15- 10.00	English	PE	Art	Maths	RE
Lesson 2 10.15-11.00	Maths	Science	Music	Science	English
Lesson 3 11.15-12.00	Personal Development	Maths	MFL	Technology	Science
Lesson 4 12.15-13.00	History	Geography	English	Computing	Drama
Lesson 5 14.00-14.45	Science	English	Excellence Programme	Literacy	Maths

4 Remotely Learning Practice and Recommendations

- Go4Schools will be the hub to place remote learning instructions. The work must be set on the correct day, titled clearly and dated e.g. 'History work set 04/10/20' and have the correct due date set.
- All interactive lessons will take place on Microsoft Teams

- Teams meetings allow teachers to host video or audio calls and automatically invite members of their classes (students join by clicking the relevant meeting invite in the correct Class Team)
- Teacher should record the meeting for easy cloud access (Microsoft Stream) at a future date and time, this is especially useful for students who are having to share laptops and may not be able to access the lesson at the time.
- Screen sharing will allow teacher to broadcast their screens and open documents during the meeting calls for discussion and sharing with the class.
- We are mindful that if remote working/learning is happening nationally then there may be a bandwidth restriction across the UK internet backbone. In this event dropping the Teams Meeting down to just audio might be necessary
- Classwork that can be handed in online will be set through Teams and marked online (as well as being set on G4S)

5   Marking and Feedback

5.1   All schoolwork completed through remote learning must be:
- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the student's ability.
- The students' own work.
- Marked in line with the Interim Feedback and Marking Policy

5.2   Students
Students are accountable for the completion of their own schoolwork – teaching staff will contact parents/carers via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

5.3   Teaching Staff
Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with their Line Manager as soon as possible.

5.4   The School
The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

The school will log participation and student engagement with remote education, as well as motivation levels and progress, and this will be reported to parents/carers via formal regular reports or, if there is a concern, individually via email or telephone.

The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and students, which displays exemplary work and rewards engagement or outcomes.

6   Monitoring

- Mentor/ Teaching Assistants (allocated by SENCO) will monitor student engagement and support learning using GO4Schools and Microsoft teams
- HoY – will monitor registration and student well being using teams registration.
- Teacher/HoD/ HoF – will monitor the quality of work produced and raise concerns with parents via email and Teams/virtual meetings.
- KSCO – will liaise with both HOY and HOF where there are concerns that students are at risk of disengaging with work, or there are concerns about safety.

If the students do not regularly engage with learning. They will be asked to come into school to complete learning.

7   Roles and Responsibilities

7.1   The Headteacher

The Headteacher is responsible for:

- Ensuring that staff, parents/carers and students adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure students' education does not suffer.

7.2   The health and safety officer

The Health and Safety Officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that students identified as being at risk are provided with necessary information and instruction, as required.

- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

7.3 The DPO

The DPO is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents/carers, and students are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

7.4 The DSL

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect students online.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are upheld while the student is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for students who are at a high risk, where required.

7.5 The Senior Leader – Quality of Inclusion

The Senior Leader for Quality of Inclusion is responsible for:

- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remotely working
- Ensuring all safeguarding incidents are adequately recorded and reported.

7.6 The SENCO

The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Senior Leader for Quality of Inclusion and other organisations to make any alternate arrangements for students with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

7.7 The School Business Manager (SBM)

The SBM is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for students to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

7.8 The ICT Technicians

The ICT Technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the Senior Leader for Quality of Inclusion to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

7.9 All Staff

All Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL, via CPoMs over the phone or in person where possible and asking for guidance as appropriate

- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers, they identify, as well as any concerns they may have about remote learning, to the Headteacher.

- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

7.10   Subject leads

Alongside their teaching responsibilities, Subject leads are responsible for:

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

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

- Ensure students who do not have access to digital resources are considered and that work is provided for them in another format

- Working with other subject leads and senior leaders to make sure work set across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the work set by teachers in their subject

- Alerting teachers to resources they can use to teach their subject remotely

8   Parent and Carers

Parents and Carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remotely learning material during the times set
- Ensuring their child uses the equipment and technology used for remote learning as intended.

9   Students

Students are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behavioural Policy at all times.

10 The Local Governing Body

The Governing Body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

11 Information for Parents and Carers

Parents/carers will find the following useful information already on the School's website

- Email contact details for each of their child's teachers
- A copy of their child's Remotely learning timetable (irrelevant when the school is open)

In the event of a full closure a copy of their child's year group remote learning timetable

12 Summary

The primary purpose of this policy is the continuity of education for students at The Warwick School. Using existing school systems (Microsoft Office 365 and specifically Teams) means, this provision can be put into place quickly and students only need their exiting login details of school email and password.