



# Wimbledon College

## Remote Learning Policy

**October 2020**

<b>Approved by:</b>	Board of Governors	<b>Date:</b> December 2020
<b>Last reviewed on:</b>	N/A	
<b>Next review due by:</b>	December 2021	

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## Aims

Wimbledon College is committed to providing ongoing provision of learning opportunities and pastoral support for our pupils in the case of school closures due to unplanned events such as illness epidemics; extreme weather; forced closure of the school site, etc.

Wimbledon College is also committed to providing learning opportunities for pupils who cannot physically be in school but who are able to continue with their education off site while the school remains open.

The aim of this policy is 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

## Facilities and equipment

Wimbledon College uses Google G Suite for Education as its online learning platform. All teaching staff and pupils have access to this [it includes Google Drive, Google Classroom and Google Meet].

All teaching staff and pupils have received training in the use of Google Classroom and Google Meet.

All teaching staff have been provided with a school laptop for the purpose of delivering online lessons and must ensure that these are taken home in the event of a school closure. Teaching staff will also have remote access to Google Drive and the school's H Drive. Visualisers will also be available for teaching staff to use at home during periods of school closure

Google Meet is only to be used for academic purposes and is not to be used for social communications.

## **Roles and responsibilities**

### Board of Governors

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### Senior Leaders

The Deputy Head Master responsible for Teaching and Learning has responsibility for

- the coordination of remote learning and for ongoing training of staff and pupils at Wimbledon College.
- monitoring the effectiveness of remote learning through virtual drop ins, work trawls and surveys of teachers, pupils and parents [the Deputy Head will be supported in this by other members of SLT]
- monitoring the security and safeguarding considerations of the school's remote learning system

### IT staff

IT support staff are responsible for

- the maintenance of teachers' laptops and the school systems that support our online learning platform.
- providing support for pupils who have been loaned Chromebooks for the purpose of accessing online learning.

### Heads of Department/ Subject leaders

Heads of Department/Subject Leaders are responsible for

- maintaining up to date resources for teachers and pupils within Google Drive
- ensuring that the delivery of online learning is in line with the College's established Curriculum and Schemes of Work.
- adapting the subject curriculum where needed to support remote learning
- ensuring work set within their department is consistent and appropriate
- monitoring the remote work set by teachers in their subject

### Heads of Line

Heads of Line are responsible for

- Establishing regular contact with pupils via Google Classroom/Google Meet [to do so alongside tutors]. Tutors should be holding online tutor periods at least twice a week. Heads of Line should be available for pupils to meet with them at least once a week.
- respond to parental emails within 2 working days
- forward any concerns or complaints that they are unable to resolve to the relevant member of the Senior Leadership Team.
- forward any safeguarding concerns to the DSL immediately in line with the school's Child Protection and Safeguarding Policy
- Monitor pupil engagement by requesting regular feedback from teaching staff on pupil engagement, completion of work or behaviour. Contact parents to raise any concerns.

### SENCO

The SENCO is responsible for

- ensuring regular contact between SEN staff and pupils with EHCPs and their parents. This should take place on a weekly basis
- ensuring that appropriate work is available for pupils with SEN
- allocating LSAs as appropriate to support individual pupils with EHCPs
- responding to parental emails regarding SEN matters with two working days

### The Designated Safeguarding Lead [DSL]

The DSL is responsible for

- ensuring regular contact with pupils with CP/CIN plans
- responding to safeguarding concerns raised as a result of online learning
- keeping all staff updated on any changes to the Child Protection and Safeguarding Policy Addendum

### Teachers

#### **1. Remote learning when the school is closed due to unplanned closure**

When the school is providing remote learning due to unplanned closure, teachers must be available for their normal working hours. Teachers will be expected to deliver online lessons according to the school's teaching timetable or a revised timetable issued by the Head Master at the time of the enforced closure.

If teachers 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

*[Teachers should email the College Secretary and the Deputy Head Master responsible for staffing by 7.15am on the day of absence. If Teachers are absent for an ongoing period they must email on a daily basis unless they have stated the specific length of their absence initially.]*

*Teachers should also email the College Secretary and the Deputy Head Master responsible for staffing when they are returning to work].*

Teaching staff are responsible for

- the delivery of online lessons, only via Google Classroom and Google Meet, as timetabled in the school's timetable or the revised timetable as provided by the Head Master
- Lessons should include elements of face to face [voice only is permissible], use of digital resources [e.g. video, audio, text] and the opportunity for pupils to undertake exercises/tasks
- Teachers must be professional in their manner throughout the online lesson
- Ensuring that the delivery of the curriculum remains in line with the established Curriculum and Schemes of Work
- marking pupils' work and providing ongoing feedback in line with the College's assessment procedures
- ensuring the online safety of their pupils and reporting any safeguarding concerns using the College's normal safeguarding procedures
- following the school's normal behaviour management procedures. If a pupil is 'sent out' the teacher should remove the pupil from the lesson and report this on SIMS
- ensuring that they use a suitable location for delivery of face to face lessons. That there are no distractions from other sounds and that nothing personal is visible in the background. Staff should blur their background, using the Meet option
- ensuring that the correct settings are in place for face to face learning; pupils' cameras are off, pupils' microphones are muted unless they are asked to speak, pupils communicate to the teacher through the chat option, etc.
- recording their lessons. Recordings are for safeguarding and monitoring behaviour purposes. The lesson will be stored on Google Drive and will be kept for 28 days

## **2. Remote learning for individual pupils who cannot attend school, when the school is open, due to self-isolation**

Teaching staff are responsible for

- providing work for pupils who are absent from school due to self-isolation. Such pupils are identified by an 'X' in the class register.
- ensuring that work is provided/set for each lesson that the pupil would normally attend
- ensure that work set is of a similar content to the work completed in the missed lesson
- uploading resources and exercises used in the actual lesson to Google Classroom for the absent pupil to access [where possible] and inform the pupil's PSA when this has been done
- if above not possible forwarding work to the pupil's PSA on the day of the lesson
- streaming lessons in school to pupils learning remotely [*when a suitable process is established*]
- giving clear instructions to the pupil on how to return completed work
- giving feedback on/mark work in line with school expectations

### 3. General

Teachers are expected to

- dress appropriately, as you would for teaching in school
- attend virtual meetings that replace normal meetings with staff, parents and pupils.

#### Learning Support Assistants [LSAs]

When assisting with remote learning, teaching assistants must be available for their normal working hours.

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.

When assisting with remote learning, Learning Support Assistants are responsible for:

Where possible ensure that the boys receive appropriate resources

Checking that pupils are able to follow set instructions in order to complete the work

Supporting the pupils remotely through Google Classroom

When supporting face to face lessons LSAs are expected to

- dress appropriately, as they would for school
- ensure that they use a suitable location
- ensure that there are no distractions from other sounds.
- ensure that nothing personal is visible in the background [distort background where possible]

#### Pupils and parents

Staff can expect pupils learning remotely to:

- attend online face to face lessons as scheduled in their normal timetable or the revised timetable issued by the Head Master
- be contactable during the school day via their school email account
- complete work to the deadline set by teachers
- submit work as requested by teachers
- seek help if they need it, from teachers or teaching assistants
- alert teachers if they are not able to complete work
- behave in an appropriate manner following the normal classroom expectations
- Keep their camera off and microphone off unless asked to do otherwise by the teacher

**Pupils are not to record any part of any online lesson**

Staff can expect parents with children learning remotely to

- make the school aware if their child is sick or otherwise cannot complete work
- seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- be respectful when making any complaints or concerns known to staff. Concerns or complaints should be raised in line with the school's Complaints Procedure, available on the College website

**Parents are not to record any part of any online lesson**

## **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
- Issues with behaviour – talk to the relevant Head of Line
- Issues with IT – talk to IT Technicians
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

## **Data protection**

### Accessing personal data

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

- access the data either via Wimbledon College's Google Drive, by accessing the H Drive remotely via the College's VPN or a server in your IT network
- use only the laptops provided by the College for all teaching staff
- ensure that the data is stored securely

### Processing personal data

Members of staff may need to collect and/or share personal data such as marking, email addresses, etc. as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online. Any collection or sharing of data must be done securely using encrypted files or by USO-FX.

### 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
- 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 with anyone other than members of Wimbledon College staff
- ensuring that the antivirus and anti-spyware software installed by the school remains functional
- keeping operating systems up to date – always install the latest updates
- reporting any issues immediately to the IT Technicians

## **Safeguarding**

Any member of staff who has safeguarding concerns arising from their online teaching must report their concerns immediately, following the procedure laid out in the school's Child Protection and Safeguarding Policy.

## **Monitoring arrangements**

This policy will be reviewed annually by Adrian Laing Head Master. At every review, it will be approved by the Academic Standards Committee of the Governing Body.

## **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy and the coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy