



## Remote Learning Policy

### College Mission

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements

### Policy Statement

The 2020 pandemic has brought about several challenges for teaching and learning across the educational landscape. The College was able to adapt quickly and implemented a blended timetable structure resulting in a combination of both face to face (F2F) and remote learning. This change has brought about a requirement to ensure the College had a consistent, formalised and structured approach to both blended and remote learning.

At St John Rigby College, we understand the need to continually deliver high quality education, including during periods of remote learning and working – whether for an individual student or for many. We recognise the importance of maintaining high expectations in all areas of College life and ensuring that all students have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning such as maintaining the highest standards of teaching and learning, online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.

- Ensure staff, parent, and student data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

## **Types of delivery of learning**

### **a) Face-to-Face with Students**

This is the most traditional form of teaching and learning and is what is currently used to deliver all of the College provision. It is a 'teacher-centred' method of education and takes place in College, in person. Students benefit from increased levels of interaction with their peers, as well as with their teacher, and are allowed the opportunity to bond with fellow students. In face-to-face learning, students are held accountable for their progress at the specific time the lesson is taking place. Time is dedicated to: exploring topics in greater depth; introducing complex concepts; answering questions; addressing misconceptions; setting clear expectations around work to be completed at home (online or paper based); and, creating rich learning opportunities. As a result, students are actively involved in knowledge construction as they participate in and evaluate their learning in a manner that is personally meaningful.

### **b) Online Learning**

The College's platforms for sharing online resources and setting work is MS Teams and MS SharePoint. Students are able to return/submit completed tasks through these platforms. It is recognised that a considerable amount of engaging and effective work was used during periods of previous remote and blended learning on platforms such as YouTube. The continued use of these platforms must be consistent with this policy and are to be encouraged. However, for consistency (and to minimise the number of emails students and teachers receive) resources and links associated with the work on alternative platforms should be posted on MS Teams instead of being emailed.

#### **i) Asynchronous Learning**

Asynchronous learning is learning that doesn't necessarily happen at the same time for the teacher and the students. There is no real-time interaction; the learning resources are created and made available for students to use later on. This learning is more likely to take place in instances where a student or teacher is absent because of illness. The main features of asynchronous learning are:

- resources and activities delivered online, e.g. through MS Teams;
- recorded lessons/video instruction/podcasts;
- flipped learning - students engage with material before discussions in class.

#### **ii) Synchronous Learning**

Synchronous learning is teaching and learning that happens where the teacher is present at the same time as the students, meaning that there is real-time interaction between them. This learning is more likely to take place in instances where a student or teacher is not able to be in College for a F2F lesson due to the need to self-isolate. The main features of synchronous learning are:

- live, streamed lessons
- live online/ progress tutor/ subject teacher support sessions with groups or with individuals.

During any periods of remote or blended learning, reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning. Lesson planning and schemes of work will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the College will ensure students can catch up on these areas of the curriculum when they return to College.

Teaching staff will oversee academic progression in much the same way as is usually the case and will mark and provide feedback on work in line with the Teaching, Learning and Assessment Policy. Where this is not possible physically and via hard copies, then this will take place electronically and online via MS Teams.

### **BTEC Specific Guidance**

In order to adhere to the Quality Assurance process for Pearson, the College will:

- Ensure that teaching/delivery/assessment staff are timetabled to support blended learning when learners are working remotely
- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear
- Ensure that when learners submit work, measures are taken to ensure the work is authentic and has been completed by the learner
- Maintain and store securely all assessment and internal verification records in accordance with the Pearson Centre Agreement.

### **Technology Resources**

Students will be required to use their own or family-owned equipment to access remote learning resources, unless the College agrees to provide or loan equipment, e.g. laptops. Any defects or issues with remote learning resources must be reported as soon as possible to the relevant member of staff. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources, ensuring software is up to date and that appropriate antivirus software is installed.

The Network Services staff are not responsible for providing technical support for equipment that is not owned by the College, however they will provide advice and guidance as far as reasonably practicable.

### **Online delivery safety**

This section of the policy will be enacted in conjunction with the College's E Safety Policy.

All staff and students using video communication must:

- Communicate appropriately and professionally and always via MS Teams and/or email
- Wear suitable clothing – this includes others in their household who may be in visible in an online remote lesson
- Be situated in a suitable area within the home with an appropriate background (blur background) should be turned on)
- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in College
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute video material without permission
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they are visible.

### **Safeguarding during full remote delivery**

This section of the policy will be enacted in conjunction with the College's Safeguarding and Child Protection Policy.

Should teaching and learning move exclusively online:

- The Designated Safeguarding Lead (DSL) will work closely with members of the College's Safeguarding Team, this includes the College's Safeguarding and Welfare Officer and Senior Tutors.

- The Designated Safeguarding Lead (DSL) will identify ‘vulnerable’ students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable students, prior to the period of remote learning.
- Phone calls made to vulnerable students will be made using the College’s telephone system where possible.
- The DSL will arrange for regular contact with vulnerable students once per week as a minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable students will be recorded on REMS and CPOMS as appropriate.
- The DSL and/ or other relevant member of the College’s Safeguarding team will keep in contact with vulnerable students’ social workers or other care professionals during the period of remote working, as required.
- Vulnerable students will be provided with a means of contacting their Progress Tutor via email or telephone, this arrangement will be set up by the DSL prior to the period of remote learning.
- The DSL will meet (in person or remotely) with the relevant members of Safeguarding Team once per week to discuss new and current safeguarding arrangements for vulnerable students learning remotely.
- All members of staff will report any safeguarding concerns to the DSL and/ or any member of the Safeguarding Team immediately via the College Safeguarding procedures.
- Students and their parents/carers will be encouraged to contact the DSL or any member of the Safeguarding Team if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The College will also signpost families to the practical and external support that is available for such concerns.
- Any conduct of home visits must:
  - Have at least one suitably trained individual present.
  - Be undertaken by no fewer than two members of staff when possible. (Any exception to this must be authorised by the Principal or the member of SLT that is deputising in his absence).
  - Be suitably recorded on REMS and/ or CPOMS and the records stored so that the DSL and Safeguarding Team has access to them.
  - Actively involve the student.

### **College day and absence during remote delivery**

- Students will be required to be present for remote learning sessions as stated in their timetable
- Students with SEND or additional medical conditions who require more regular breaks, will be encouraged to take them as required.

### **Data protection during remote delivery**

This section of the policy will be enacted in conjunction with the College’s Data Protection Policy.

- Staff members will be responsible for adhering to data protection principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
  - When using College laptops, the operating system and virus software is updated by connecting to the College network. These laptops are encrypted, but staff not download the personal information of students or staff to these devices.
- While teaching, staff must ensure the privacy of students attending the online lesson. Other family members should not be present in the room where the staff member is teaching from.
- There is no need to transfer personal data relating to students or staff between devices for the purpose of teaching & learning, or for pastoral support, and staff should not do so.
- Access to contact details and other information can be made via accessing the REMS portal which is available via the network portal or VPN (College laptops). In addition, class enrolments and student email etc are made centrally to MS Teams by Network Services.
- The College will not permit paper copies of contact details to be taken off the College premises
- Students are not permitted to let their family members or friends use any College-owned equipment which contains personal data

- Any breach of confidentiality will be dealt with in accordance with the Staff Disciplinary Procedure
- Any intentional breach of confidentiality will be dealt with in accordance with the College's Student Charter.

### **Health and safety during remote delivery**

This section of the policy will be enacted in conjunction with the College's Health and Safety Policy.

- Teaching staff and ICT technicians will ensure students are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- If using electronic devices during remote learning, students will be encouraged to take a five-minute screen break every two hours.
- Screen break frequency will be adjusted to five minutes every hour for younger students or students with medical conditions who require more frequent screen breaks.
- If any incidents or near-misses occur in either a member of staff or student home, they (or their parents in the case of students) are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

### **College day and absence during remote delivery**

- Students will be required to be present for remote learning sessions as stated in their timetable
- Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do work during their breaks
- Students who are unwell are not expected to be present for remote working until they are well enough to do so
- Parents will inform the Attendance Officer by 8:30am if their child is unwell
- The College will monitor absence and lateness in line with the Student Absence and Punctuality Procedures.

### **Communication during full remote delivery**

Should the College be forced to close to both staff and students in the event of a forced closure, the College will ensure adequate channels of communication are arranged in the event of an emergency.

- The College will communicate with parents via letter and/or email and the College website about remote learning arrangements as soon as possible
- The Principal will communicate with staff as soon as possible via email about any remote learning arrangements
- Members of staff will have contact with their line manager at least once per week via MS Teams
- As much as possible, all communication (including emails and telephone calls) between staff, students and their parents will take place within the College hours of 8:30 am to 4:30 pm
- Parents and students will inform the relevant member of staff as soon as possible if work cannot be completed
- Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and resolve the issue
- Teachers will keep students informed of any changes to the remote learning arrangements or the work set
- The Principal will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

### **Roles and Responsibilities**

The governing body is responsible for:

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

The Principal is responsible for:

- Ensuring that staff, parents 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 College has the resources necessary to action the procedures in this policy.

The Vice Principal (Curriculum) is responsible for:

- 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.

The Designated Safeguarding Lead (DSL) is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with Network Services 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 enforced while the student is learning remotely, and liaising with the Principal and other organisations to make alternate arrangements for students who are at a high risk, where required.
- 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 remote working Ensuring all safeguarding incidents are adequately recorded and reported.
- 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 Principal 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.

The Data Protection Officer (DPO) is responsible for:

- Overseeing that all College-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, 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.

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 Principal.
- 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.

The Network Manager 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 all College-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 DSL to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

The Finance Manager is responsible for:

- Ensuring that the College has adequate insurance to cover all remote working arrangements.

Teaching staff are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Taking part in any training conducted to meet the requirements of this policy, including CPD on how to deliver effective blended learning and training on how to use the necessary electronic equipment and software.
- Collaborating with colleagues on the design and development of high quality blended and remote learning resources and ways of sequencing the curriculum appropriately within schemes of work and lesson planning.
- Planning and delivering blended learning experiences for all students including those with additional and specific learning needs.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Adhering to the Staff Code of Conduct at all times.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Reporting any defects on College-owned equipment used for remote learning to an ICT technician.

Parents 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 required.
- Work set being completed on time and to the best of their child's ability.
- Reporting any technical issues to the College as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Reporting any absence in line with the Student Attendance and Punctuality Procedures
- Ensuring their child uses the equipment and technology used for remote learning as intended.

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 required, and that their work is completed on time and to the best of their ability.
- Reporting any technical issues to Network Services or their teacher as soon as possible.
- Ensuring they have access to remote learning material and their teacher or Progress Tutor if they do not have access.
- Notifying the College if they are feeling unwell or are unable to complete the work they have been set, following the Student Attendance and Punctuality Procedures
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Student Charter at all times.

**Related Policies:**

- Code of Conduct for College Staff
- Data Protection Policy
- e-Safety Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Staff Disability Policy and Procedures
- Staff Information & Communication User Agreement
- Student Attendance and Punctuality Procedures
- Student Bursary Policy
- Student Charter
- Student Disability Policy
- Student IT User Agreement
- Student Support and Disciplinary Procedures
- Teaching, Learning and Assessment Policy
- Cyber Security Policy