

HOLLAND PARK SCHOOL 2021 to 2022

PROPOSED POLICY | REMOTE LEARNING

STATUS | NON-STATUTORY

PRINCIPLES

We are committed to:

- Ensuring consistency in the approach to remote learning for students who are not in school.

We aim to:

- set out expectations for all members of the school community in relation to remote learning;
- make available resources and materials to students who are kept away from school as a result of enforced isolation, to reduce the disruption brought about by the pandemic;
- work in such a way that does not cause unreasonable disruption to ordinary school processes.

PUBLISHED	Website	✓	Pre-admission documentation		Student/Parent Planners		On Request	
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PRACTICE This policy is overseen by | **FAYE MULHOLLAND** | DEPUTY HEAD

1. THE CLOSURE OF SCHOOL

If school is closed as a result of local outbreaks or national changes to the opening of schools, we will

- 1.1. provide remote learning to students that is commensurate with the work undertaken in lessons;
- 1.2. work via video call so that students have the opportunity to ask live questions and seek guidance in real time from their teachers;
- 1.3. ensure that work undertaken by students can match the work taken in lessons as far as possible;
- 1.4. continue to follow the curriculum as far as is possible in all subjects. There may be some necessary adjustments, in practical work in science, PE, music and art for example, which might require adaptation of the content and pedagogy of learning. But aside from practical considerations;
- 1.5. monitor students' attendance and engagement to online sessions and report these to parents to empower all stakeholders to improve the engagement of students.

2. ROLES AND RESPONSIBILITIES

- 2.1 **Teachers** will be responsible for delivering remote learning during the ordinary hours of the school day. Teachers will be contactable by students during their lessons and available to telephone parents during the ordinary working hours of the school. Teachers will also take online registers, so that students' attendance and engagement can be monitored. They will, from time to time, be required to provide feedback about the quality of engagement of students. If teachers are sick or unwell, they may be required to set cover work, which will enable students to work independently thought subject matter on the curriculum. Teachers will provide feedback to students regularly, with written feedback taking place once every three weeks.
- 2.2 **Leaders** will monitor the quality of education and provide training and development to support the technical requirements of online learning. They will monitor engagement and attendance by reviewing registers, looking at students' work and analysing reports to parents. They will, where necessary, make arrangements for limited numbers of students to attend school site to continue their education.
- 2.3 **Support staff** will continue to carry out their duties monitoring attendance and continuing the ongoing running of school. They may also be deployed to improve communication with parents and students. Learning Support Assistants will continue to support their students thought out the day, providing feedback on work, and assisting the accessibility and experience of students with particular special educational needs and disabilities. The behaviour and safeguarding team will continue to monitor students and ensure that they are supported, engaging and successful, and communicate with parents and other services where there is need for further intervention.

3. WHO TO CONTACT

- 3.1 **Protocol for contact** will continue throughout the period of school closure, though it may be that parents use email more regularly. School will promote dialogue via remote video call where possible, to ensure adequate opportunity for dialogue and discussion. Priority will be given to the learning of students.
- 3.2 **IT issues** will continue to be managed by the IT team at IT.support@hollandparkschool.co.uk. The attendance team continues to be the correct body to report issues of attendance.
- 3.3 **Leaders and teachers** will increase their contact on an informal basis with parents and with students, via video calls, telephone discussion and emails.
- 3.4 **Wellbeing matters** continue to be overseen by the safeguarding team, and the school counsellor and resilience coordinator will remain active during the period of school closure.

4. DATA PROTECTION

- 4.1 School continues to follow its data protection policy, and uses an online platform, Google Classroom, to ensure security with personal details.
- 4.2 Staff will continue to need access to school information and this will be made available using protected database software rather than with spreadsheets, where possible. This is to safeguard the distribution of personal data when working remotely.
- 4.3 The IT team will continue to monitor student access to ensure students' devices are secure. Issues of misuse of IT will be reported in the usual way and issues that arise will be managed using the school's behaviour policy and safe use of IT policy.

5. PRACTICALITIES OF ONLINE LEARNING

- 4.3 The guidance provided to teachers for how to establish online learning and ensure successful participation from students is available here https://drive.google.com/file/d/1NcaRNI4dzDriqrGkLbVgTiqoyn_j6hM3/view

6. STUDENTS ISOLATING WHILE SCHOOL IS IN SESSION

- 5.1 Students who are required to isolate while school is in session will be entitled to:
 - 5.1.1 similar work undertaken by students in their own classes;
 - 5.1.2 access to materials and slides from lessons that reveal the nature of the work undertaken and enable students to work independently to reduce the impact of their absence;
 - 5.1.3 independent study undertaken in the same way as other students who are in the school;
 - 5.1.4 contact teachers to seek clarification about their learning during the course of their absence.

- 5.2 Live lessons will not take place while individual students are off school isolating, unless the whole of that class is isolating.
- 5.3 Materials will be available via Show My Homework and Google Classroom. This may involve videos or explanations. If students are struggling to access the work they should contact teachers via Show My Homework or Google Classroom.