HARROGATE LADIES' COLLEGE REMOTE LEARNING POLICY - COLLEGE

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Governor Committee Review: Education Committee

Review Date September 2021

Next Review Date: September 2022

Purpose of Policy

If access to school buildings is restricted and remote learning is implemented, this policy outlines guidance and expectations for staff, pupils and parents.

There may be 'hybrid learning', where some pupils are learning in the classroom and others are 'remoting' into lessons. If there is a 'full lockdown', all learning for College pupils would be conducted online.

The intended outcome is that the remote learning curriculum is rigorous with regular assessments. Pupil progress should not be negatively impacted.

This guidance on remote learning is supported by the Safeguarding Policy in place at Harrogate Ladies' College.

Teacher Expectations

1. Teachers must consult the OneDrive remote learners' spreadsheet to identify which pupils require access to remote learning. Teachers must follow the procedures below:

   - Unwell pupils should be encouraged to rest, and catch up with work when they are feeling better;
   - If a pupil is self-isolating at home for reasons related to Covid-19, they should be sent work via Firefly, as soon as possible, and definitely within 24 hours. After which they should complete work which has been set by their teachers and attend specified Zoom lessons; and
   - If a pupil is absent for other reasons, and is part of a class that is already being Zoomed for another pupil, they can attend that Zoom lesson.

2. When remote learning is required, teachers are expected to be online and follow their normal timetable alongside the pupils. This enables teachers to respond in a timely manner to each pupil's needs whilst keeping a clear structure to the day.

3. In the event of a full lockdown, teachers are expected to teach every second lesson to each teaching group. This is to manage the workload for both teachers and pupils.

4. If there is a 'hybrid approach' where there are pupils remote learning as well as pupils physically in the classroom, teachers may finish the Zoom element of their lesson slightly early to allow for the recording of lessons to be completed before the next lesson.

5. Due to health and safety requirements, pupils are not expected to take part in the practical elements of lessons such as Food Technology and Textiles. Pupils are expected to attend the theory elements of these lessons. Where possible, tasks should be set for pupils who are unable to take part in practical lessons.

6. Where pupils are remote learning, teachers should be mindful of those pupils who are attending back to back lessons. Teachers should allow at least 5 minutes between lessons.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

7. Teachers should ensure pupils with SEN needs are able to access remote learning. There should be appropriate expectations of the work they produce.

8. Teachers must be professionally dressed at all times.

Setting up Zoom meetings via Firefly

9. For each remote lesson/form time, the relevant Zoom code should be shared on Firefly's central Zoom Links page; Firefly: College > Zoom Links > Zoom (Specific Teacher) Links.

10. The Firefly Zoom Links page must be clearly signposted. It should use clear subheadings stating the day and time of the lesson.

11. Teachers must ensure that all learners know how to access the Zoom codes for their lessons.

12. Teachers should video conference lessons using Zoom. Meeting codes must be password protected. Zoom will create a unique meeting code, which teachers must share on Firefly.

13. Teachers are permitted to set repeat meetings for Zoom lessons providing that:
    I.   The waiting room is enabled;
    II. The pupil has named their device; and
    III. The pupil's camera is turned on when they initially join the lesson.

Recording Zoom lessons

14. If teachers are videoing Zoom lessons, to share with other pupils, teachers must ensure that no other pupils are captured in the recording. To ensure that this is the case, teachers may need to ask pupils to turn their camera off whilst the lesson is being recorded.

15. Video recordings of lessons should be stored in OneDrive and linked to the relevant Firefly page.

16. If a teacher is delivering a one-to-one lesson and there is no adult supervision, and the teacher has any concerns, they should either:

- Conduct the one-to-one at school, where it can be recorded on a school PC; or
- Not carry out the session and speak to their line manager.

17. Staff should not video capture their one-to-ones, on Zoom, using personal devices. If recordings are made on a school laptop, no other users must access this device. The device must be kept secure and password protected.

Setting work

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

18. If a lesson is not taking place via Zoom, or if a practical lesson is not accessible for remote learners, teachers are expected to upload suitable work to Firefly.

19. Work set should reflect the length of the lesson. Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting.

Setting Prep (homework)

20. Additional prep during periods of remote learning should not exceed the time guidance in the normal prep timetable and should complement the lesson.

21. Teachers should consider the format pupils can submit work. Teachers should not assume that pupils have access to a printer or scanner. They should be aware that some pupils may not be able to access word documents and may require a pdf version as well. Therefore, if teachers intend that pupils edit a document it should be sent as an editable version, not as a pdf.

22. Pupils are expected to upload their work in the format requested by teachers. Pupils are expected to use the OneDrive App if they are scanning their work.

Monitoring

23. As far as possible, teachers should ensure that by the end of the day, all pupil queries have been dealt with in an appropriate manner.

24. Teachers must record an intervention on ISAMS if pupils do not regularly complete work or if teachers have any other concerns.

Safeguarding

25. When admitting pupils into group lessons on Zoom, teachers should not admit only one pupil. Teachers should wait until a proportion of their class are in the waiting room, before they admit pupils.

26. One-to-one Zoom sessions with pupils can only take place when there is an adult present in the house. At the start of the one-to-one lesson, the member of staff hosting the session should check that an adult is present.

27. One-to-one Zoom sessions are utilised to review pupils' progress, and action plans. Form tutors and subject teachers will host these meetings on Zoom, with the use of breakout rooms or waiting rooms. At the start of the form time or lesson, the member of staff hosting the session should check that an adult is present.

28. If a pupil is quarantining, for example in a boarding house or a hotel, it is likely that they will not be able to have adult supervision for their one-to-one lesson.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

29. If there is no adult present, and the member of staff feels concerned about having a one-to-one, they should either:
    - Conduct the one-to-one at school, where it can be recorded on a school PC; or
    - Not carry out the session and speak to their line manager.

30. If a pupil is not quarantining, but learning from a boarding house, they should have their one-to-one lesson in a communal space, within the boarding house. The boarding staff will provide the adult supervision for this one-to one lesson.

31. During school closure periods, the pastoral team will be required to contact a number of pupils to provide pastoral support. It is important that these conversations happen regularly, but we recognise that parents may not always be available on a regular basis. Relevant parents will be contacted, via email, and told when the session is occurring and requesting permission for these one-to-one pastoral support sessions to take place. This email will be sent prior to the first appointment. Permission **must** be received before the sessions can commence. This permission will enable pastoral one-to-one sessions to be carried out on a regular basis; even in the case when an adult is unable to be present.

32. When staff conduct one-to-ones, they should make notes about the session. Where relevant, these notes should be recorded on CPOMS.

Heads of Department Expectations

1. Heads of Department should check their subject content on Firefly regularly so that they can oversee the consistency and quality of work being set.

2. Heads of Department should regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns.

3. Heads of Department should provide support to colleagues to ensure that work is provided as required.

4. Heads of Department should ensure that, in the absence of teachers, work is set for relevant classes via Firefly.

Form Tutors Expectations

1. If there is a full lockdown, form time will be twice a week, on Tuesdays and Wednesdays. Chapel will remain on Mondays and Whole School Assembly on Fridays.

2. If there is a 'hybrid approach', form time will be each day.

3. Form Tutors should send a Zoom code via Firefly to those tutees who are remote learning to enable them to join the form time. This can be set up as a repeat meeting on Zoom providing:
    I. The waiting room is enabled;
    II. The pupil has named their device; and

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III.   The pupil's camera is turned on when they initially join form time.

4. Form Tutors should act on ISAMS Interventions and follow up accordingly. This includes emailing the pupil.

5. When form tutors are carrying out one-to-one sessions via Zoom, they are expected to email parents prior to the session to ensure that there will be a parent present in the house for the duration of the session. At the start of the one-to-one session, the form tutor should check that an adult is present. If there is no adult present, the session should be terminated.

6. During school closure periods, the pastoral team will be required to contact a number of pupils to provide one-to-one pastoral support. Relevant staff must email parents, prior to this meeting. In the (pastoral teams') email, they must state the time of the meeting and request permission to host these one-to-one pastoral support sessions, even in the case when an adult is unable to be present. Permission **must** be received before the sessions can commence. This permission will enable pastoral one-to-one sessions to be carried out on a regular basis.

Heads of School Expectations

1. Heads of School should oversee pupil engagement with home learning, intervening and escalating as appropriate.

2. Heads of School should act on ISAMS interventions and follow up accordingly. This may involve calling parents where necessary. Where relevant, these notes should be recorded on CPOMS.

3. During school closure periods, the pastoral team will be required to contact a number of pupils to provide one-to-one pastoral support. Relevant staff must email parents, prior to this meeting. In the (pastoral teams') email, they must state the time of the meeting and request permission to host these one-to-one pastoral support sessions, even in the case when an adult is unable to be present. Permission **must** be received before the sessions can commence. This permission will enable pastoral one-to-one sessions to be carried out on a regular basis.

Wellness Centre Staff Expectations

1. If a pupil attends the Wellness Centre with Covid-19 symptoms, the Wellness Centre staff will assess the pupil. Following this assessment, the pupil will either return to lessons or be required to self-isolate.

2. For day pupils who are required to self-isolate, the Wellness Centre staff will make direct contact with parents to ask them to collect their child. For boarders, the Wellness Centre staff will contact the boarding house staff.

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3. The Wellness Centre staff will be responsible for informing the pupil's teachers that the pupil will not physically be in their lessons for the remainder of that day. They will also inform the teachers whether or not the pupil is well enough to learn remotely.

Boarding Staff Expectations

1. The boarding staff will update the link to the OneDrive remote learners' spreadsheet. They will provide daily updates about those boarding pupils who are remote learning. This update should be sent to all teaching staff and the School Office by 8.30am each day.

2. Boarding staff should oversee pupil engagement with remote learning, intervening as appropriate.

3. If a pupil is not quarantining, but learning from a boarding house, they should have their one-to-one lesson in a communal space within the boarding house. The boarding staff will provide the adult supervision for this one-to one lesson.

Head of Inclusive Learning Expectations

1. The Head of Inclusive Learning should regularly liaise with pupils on the SEN register who are remote learning to ensure they are working effectively.

2. The Head of Inclusive Learning should ensure that the TAs are working effectively with those pupils with specific learning needs.

Pupil Expectations

1. Pupils engaging in remote learning are expected to be online and follow their normal timetable.

2. In the event of a full lockdown, teachers will outline which lessons will be delivered via Zoom. Pupils will attend a reduced timetable of Zoom lessons, where they are expected to attend one in every two lessons per subject. This is to help manage the pupils' workload.

Attending Zoom Lessons

3. Pupils should check Firefly to access the Zoom code for each lesson. This may be sent as a Firefly task and or stored in a subject specific Firefly page. These codes will be accessed via Firefly: College > Zoom Links> Zoom (Specific Teacher) Links.

4. Pupils must be on time for their Zoom lessons.

5. Pupils must name their device so that their teacher can identify them. If they do not, their teacher cannot permit the pupil to enter into the Zoom lesson due to safeguarding concerns.

6. When pupils first join the lesson they must have their camera on. If they do not, their teacher cannot permit the pupil to stay in the Zoom lesson due to safeguarding concerns.

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7. If pupils have questions during a lesson, they should ask the teacher and/or use the chat function in Zoom to raise their question.

8. Following a lesson, if a pupil still has questions, they should email their teacher.

9. Pupils using Zoom should have their camera turned on at all times as far as possible and be appropriately dressed. Pyjamas and swimwear are unacceptable.

10. Pupils must ensure that their Zoom background is appropriate and does not include any personal care items, items of clothing, inappropriate posters or beds.

11. Pupils must not record or take photos of their classmates or teachers during a Zoom session.

12. If pupils have missed a lesson, and the lesson has been recorded, it is the pupils' responsibility to catch up on the work which they missed in the recorded lesson. The link will be provided by the teacher.

Attending Zoom Lessons if a teacher is absent

13. In the event of a teacher's absence from school, teachers will Zoom their lessons if they are able to do so.

    I. Lower and Middle School pupils will remain in their allocated classrooms, with appropriate cover to supervise them during the Zoom lessons. Pupils can use their own device to access the lesson.

    II. Sixth Form pupils may remain in their studies and Zoom into the lessons from there. In the event that their study is not suitable due to other pupils working, the pupil should relocate to their allocated classroom or their Common Room.

Completing Prep

14. Pupils should check Firefly tasks to check their prep tasks.

15. Pupils must complete all set work. It is the pupils' responsibility to complete the work or communicate to their teacher why it is not completed.

16. Pupils are expected to upload their work in the format requested by teachers. Pupils are expected to use the One Drive App if they are scanning their work. Prep should be collated into one document and uploaded to the correct space on Firefly or Teams. It is not acceptable to email teachers numerous photos of work.

Attending Form Time

17. If there is a full lockdown, pupils are expected to attend form time on Tuesdays and Thursdays. Form teachers will upload the relevant codes to the allocated page on Firefly.

18. If there is a full lockdown, pupils are expected to attend Chapel on Mondays and Whole School Assembly on Fridays. These codes will be accessed via Firefly: College > Zoom Links> Zoom Assembly Links.

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19. If there is a 'hybrid approach', pupils are expected to attend form time each day. Form teachers will upload the relevant codes onto Firefly.

One-to-one sessions

20. If a pupil is attending a one-to-one session on Zoom (for example, a music lesson or a form tutor session), the pupil must ensure their parent/guardian is aware that they are attending a one-to-one session.

21. If a pupil is learning from a boarding house, they should have their one-to-one lesson in a communal space within the boarding house. The boarding staff will provide the adult supervision for this one-to one lesson

Consequences of breach of the above additional rules and expectations

The expectations set out in this Policy will form part of the School rules. Any breaches of discipline in respect of this Policy may result in appropriate sanctions being applied in accordance with the School's Behavioural Policies.

Whilst the School acknowledges that this is a difficult time for many pupils and that there will be a period of adjustment to the "new normal", the expectations in relation to remote learning are in place for the safety of pupils and for the whole School community.

Parents Expectations

1. If your child is self-isolating, parents are requested to email covid19@hlc.org.uk by 8.00am each day to confirm isolation and whether or not their child is well enough to engage with remote learning (Firefly or Zoom).

2. For remote learning, pupils are expected to be online and follow their normal timetable. Parents are expected to support their children's remote learning.

3. Parents should ensure that pupils have an appropriate place to work.

4. Parents should ensure that their child's Zoom background is appropriate and does not include any personal care items, items of clothing, inappropriate posters or beds.

5. Parents must not record or take photos of a Zoom session.

6. Parents should be aware that the same rules of communication apply to Zoom lessons as to classroom-based lessons, meaning that the interaction in these lessons are between the teacher and the pupils alone.

7. Parents should check that set work is completed by the end of each day.

8. Parents should contact the relevant subject teacher/form tutor if there are any concerns.

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