



# Cambridge House Grammar School

## Blended / Distance Learning Policy

Signed:

Chair of Board of Governors

Signed:

Principal

Reviewed

31.04.24

## **INTRODUCTION**

This policy is to ensure the ongoing education of Cambridge House Grammar School's students under unusual circumstances. This policy 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 pupils who cannot be in school but are able to continue with their education when the school remains fully open.

### **What is distance learning and assessment?**

**Distance Learning** is a mode of delivering education and instruction, often on an individual basis, to learners who are not physically present in a traditional setting such as a classroom.

This Distance learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Provides appropriate guidelines for synchronous and asynchronous learning

We would expect that many of the steps below should already be in place for most staff within Cambridge House Grammar School. We would expect that there will be future benefits to putting these plans into place. Cambridge House Grammar School will be proactive in ensuring that:

- Staff have access to Collaborate Ultra/Microsoft Teams/Google Meet for Classes, and that these are set up.

- Students within classes have access to the relevant Microsoft Team/Collaborate/Google Meet Classroom
- Staff are familiar with the main functions of Microsoft Teams/Collaborate Ultra/Google Meet
- Staff have the ability to host a Teams Meeting/Ultra or Meet Session (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

## **ROLES AND RESPONSIBILITIES**

### **Teachers**

- In as far as is possible will attempt to replicate the timetable that students follow through the course of a normal school day.
- Will communicate with students via Google classroom
- Will post link to Collaborate Ultra/Microsoft Teams/Google Meet in Google classroom
- Will continue live teaching from home/classroom
- Will post lessons on Google classroom

Staff should 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.
- That they have access to a suitable device for home use and if this is not the case then staff should alert their line manager or IT manager.

When providing remote learning, teachers are responsible for:

### **Setting work**

- Work should be set for the classes they teach.
- The amount of work set should be equivalent to learning time.
- The work should be available on the Monday of each week.
- The work is to be due in for no later than Friday at 3.20pm.
- The Head of Department is responsible for coordinating with teachers in making sure work set is following schools learning policy and supporting students who are unable to access remote learning.
- The Head of Department is responsible for setting cover work if the teacher is unable to set work remotely.

### **Providing feedback on work**

- Teachers can give feedback in variety of methods that best suit the teacher and the student and should be in-line with the schools marking policy.
- Feedback can be shared via TEAMS, Collaborate Ultra, Google Meet or e-mail.

### **Keeping in touch with pupils who aren't in school and their parents**

- Teachers should aim to respond to emails from students within 24hours and from parents within 48 hours. Teachers are not required to answer emails outside of working hours.
- Tutors should make contact with their tutor group weekly via Google classroom/Collaborate Ultra/Google Meet.
- Teachers will make contact with students in-line with their teaching timetable via Collaborate Ultra/ Microsoft Teams/Google Meet.
- Any complaints or concerns shared by students or parents should be handled in the appropriate manner and passed to line managers if further concerns are raised. – For any safeguarding concerns, refer teachers to the section below.
- Any behavioural issues should be dealt with following the schools' behaviour policy.

### **Attending virtual lessons and meetings with staff, parents and pupils**

- The school's policy on dress code should be followed.
- Make sure the location is quiet, and nothing inappropriate is in the background.
- The teacher is under no obligation to be seen by students or parents.
- Students can have their camera turned off/on.
- The lesson is to be recorded to allow students to watch the lesson again.

## **Heads of Department**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistently.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Quality assurance of work set for independent learning tasks.
- Quality assurance of quality of online teaching in live lessons.
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

## **Senior leaders, including SENCo and Head of 6th Form**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning; using staff meetings and giving professional development time.
- Quality assurance of provision provided across faculties, subjects.
- Quality assure the quality of teaching and learning.
- Ensuring staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period.
- Ensuring students have access to a suitable device in the event of closure, and if not look to supply them with one especially if disadvantaged student during the closure period.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **Designated Safeguarding Lead**

Please refer to the schools safeguarding policy

## **IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Ensuring all students have signed the Acceptable User Policy (AUP).
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

## **Governing board**

The governing board is responsible for:

- Monitoring the schools 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.

## **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 Year.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their line manager or HR.
- Concerns about data protection – talk to the data protection officer (GF).
- Concerns about safeguarding – talk to the DSL (HC/CW).

## **DATA PROTECTION**

### **Accessing personal data**

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

- Make sure they know how they can access the data, such as on a secure cloud service or a server in your IT network
- Know which devices they should use to access the data e.g. school provided laptop or iPad. Staff should not be using their personal devices

### **Processing personal data**

Staff members may need to collect and/or share personal data such as parent email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

### **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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).

- 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 among family or friends.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

## **SAFEGUARDING**

Please refer to all safeguarding policies.

## **POLICY REVIEW**

This policy should be reviewed annually initially to incorporate the development of systems and procedures.

**Signed: Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed: Chairperson** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date to be reviewed:** \_\_\_\_\_