



Elemore Hall School

Policy Title	Remote Learning and Homework Policy
---------------------	--

This version	November 2020
Approved by	
To be reviewed by	Curriculum, Standards & ECM Committee
Review Due	December 2022

Contents

1. Aims
2. Definition
3. The Importance of Remote Learning and Homework
4. How Remote Learning and Homework will be provided
5. Roles and Responsibilities
6. Who to Contact
7. Data Protection
8. Safeguarding
9. Monitoring arrangements
10. Links with other policies

Appendices

- A. How to access remote learning – guide for Parents/Carers and pupils
- B. Remote Learning Agreement

1. Aims

This policy has a number of aims:-

- To explain what we mean by Remote Learning and Homework
- To ensure consistency in the approach to Remote Learning and Homework for pupils across the subject range
- To set out expectations for all members of the school community with regards to remote learning
- To ensure that there are clear guidelines for providing support for pupils who are engaged in Remote Learning
- Provide appropriate guidelines for data protection

2. Definition

The school considers Remote Learning and Homework to be any learning done outside the normal, in-school classroom day.

3. The importance of Remote Learning and Homework

Remote Learning and Homework is important for many reasons, however the primary intention is to support the continuity of education and learning. Some examples of why a pupil might engage in Remote Learning and Homework include:-

- To revise, recap and consolidate learning
- To continue accessing education if they are absent from school for any reason including illness
- For completion of work, extension activities or catch-up
- To continue to access education in the event of a school closure due to adverse weather or some other emergency
- To continue accessing education during a period of self-isolation

4. How Remote Learning and Homework will be provided

The school will provide Remote Learning and Homework through a variety of routes including:-

- Organised and supported activities beyond the classroom day for both resident and day pupils to develop independence, social skills, inter-personal skills, self-confidence.
- Organised and supported evening activities for resident and extended day pupils to develop physical skills (such as swimming).
- Supported development of self-care and independence through programmes for residential pupils.
- Participation in activities to extend classroom based skills and knowledge, for example, music, art and cookery activities.
- Homework will be given to any pupil who requests it from any subject area.

- Homework 'clubs' will be provided in some subjects where there is sufficient interest/need.
- Study beyond the classroom day is encouraged in some subjects once a pupil reaches KS4 particularly if they are studying for GCSEs.
- KS4 Study guides will be provided to all pupils in Maths, English and Science
- Where possible pupils will be allowed to take home reading books to support and encourage their literacy development.
- Pupils are encouraged to develop their knowledge of the world around them, news and current events during 'home' time.
- The school utilises a variety of online packages such as Seneca and MyMaths where work is set for pupils
- Different subjects will set pupils optional challenges to enhance learning – these are generally referred to as 'bonus tasks'.
- A check has been conducted to ensure that all pupils have access to a computer and the internet. Although we cannot help with internet, the school will try to loan a laptop to any pupil who does not own one.
- A sketch pad can be provided for pupils from Art
- Paper based work and revision will be provided to pupils to take home or may be delivered to a pupil's home by staff
- Every pupil has access to their own school-based email account and 365 account. These allow direct communication with teachers who will use these routes to set work.
- Teachers can provide Teams lessons online to pupils so that direct teaching can take place. Teams also allows face to face conversation between participants and can replicate a classroom on-line.

5. Roles and responsibilities

To make Remote Learning and Homework successful, all those involved need to work together. The list below highlights the main responsibilities of all concerned.

Teachers

Homework/Revision

Teachers can set homework tasks or revision activities as part of the normal organisation of learning within school. These activities will be set to reinforce and support learning that has been done in the classroom. Teachers should let Personal Tutors know what homework is being set.

Remote Teaching and Learning during Self-isolation, Snow Days, etc

When providing remote learning when the school is partially or fully closed due to adverse weather, the need for groups to self-isolate, etc, teachers must be available between 9.00am and 4.00pm

If they're 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 providing remote teaching and learning activities, teachers are responsible for:

- Setting work for designated groups or individuals – following the Remote Learning timetable if one has been provided
- Ensuring that appropriate work and lessons are available at short notice if the need arises
- Ensure that pupils in their subject know how Remote Learning and Lessons will be delivered
- Organising Teams lessons
- Communicating with pupils about their subject
- Uploading any information, links, worksheets, etc, to the learning platform so that pupils can access it
- Identifying online learning from e-learning providers such as Seneca and MyMaths and setting work from these for pupils
- Providing paper-based resources where necessary
- Ensuring that they have the correct contact details for all pupils
- Ensuring that they know how to use the systems employed such as Teams
- Ensuring that there are always follow-up or extension activities available
- Communicating with the Deputy Head
- Collecting completed work from pupils and giving feedback
- Keeping in touch with pupils to ensure that they know what they are supposed to be doing
- Keeping a record of what work, lessons, meetings, activities, etc, they have set for each classgroup.
- Logging a record in the Notes section of Sleuth to identify where work has been set, meeting arranged, etc, and another note to say whether a pupil has participated or not.

Teachers who are in school would not usually be expected to provide any direct teaching to absent pupils via Teams, etc, but they may set other work.

General

Teachers should ensure that they have resources 'ready-to-go' should the need arise.

Teachers should attend any meetings that are arranged for Teaching staff to share information.

Teachers should ensure that they record any contact with pupils on Sleuth.

Teachers should ensure that they maintain a professional appearance and standards whilst providing Remote Learning.

Teachers should keep a record of what they have provided and the response from pupils

Personal Tutors

Homework/Revision

Personal Tutors should make Parents/Carers aware of what their child has been studying in class and any homework or revision that has been set.

Remote Teaching and Learning during Self-isolation, Snow Days, etc

When providing remote learning when the school is partially or fully closed due to adverse weather, the need for groups to self-isolate, etc, Personal Tutors must be available between 9.00am and 4.00pm

If they're 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, personal tutors are responsible for:

- Maintaining regular contact with absent pupils and their parents/carers
- Being aware of what work is being set for their tutees and any online lessons/Teams meetings that they should be participating in.
- Supporting pupils who aren't in school with learning remotely, this might include explaining tasks, encouraging pupils or acting as an intermediary between pupils and teachers
- Suggesting how pupils might develop their personal, social and independence skills whilst they are working from home
- Offering the above support to any pupil who has been designated to the Personal Tutor temporarily in times of partial closure/self-isolation.

General

Personal Tutors should ensure that they record any contact with pupils on Sleuth.

Personal Tutors should ensure that they maintain a professional appearance and standards whilst providing Remote Learning.

Leadership Team

The Leadership Team will ensure that Remote Learning is organised and that all staff know what role they will play in the different elements of Remote Learning.

Homework/Revision

The Leadership Team will ensure that Teachers are supported in providing Homework or Revision exercises for pupils by allocating resources.

Remote Teaching and Learning during Self-isolation, Snow Days, etc

The Leadership Team will:

- Ensure that a teaching timetable is available to implement quickly if the need arises
- Coordinate on-site and remote learning to ensure that all pupils are accessing education
- Check on the response to remote learning and assess the effectiveness of the approaches used
- Ensure that all pupils are able to access learning materials either on line or I paper form

Designated safeguarding lead

The DSL is responsible for responding to any safeguarding concerns that staff identify from contact with pupils or parents/carers during remote learning.

ICT Coordinator

The ICT coordinator is responsible for:

- Ensuring that every pupil has a working school email address
- Ensuring that every pupil knows how to access their emails and access work and on-line lessons through Teams
- Ensuring that all staff have pupil contact details and knowledge of how to use on-line systems and relevant platforms.
- Working in liaison with the Headteacher to ensure that pupils have access to a laptop that they can use at home for learning.
- Ensuring that the systems we use are secure and up to date.

Pupils

Staff can expect pupils learning remotely to:

- Check their emails (where possible) to know what work is set
- 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
- Submit completed work to the appropriate teacher through Seneca, MyMaths, a 365 document or send a photograph of the completed item of work
- Engage in on-line lessons and Teams meetings where possible
- Seek help if they need it, from teachers or personal tutors
- Alert teachers or their personal tutor if they're not able to complete work
- Follow a timetable to ensure that they complete work and have some exercise.

Parents/carers

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Encourage and support their child in accessing and completing any work set
- Encouraging and supporting their child to participate in any on-line lesson or Teams meeting
- Support their child in following the daily timetable and encourage them to have a good routine
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing body

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

6. 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 MH
- Issues with behaviour – record on Sleuth, pass on to Personal Tutor
- Issues with IT – talk to IC
- 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, put entry on Sleuth 'Concerns' module

If pupils or parent/carers have any questions or concerns they should discuss these with the Personal Tutor in the first instance. If the Personal Tutor is unable to help then they will pass the question or concern to someone else. Alternatively school can be contacted at: elemore@durhamlearning.net

7. Data protection

Accessing personal data

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

- Ensure that they keep pupil details secure, this includes any personal information such as class lists, academic attainment, email addresses, telephone numbers, etc
- Ensure that they keep their own personal details, and those of any other staff member, secure and confidential

Processing personal data

Staff members may need to collect and/or share personal data such as 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.

However, staff are reminded to collect and/or share as little personal data as possible online. Staff must never give parents or pupils personal information such as home or email addresses or phone numbers. Staff can share their work email address as this is linked to their work. If staff need to use their own phone for calls connected with their work, they should ensure that the caller ID is blocked..

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
- Having two-factor authentication for additional security is a good idea
- Not sharing the device among family or friends
- Notifying IC if there is a problem
- Notifying school if a data breach is suspected.

8. Safeguarding

The school will continue to ensure that safeguarding remains a priority wherever our pupils are being educated. Any concerns should be recorded under the Concerns module of Sleuth and the DSL (HJB, RR or MH) should be informed as soon as possible.

9. Monitoring arrangements

This policy will be reviewed annually or sooner

10. Links with other policies

This policy is linked to our:

- Curriculum Policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Remote Learning Instructions and Agreement
- ICT and internet acceptable use policy
- Online safety policy



Elmore Hall School

Elmore Hall School
Pittington, Durham. DH6 1QD

Tel: 0191 372 0275
Fax: 0191 372 1529
e-mail: elmore@durhamlearning.net
Website: www.elmorehallschool.com

Headteacher: Richard Royle

December 2020

Dear Parent or Carer

Remote Learning Instructions and expectations

From time to time due to illness, school closure, self-isolation, homework or revision (for examples) it might be necessary for your child to work at home using our remote learning arrangements. Subject teachers will be using Teams to set and support your child's learning from home. If isolating or if school is closed, pupils need to ensure they are regularly checking Teams throughout the school day and completing work set for them. It is very important that pupils are in a good and structured work routine and follow the set timetable each day. In some cases, pupils may be asked to join a live Teams lesson with their teacher from school. Instructions for joining a live lesson are attached to this letter.

When accessing a live lesson or meeting on Teams it is essential that pupils behave appropriately and that they are not disturbed by other things in the household. Also it must be remembered that one of the key aspects of Teams is the ability to see and hear each other so you should be aware that your child should be in a location in the house where they will not be showing anything that you would be uncomfortable with. Please complete the Home Learning Agreement as soon as possible, it will only take you a couple of minutes.

The school expectation of children working at home is that they check Teams each day at home and complete and submit any work set in whatever format, this may be something on Teams or it might be an instruction to access MyMaths or Seneca for example. This way staff can monitor pupils' learning and provide feedback where appropriate. Many of the tasks that will be set by subject staff, pupils will complete in their books or on paper and in this case, we would ask pupils to upload a photograph of the work they have completed. This can be done through the Teams app on a mobile device if pupils do not have access to a PC. The benefit of Teams is that pupils can view the resources and tasks sent to them by staff through the app on their phones or a computer/device at home.

We ask Parents/Carers to support their child by encouraging them to complete any work, ensuring that they have an appropriate space to work in and reinforcing the value of education. It is very helpful if you can have a routine in place for Remote Learning that includes a balance of work time, exercise time, refreshments time. We would aim to set a minimum of 2-3hours of work per day.

We understand that learning from home can be challenging sometimes as pupils have to manage their own time; that is why we are asking that work is uploaded to Teams within

24 hours of the work being set. If pupils have any questions or problems they should contact either the teacher who has set the work or their personal tutor. If you are having technical issues it is important that contact is made with the school immediately through elemore@durhamlearning.net

So that we know that you have read this information and that you agree with our approach, please follow this link to a short form that I would ask you to complete and submit.

https://forms.office.com/Pages/ResponsePage.aspx?id=Uv_fRWSDc02_Oo-YvfENh5PoIXp4XLJOuQKqv3sS0O9UMUYxR1RWSjM3WjRWUkVQMzFXWUZTVdk2SC4u

Thank you for your continued support.

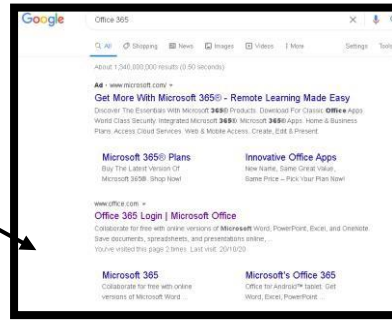
Yours

Richard Royle

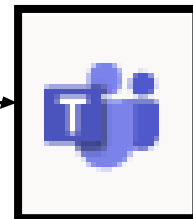
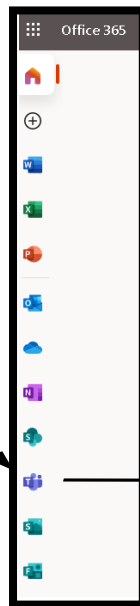
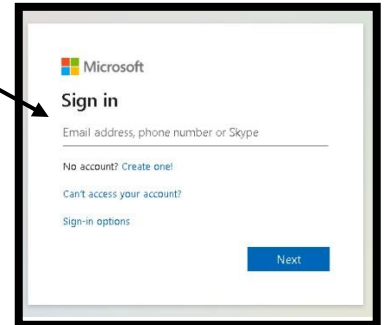
Headteacher

How to use Teams

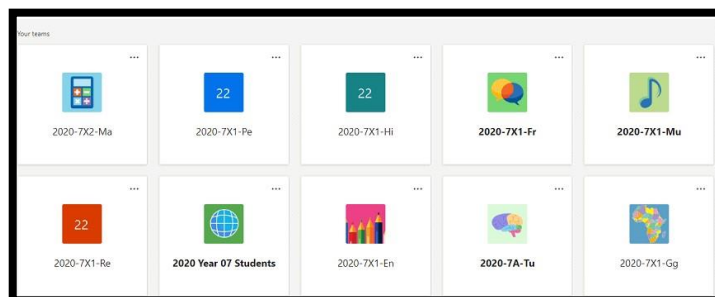
1. Open Google and type in "Office 365"
2. Choose Office 365 Login



3. Click Sign in
4. In this sign in page you will put in your email address, which is your username for the computers then
5. Click Next
6. Then put in your password. This is the same as the one you use to log in at school.
7. Teams is this button on your screen

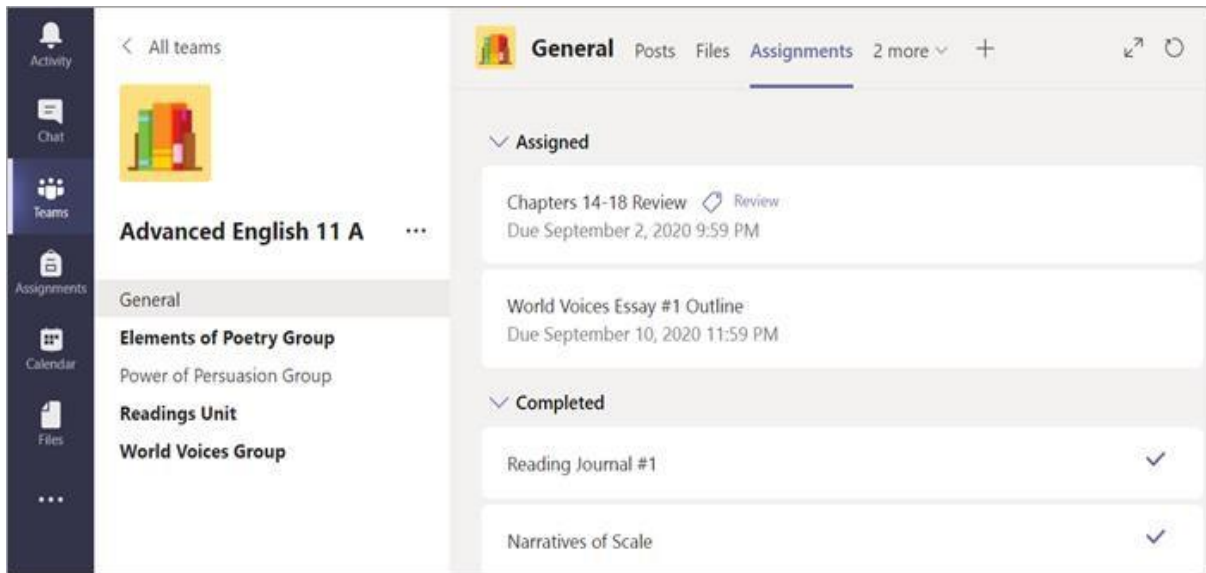


8. Your subjects will appear like this. Click the subject you want to look at.

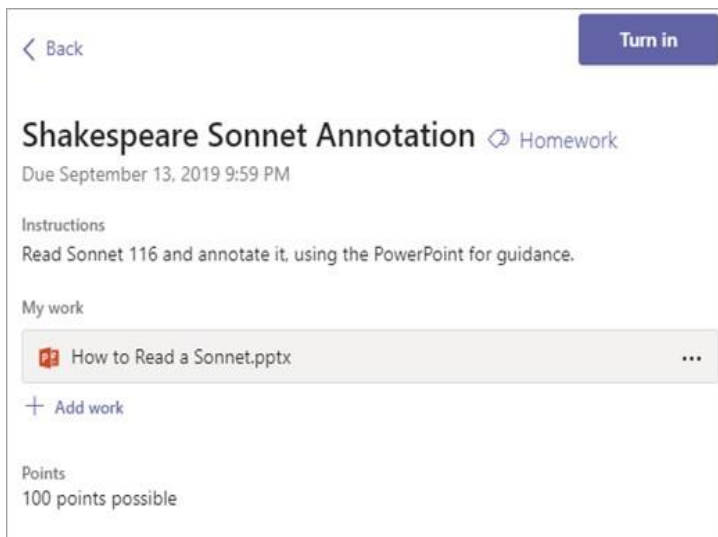


Where do I find the work my teacher has set me and how do I submit Remote Learning work in Microsoft Teams?

1. Navigate to the General channel in the desired classroom, then select Assignments. You can also use your search bar to search for an assignment by keyword.
2. Your Assigned work will show in order of due date. Select any assignment card to open it and view the assignment's details.



3. If your teacher specified a document for you to hand in or you have a photograph of your work to attach to this assignment, select +Add work and upload your file.



4. Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:
 - Turn in again if you're editing an assignment you've already turned in and need to submit work again.
 - Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
 - Not turned in if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
 - Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits

Elemore Hall School - Remote Learning Agreement

Remote Learning is an important part of the whole learning experience provided to your child by the staff at Elemore Hall School. We want your child to benefit as much as possible from the opportunities that Remote Learning provides for extension, consolidation, recap and revision of work already studied, and continuation of learning during a period of illness, school closure or self-isolation. So that your child can benefit from Remote Learning, please read through the Remote Learning Policy and the Parent Guide and Expectations, then complete and submit this form. Thankyou

Required

1.What is your child's name?

2.Which year is your child in?

- Year 7
- Year 8
- Year 9
- Year 10
- Year 11

3.My child has access to a computer/laptop/tablet

- Yes
- No

4.My child has access to the internet at home

- Yes
- No

5.I agree to support my child taking part in Remote Learning including using 'Teams' for meetings and 'online' lessons. I have read through the expectations that the school has of parents/carers and pupils taking part in Remote Learning and agree to abide by them.

- I agree
- I disagree

6.I will ensure that my child has a suitable place to work and that they are encouraged to participate in the Remote Learning activities set

- I agree
- I disagree

7.I will discuss any concerns or issues about remote Learning with my child's Personal Tutor

- I agree

I disagree

8.I understand that remote Learning is very important in optimising my child's education

I agree

I disagree

9.Your name

10.Your relationship to the child

Parent

Carer

Social Worker

11.Date?

Submit