THE JOHN OF GAUNT SCHOOL
- A Community Academy -

Remote learning protocols

Contents

1. Aims

This remote 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

2. Roles and responsibilities

Staff have a range of responsibilities. Key roles and responsibilities are included below:

> **Pastoral leads (e.g. heads of year, pastoral leads)**

Pastoral staff have clear roles in working with a prioritised list of students in order to maintain well-being at all levels. This includes regular contact with students if they are working remotely at home. All pastoral staff will be working closely with all external agencies to ensure a joined up approach.

> **SENCO**

> Our SENCO will have a particular responsibility for students with EHCP plans, along with responsibility for students on the SEN register

> **Headteacher**

As well as the overall accountability the Headteacher will oversee the overall communication throughout the time of remote learning. They will also be accountable for the quality and standards of the provision.

> **Teachers**

> During times of remote learning, teachers will deliver a full suite of live lessons to all young people. This will be delivered through Microsoft Teams.

> **External Partners**

The school will continue to work in partnership with all external partners. This includes Public Health England, the Department for Education and Local Authority.

2.1 Teachers

When providing remote learning, teachers will deliver live lessons using Microsoft Teams.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, Work will be set on Class Charts.

When providing remote learning, teachers are responsible for:

> Delivery of live lessons

> Ensuring the lesson content and aims continue in line with their learning cycles and medium term plans

> Ensuring students receive all resources for their lessons

> Taking registers each lesson

> Following, where possible, normal school systems, expectations and lesson format.

Teachers would stream live lessons through their teaching rooms. The lessons length and structure would, where possible, remain as consistent as it would be in the physical school environment.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the overall remote learning approach across the school. Ms Eyers, Assistant Headteacher will have the responsibility for the quality of the delivery and Mr Rhodes, Deputy Head will have responsibility of the curriculum delivered.
- Monitoring the effectiveness of remote learning. Senior Leaders will be in regular contact with both teachers and parents throughout the time of remote learning. If a group of students are asked to work remotely, senior leaders will review the process after each occasion, using information from a range of stakeholders.
- Monitoring the security of remote learning systems, Senior leaders will work closely with the schools ICT operators to ensure the quality of the software and hardware meets the need. This will be continuously reviewed. Safeguarding will continue to be led by Mrs Kerr, Assistant Headteacher.

2.5 Designated safeguarding lead

The DSL is responsible for:

The schools DSL is Mrs Kerr, Assistant Headteacher hkerr@jogschool.org

2.6 IT staff

IT staff are responsible for:

- Ensuring all software and teachers hardware works effectively
- 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Attend all lessons
- To ensure cameras are turned on and follow safeguarding guidelines
- 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
- Make the school aware of any difficulties with accessing remote provision in order for the school to support.

2.8 Governing board

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

3. Who to contact

If parents or students have any questions related to the remote learning program they are free to contact staff at any stage. Please see link for staff details: https://www.johnofgauntschool.org/page/?title=Staff&pid=79

Key contacts are as follows:

- Concerns regarding SEN vmarshall@jogschool.org
- Concerns with lessons – aeyers@jogschool.org
- Issues with IT – DCejrowski@jogschool.org
- Concerns about data protection – dcottle@jogschool.org
- Concerns about safeguarding – hkerr@jogschool.org
- General enquiries snichols@jogschool.org
- Overall enquiry pskipp@jogschool.org

5. Safeguarding

All aspects of Safeguarding will be overseen by Mrs Kerr. The school will continue to work in collaboration with the Local Authority and other external providers to ensure robust strategies to keep children safe are maintained.

6. Monitoring arrangements

The online arrangements will be monitored by senior staff throughout the time they are in use. At the end of each occasion a year group or bubble use them, feedback will be taken from both staff and parents. If adjustments are requirement thy will be made for subsequent use.

7. Links with other policies

- The protocols outlined in this document work in conjunction with school policies found here:

  https://www.johnofgauntschool.org/page/?title=Policies&pid=76