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POLICY 030 – Remote Learning

Access: Unrestricted

Publish to: All Staff, all pupils, school website

Status: non-statutory

Approval level: Full Governing Body

| Review Responsibility | Reviewed date | Signed off | Date of next review | Frequency Of review |
|-----------------------|---------------|----------------------------------|---------------------|---------------------|
| Deputy Headteacher | 07-01-2021 | | 07-01-2022 | Annually |
| Deputy Headteacher | 01-02-2022 | Full Governing Body, 24-03-22 | 01-02-2024 | Every 2 Years |
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Policy 030 Remote Learning Policy

The Polygon School

1. Introduction

The Polygon school is a special school for young people aged 11-16 years for whom mainstream education is inappropriate. All pupils hold Education, health and Care plans. All have Individual Education Plans which are regularly reviewed with parents/carers. Some pupils will also receive individual behaviour plans where risk assessments and exhibiting behaviour may suggest that physical intervention is required. The plan below shows the detail of the support that the school will employ to support each young person to achieve their potential. The school serves the community of Southampton City and takes most of its referrals from a feeder Primary school or the surrounding Local Authorities.

2. Aim

This Remote Education Policy aims to:

- 2.1 Ensure consistency in the approach to remote learning for all pupils, who are not in school, through use of quality online and offline resources alongside resources created by teaching staff
- 2.2 Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- 2.3 Support effective communication between the school and families and support attendance

3. Rationale

The Polygon School has developed this policy and procedures in response to the ongoing global pandemic. Meeting the learning and development needs of our pupils continues to be vital and the Remote Learning we offer, aims to support the learning our pupils need.

Who is this policy applicable to:

- A pupil who is absent because they are awaiting test results and the household is required to self-isolate.
- A pupil who is not permitted to come to school due to having tested positive for Covid-19.
- Pupils that are told to stay at home through government guidance.

There are three situations whereby this may occur:

- A pupil has to self-isolate due to symptoms themselves, or a family member, or being in close contact with a confirmed case
- A class or group at The Polygon School having to close for a period of time.
- Parents have asked for home education due to an escalation of the pandemic.

Principles

Next Review Date 01/02/2023

Page 2 of 6

Valid from 01-02-2022

Valid to 01-01-2023

Policy 030 Remote Learning Policy

The Polygon School is committed to providing all pupils appropriate learning activities and tasks in the event of pupils having extended time away from school due to COVID-19, while recognising the challenges that are faced at home.

Home school Partnership

- The Polygon School is committed to working in close partnership with families and recognizes each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Polygon School would recommend that each 'school day' maintains structure and will provide supporting resources such as visual timetables and schedules to help parents and pupils with this

4. Roles and Responsibilities

The Polygon School can provide, in consultation with the pupil, parents/guardians and other relevant parties, online tutoring and tutorial sessions. This will include:

- 4.1 Bespoke lessons will be delivered to pupils where appropriate
- 4.2 Teachers will invite pupils to the sessions via phone and Microsoft Teams. Please note, live sessions can be accessed by mobile phones as an interim measure until suitable IT equipment is set up for the pupil
- 4.3 All teaching and support staff will play a role in remote learning.
- 4.4 Expectations of our whole school community when accessing remote learning, especially in terms of staying safe, are detailed below

School staff

When attending virtual lessons and meetings with professionals, parents and pupils staff must:

- Maintain a professional conduct and the teaching standards must be adhered to at all times
- Treat all online lessons and meetings the same as delivering a lesson in the classroom or meeting on school site
- Maintain a professional image and adhere to the school dress code policy.
- Remember that they are in a school environment which means appropriate use of language and conduct
- Ensure that they are working remotely from an appropriate location. Ideally, these lessons should be delivered from the school site. However, in some circumstances it will be necessary for staff to deliver from an alternative location
- Ensure the positioning of any camera and /or microphone is in an open space, quiet, with a plain or appropriate applied background (ie Fuzz) and with no personal information/inappropriate images on display
- Remind pupils of the schools Acceptable Use Policy, including internet safety and computer misuse

Policy 030 Remote Learning Policy

- Be aware and familiar with the schools Safeguarding and Child Protection policy and ensure that any safeguarding concerns are reported to a DSLO immediately
- Always have 2 members of school staff in the online classroom.
- Ensure that if any member of staff receives no contact from a pupil, they must contact the parent to discuss and inform the Attendance Officer
- Ensure that if staff are unable to work for any reason, for example due to sickness or caring for a dependent, they should report this using the normal absence procedures
- **Ensure that all staff take part in relevant training regarding remote learning to keep up to date with best practice and software updates.**

Teachers

Teachers are responsible for:

- Planning and preparing differentiated lessons and resources
- Providing personalised work for individuals and small groups
- Providing cover for other classes in the event of staff absence
- Lessons to be delivered according to the agreed remote learning timetable
- Providing work packs until remote learning access via a more suitable IT device can be put in place
- Providing feedback, assessment and support with learning. This will be provided by teachers to pupils and parents, via our online platform, by email or phone call
- Signposting pupils and parent/guardians to request further support with learning via the online platform or 'Here to Help' page on the school website, staff will monitor this during school work day hours
- **Where possible/appropriate, staff to record lessons for pupils to access at a later date. These should be saved within the specific "team" the lesson was taking place within Microsoft Teams.**
- Any incidents of a behavioural concern, such as failing to complete work or inappropriate use of language, will be followed up with parents/guardians and pupils in line with our behaviour policy

Senior Leadership

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning, by observing/joining online lessons and providing feedback to staff
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

DSLOs are available both on site and remotely. If any member of our whole school community has concerns regarding the safeguarding of a pupil, they must report this

Policy 030 Remote Learning Policy

to a DSLO immediately. Please also refer to the policy 041 (a),(b) and (c) Child Protection and Safeguarding Policy for further information.

Pupils and parents

Pupils and parents must:

- Be contactable during the agreed remote learning timetable, although parents/guardians are not expected to be in front of the device for the whole lesson
- Be reassured that you will receive a message and/or email with key information and guidance attached to support parents and pupils with accessing their remote lessons.
- Work together to ensure the pupil completes work to the deadline set by teachers
- Seek help if you need it, from teachers or teaching assistants. All teaching staff are contactable via phone and this information can be located on our 'here to help' page in the school website or call 02380 636776
- Alert teachers if you are not able to complete work
- Not share private information or respond to contact or meeting requests from people you do not know, only follow the link sent by your teacher
- Be respectful in all your communications. Live streaming means any comments you make will be seen by others and you will not be able to delete or edit them
- Contact a member of the Senior Leadership Team if you see or hear anything upsetting or inappropriate
- Ensure that devices are located in appropriate areas only. Parents/guardians must ensure the positioning of any camera and /or microphone is in an open space, quiet, with a plain background if possible and with no personal information on display
- **Parents/Carers must ensure that pupils are working in rooms where the door is left open throughout the duration of the call.**
- Must be aware if they prefer the cameras can be turned off so that you can only see the teacher and/or the work you are required to access
- Must use any IT equipment distributed by The Polygon School in line with the user agreement signed by parent on receipt of resources given
- Use the chat feature to ask questions of the teacher/teaching assistant
- Use appropriate language, including any family members in the background
- Ensure that parents/pupils must be dressed appropriately in order for the lesson to proceed

Data Protection

When accessing personal data, all staff members will:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse

Policy 030 Remote Learning Policy

- Recognise a possible breach, understand the need for urgency and know who to report it to within the school (The Data Protection Officer is Davina Hargrave)
- Help data subjects understand their rights and know how to handle a request whether verbal or written.
- Not transfer any school personal data to personal devices except as in line with school Data Protection Policy
- Access personal data sources and records only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data

Monitoring

All online learning will be monitored by the SLT. This will be reviewed regularly and school governors will be updated at half termly meetings

Links to other policies

This policy is linked to our:

- Policy 004: Behaviour policy
- Policy 034: Social media policy
- Policy 018: Inclusion and SEN policy
- Policy 003: Attendance policy
- Online safety guidance published by DfE
- Data protection policy and privacy notices