



Remote Learning Policy

1. Aim

This policy is to ensure the effectiveness on online remote delivery for Kings students under normal or unusual circumstances. This policy will future-proof against closures that could happen at any time:

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.

Remote Learning

Whenever we move to our remote teaching and learning plan, *Classmate Plus*, there will be a few guiding principles:

- As much as possible, timetables will be followed as if in class.
- Course curricula and Schemes of work will be followed at the same rate as if in class
- Students will have the same opportunity to learn as if in class
- Attendance is compulsory and will be monitored as if in class

This link provides further information to parents, students and other stakeholders:

[Classmate Plus: Academic delivery](#)

2. Remote Learning Lead

The UK Director of Operations is responsible for formulating and overseeing Kings Education Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the person in your centre responsible for remote learning in the first instance.

3. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Kings. We would expect that there will be future benefits to putting these plans into place.

Kings will be proactive in ensuring that:

- Staff have access to Microsoft Teams for Classes and the Classmate VLE; and that these are set up
 - Students within classes have access to the relevant Microsoft Team and information relating to them on Classmate
 - Students will receive Teams instruction in accessing online information and how it will be used to support their learning
 - Staff are familiar with the main functions of Microsoft Teams and Classmate
 - Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
 - Staff can upload relevant resources on Classmate, and to set and give formative feedback on student submitted work
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- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education at Kings
 - Kings should ensure that staff are supported in the development of the above framework by:
 - Using staff meetings or setting aside professional development time
 - Ensuring that 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.

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 to the situation

4. Continuity of Education in Event of a Closure

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.

Kings will make provision for remote contact with pupils daily in two forms:

- Students will have access to work that allows them to continue progress while at home

- Students will have the opportunity for real time interaction with their class teacher daily

In as far as is possible Kings should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Head of Academic Subjects/Head of English if this is not possible.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- online learning operates on a very different dynamic
- some subjects and activities do not lend themselves well to remote learning

5. Remote Learning Practice and Recommendations

- Microsoft Teams and Classmate will be the supporting platforms for all Remote Learning interactions.
- Microsoft Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)
- Teachers should record the Meeting, where appropriate, for easy cloud access at a future date and time - particularly for those pupils who are overseas and whose time-zone prevents them from attending the live lesson
- All participants in a recorded class interaction should give permission for this to be done and should be made aware how and where the recording will be used
- Wherever possible, staff will use microphone headsets to improve the quality of audio on the calls
- We recommend that all pupils wear headsets during calls to improve their listening experience and engagement with remote learning sessions (we can make recommend suitable headsets)
- Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary
- Classwork and prep that can be handed in online will be set through Teams and the school VLE

6. Information for parents

Communication with parents is managed via our agents in the first instance. Agents and Parents will be kept informed of their child's progress as per usual school processes (reports, email from heads of subject)

7. Safeguarding

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required.

It is noted that online systems being used between staff and students presents a higher risk.

Wider use of online systems may inadvertently lead to wider chat groups being opened. Staff should ensure that students understand the rules when communicating on 'new class' group chat.

Staff will need to be reminded of the vital principles:

- Where 1:1 tutoring is taking place ensure this session is preapproved or auditable (diarised meeting in Teams)
- Private systems e.g. personal google or Microsoft emails should never be used
- Staff personal mobile numbers should never be given out
- Online chats should ideally include (or be visible by) at least two staff and or students and must be auditable
- No privately arranged face to face meetings should take place outside the school premises and for reason not related to school business and learning

8. AEN provision

We are aware that in school there may be students who have some kind of additional educational needs. Whenever we move online these needs will be discussed with the student and progress will be monitored to ensure expected progress is being maintained during remote learning. Where there are concerns, this will be raised by a teacher or welfare staff member and a solution can be discussed and additional time or lesson input may be given.

9. E-Safety

The School will deal with e-safety incidents in accordance with the procedures outlined in the E Safety policy. We will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

10. Behaviour and conduct

All students are expected to conduct themselves online and on Team classroom spaces in the same way that they are expected to do in school. The School's relevant policies and procedures will remain in force

Behaviour & Discipline, Staff Code of Conduct, Online Safety Acceptable ICT Use Agreement

[Behaviour and Discipline Policy](#)

[Safeguarding Child Protection Policy](#) (page 42 – Staff code of Conduct)

[E-Safety Policy](#)

Students are advised to:

- Wear suitable clothing as if you were in class
- Position yourself in appropriate areas (and where possible against a neutral background)
- Never use or share personal email addresses or phone numbers to contact your teachers, all communication must be carried out via Kings accounts and platforms
- Never record, take, or share pictures or videos of your teachers or classmates without permission of everyone involved

Students are reminded:

- Your teacher will never ask you to move off school platforms.
- Your teacher may occasionally change without prior notice; however, they will always be a member of Kings staff. All our teachers have official accounts. Please inform the school immediately if someone who is not a Kings member of staff tries to contact you
- Your teacher may record your lessons for your future reference
- Attendance is compulsory, if you cannot attend any of your lessons for any reason, please inform the school in the usual way
- Should students not submit their work on time they will be dealt with as per the Behaviour and Discipline Policy

Staff are advised to:

- Wear suitable clothing
- Position yourself in appropriate areas and where possible against a neutral background
- Ensure no personal or inappropriate information is in shot (e.g. phone numbers, adult material)
- Never use or share personal email addresses or phone numbers to contact students, all communication must be carried out via Kings accounts and platforms
- Ensure video calls should only be made during your normal lesson times

11.Video Tutoring

This may be inappropriate or impossible due to others present in staff or student home i.e. working area is a bedroom. If this is the case, a new approach should be agreed with a line manager

Those taking part should ensure no personal or inappropriate information or material is in shot.

Teachers should never broadcast from a personal YouTube channel

For 1:1 sessions it is advised, where possible, that the session is recorded. Under GDPR regulations this can be done from the perspective of Kings having a legitimate interest in safeguarding the students

12. Summary

The primary purpose of this policy is the continuity of education for students at Kings. Using existing school systems (Microsoft Office 365, Classmate and Teams) means this provision can be put into place quickly and pupils only need their existing login details of school email and passwords.

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