

VOYAGE LEARNING CAMPUS



REMOTE LEARNING POLICY

This policy has been adopted by the Senior Leadership Team

Date adopted:	9 th June 2020, Updated 7 th September 2020 & 17 th February 2022 (bullet point 5)
Signed:	
Next review due:	November 2024

VLC REMOTE TEACHING AND LEARNING POLICY

Policy Title	Remote Teaching and Learning Policy
Function	For information and guidance. It forms part of the portfolio of policies designed to keep children safe in Education and links to the HR guidance for all staff.
Status	Approved
Audience	Students, Parents, Councillors, Principal, Teachers, Support Staff.
Related Policies	This policy should be read in conjunction with the following policies: <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy • Data Protection Policy • Relationships & Behaviour Policy • Attendance Policy • Online Safety Policy • ICT & Internet Acceptable Use Policy
Ownership / Implementation	The Principal has overall responsibility for ensuring that this policy is implemented.
Implementation Date	9 th June 2020
Review period	Every two years
Last Reviewed	16 th November 2022

1. Introductory Statement

This policy is to ensure the ongoing education of Voyage Learning Campus students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to Voyage Learning Campus closure from illness, epidemic, extreme weather, power loss, etc. It also covers the ongoing education of students who cannot be in the VLC centres but are able to continue with their education when the Voyage Learning Campus remains open.

2. Preparing for Remote Learning

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

Voyage Learning Campus will be proactive in ensuring that:

- Staff have access to Microsoft Outlook, SIMS, CPOMS, Teams, Seneca and other online platforms as necessary for each individual from home.
- Students within classes have access to Seneca, Microsoft Outlook and other learning platforms.
- Students and parents/carers will receive support in accessing IT Systems and platforms where possible, including refreshers and reminders on how to log on, how to reset passwords and who to contact for support. These will be made available via the website, via telephone support and where necessary paper copies will be sent.
- Staff are familiar with the main functions of all our online platforms.
- All staff laptops have the ability to access CPOMS, which supports safeguarding and the flow of information to staff/SLT relating to wellbeing and learning.
- Parents/Carers and students are made aware in advance of the arrangements in place for the continuity of education. This may be a dynamic arrangement and there will be a variety of strategies to ensure parents are fully informed, such as telephone contact, email, website updates and staff delivery. Staff delivery will be kept to a minimum and the safety of all will be considered.

- A dedicated closure email address will be activated to ensure the flow of information is effectively received, collated and efficiently acted upon. Information sharing will also take place via website and via telephone calls if necessary.

Voyage Learning Campus will 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 a suitable device at home and if not, supply them with a device during the closure period if possible. There may be some level of priority within the staff group to prioritise safeguarding and effective student support.

Staff should ensure that:

- They have received appropriate training required in order to support remote learning. This training is likely to be ongoing and linked to professional development strategy as directed by the VLC.
- They have read and understood the guidance outlined in the Data Protection policy, Online Safety policy, ICT and Internet Acceptable Use policy, Child Protection & Safeguarding policy, and Attendance policy.
- Staff should not download or store school data on home devices.
- Their computer-based teaching resources are available outside of Voyage Learning Campus via the network drives (accessed via the VPN), uploading to their school OneDrive account or the school VLE.
- They have access to key resources not available online at home e.g. key textbooks.
- They have access to a suitable device for home use and if this is not the case then staff should alert a member of SLT.
- They apply the same data protection, confidentiality, and safeguarding practices as they would when working on site within their centre.
- When using personal mobile phones (those not provided by the school), staff should ensure the number is withheld. Staff should ensure the method used for withholding their number is effective. If they are not sure of an effective way to do this they should contact IT for support.

3. Continuity of Education in the Event of a Closure

Voyage Learning Campus will make provision for remote contact with students:

- Students will have access to work that allows them to continue progress while at home.
- Students will have the opportunity for interaction with their class teacher on a regular basis, in as far as is reasonably possible. Contact will be maintained by one individual

staff member who will then liaise and use other staff members as appropriate. Contact overload needs to be considered, especially for families who are involved with multiple agencies. Risk assessments will be carried out and reviewed to ensure an appropriate level of contact is established and maintained - see business continuity plan.

Voyage Learning Campus should attempt to replicate the timetable that students follow through the course of a normal day, whilst recognising that distance learning, supported by families, may not follow the typical routines. Teachers will need to make themselves available as part of the distance learning strategy during their normal working hours or as directed by the Principal.

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.
- For those without internet access appropriate alternatives will be made.

4. Remote Learning Practice and Principles

We recognise different Centres/Subjects/Year groups may use different platforms for Remote Learning interactions.

Remote Learning interactions may take the format of a 'webinar', in which teachers broadcast lessons to students. Teachers are therefore unable to see students and students are unable to see each other. Recorded videos uploaded to an Online Platform are also permissible. Remote learning interactions such as Teams must be planned in accordance with the **Safeguarding risk assessments**.

Principles: Please see HR and Safeguarding guidance for further details.

- Staff must wear suitable clothing and should be the only individual in the webinar, video or Teams meeting.
- Any computers used should be in appropriate areas; for example, located in appropriate and suitable spaces, and where possible, be against a neutral background or a background applied.
- Any requests to produce a webinar or videos should be sent to the Principal where details of how to sign into the webinar will be shared with SLT and the Safeguarding Team.
- Any videos should be recorded and backed up safely and securely, so that if any issues were to arise, the video can be reviewed. These videos can then be made available to students who may have been unable to view the contents until a future date and time. **See Data Protection Policy.**
- The webinar or video should be kept to a reasonable length of time.
- Language must be professional and appropriate.

- Any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)
- Teams sessions will need to be recorded and full parental/carer knowledge of the timing should be established by the VLC contact member of staff.
- Any group Teams lessons timetabled will need to be considered carefully by the Principal and SLT to ensure the appropriateness balancing the risk against the potential learning.
- Only Teachers will be permitted to share content from their screen. All other participants will not be able to screen share.
- When ending teams meetings/lessons with a group of students – the staff member should ensure the students log out first.

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, staff and students should rely on Seneca and other online learning platforms, as recommended by the teacher, to provide content. All online services and platforms must be accessed using school email accounts.

Some families may not have internet access at home and Voyage learning Campus will seek to provide lesson content for its most vulnerable students using paper based resources with self-marking strategies. Staff contact will liaise with parent/carer and the student to ensure that every opportunity has been put in place to enable/allow access to effective learning opportunities.

5. Information for parents

Parents/Carers will find the following useful information already on Twitter, looking for updates on the Voyage Learning Campus Website:

- Generic closure email address to allow email to be directed effectively.
- Information on work set.
- Up to date information regarding closure.

Template for Parent information – Accessing Teams for teacher/student learning:

At Voyage Learning Campus we would like to keep up to date with you and your child/children. To do this we are using a product called Teams for our video calling. We will be using our school account for this, so you do not need to buy anything or create an account.

When we make our video call, we will never ask to 'video meet' with you or your child outside our school hours which are currently 8.30am to 3:30pm. The video call will always be at the time and date agreed.

You may need to install the Teams software onto your device. If you are having issues with this then please contact us. If you use a Teams account for another reason e.g for

another sibling or work, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not override any that we have put in place to safeguard your child. If you access the calendar on the left hand side you will be able to join the meeting using the join button.

Where a school device is provided, you will be required to sign a device loan agreement.

When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps.

For your child's safety we may record our call with you. The recordings are securely stored on Microsoft 365. Recordings will be kept for a minimum of 60 days, and no longer than 90 days, however they may be kept longer in certain circumstances, such as an incident which needs investigation. Permission to view will be held by the Principal.

You may have read a lot about problems with video calling. Our school account has settings that will limit problems with the following issues that you may have heard about:

- Bombing
- Risk of phishing
- Privacy concerns
- Recordings
- Private Teams meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

To protect you and your child further, please:

- Do not create or use an existing Teams account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address - this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We would like parents to be alongside when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

If you would like any further information, please email the appropriate member of the VLC team i.e Nicola Young Phase 3, Rachael Hobson Phase 2 or for specific IT issues David Rivers, Online Learning Manager. For non-urgent IT support you can open a ticket by emailing IT@support.vlc.org.uk

6. Summary

The primary purpose of this policy is the continuity of education for students at Voyage Learning Campus. Using existing VLC systems (Microsoft Office Outlook) means this provision can be put into place quickly and students only need their existing login details of VLC email and password for much of their content. A system of student password reset is established to enable rapid access for students who lose access –via IT manager- All staff to be aware of the system and ensure continuity.

If webinars or videos of lesson content are able to be provided on an online platform, students will be informed via their student email/VLC communication routes. If Teams tuition is viable for individual or groups of students then this will be considered by the Principal.