



THOMAS ALLEYNES HIGH SCHOOL

UTTOXETER

Remote Teaching and Learning Policy

Updated 15.6.2020

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Learning and Standards June 2020	
Updates 15.6.2020 approved	
Date of next review	As national guidance emerges or at latest May 2021



Remote teaching and learning Policy in the event of temporary school closure.

The aims of this policy:

- To outline procedures and practice for key worker teaching staff and staff in self-isolation, who are otherwise fit and healthy, to continue with teaching, marking and feeding back on pupil work as part of remote learning.
- To outline procedures and practice for staff, pupils and their parents to continue with remote learning if the School has to close due to advice from the Government and/or Public Health England or similar body.

1. Remote learning for pupils who are attending key worker school

Pupils of key worker children may need to attend school; in this time staffing will be reduced to an appropriate minimal level to protect children of key workers and other staff.

Pupil/Student expectations:

- Pupils should retain structure to their working day starting with log-in to INSIGHT and Office 365.
- Check INSIGHT to see the posts/resources for each subject
- Complete all set work and, if requested, to hand in work via Office 365 / Teams
- Use designated Office 365 emails and Teams to communicate with their teachers and ask questions if they do not understand/require help.

Key worker expectations on site:

Only essential workers to be on site again to protect children of key workers and other staff. This includes staff making PPE equipment.

- All teaching key workers to call the headteacher at 8.30 on arrival.
- Reserve staff may be called at any point on a day but every effort will be made to give as much notice as possible. All teaching staff to emails every 48 hours as would be usual. (Term time only)
- Teaching staff are to remain in designated areas: Ground floor only. (A block and C block only. Canteen, finance office, CEO office, exams office, reprographics, staff toilets, front office, medical room. disabled toilet for use by girls, quad toilets boys, site office, ICT office (technicians only), reception, quad for breaktimes - access to field for a walk etc. via DT doors (fire exit),
- All other areas must not be accessed other than in an emergency unless permitted by the Headteacher.
- Students will have an allocated computer for the full duration this will be named. Students will also have an allocated table in a classroom to give them a change of scenery. Rooms change daily to reduce risk

2. Remote teaching for staff who are in self- isolation

Teaching staff are required to self-isolate if they are displaying flu like symptoms. During any such period, the School will ensure that the lessons are covered in a similar way to any other planned absence, so no-one need fall behind. This policy summarises the provision of remote teaching by teaching staff in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

If a member of staff is required to self-isolate, they are expected to:

- Follow the normal guidelines for planned absence.
- They should plan resources and set cover work via INISIGHT.

3. Remote teaching and learning in case of enforced school closure If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Pupil/Student expectations:

- Pupils should retain structure to their working day starting with log-in to INSIGHT and Office 365.
- Check INSIGHT to see the posts/resources for each subject
- Complete all set work and, if requested, to hand in work via Office 365 / Teams
- Use designated Office 365 emails and Teams to communicate with their teachers and ask questions if they do not understand/require help in school time hours. They may need to email the teacher as appropriate/if they are having difficulties with the system.
- Pupils may need to photograph work of a visual nature and use Office 365 to submit this to teachers.

Teachers and support teachers are expected to:

- Upload teaching materials/lessons to INSIGHT
- Teachers will endeavour to set work equivalent in length to the lessons on their usual timetable and be available during scheduled lessons to answer any questions pupils may have via Office 365 email. It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- Set tasks on INSIGHT / GCSEpod that include lesson activities and resources.
- Mark and feedback with the same regularity they would have done if in school.
- Make sure that all resources are available online including scanned pages of textbooks.
- As much as possible, use the usual rewards and sanctions such as credits, online certificates, praise cards and emails.
- Contact designated families every two weeks (weekly for vulnerable students) on the Mentoring document in TEAMS.

Heads of Department are expected to:

- Fulfil expectations of a normal classroom teacher.
- Regularly check department pages and the work being set on INSIGHT.
- Be members of each teachers' classes on Teams to monitor provision.
- Regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.

The Learning Support Teams are expected to:

- Connect with parents and/or students who receive one-to-one SEN support to check how they are coping with the home learning and set appropriate work.
- Connect with parents and/or students who receive PP support to check how they are coping with the home learning and set appropriate work.
- The SENCO will coordinate the SEN teachers to reach out to students/staff and provide guidance/feedback as necessary.

Parents expectations:

- Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- Contact the pupil's tutor / subject teacher / mentor if there are any concerns.

4. Online teaching resources:

- The teaching and learning team are to share guidance and resources to support online learning, recommended tools to support home learning are:
- Screenomatic for screen casts.
- GCSEpod, BBC Bitesize, Youtube (once screened as appropriate by the teacher), Quizlet, Kahoot, Seneca.
- Office 365 - many students will find working from home a lonely experience, without the opportunity to collaborate with their friends. The use of Office Teams can give students a space where they can work together with their friends and their teachers to swap ideas and answer questions. The office 365 email school account can be used by students to communicate with staff. This is the only email address that must be used by students to communicate with staff and vice versa.
- Feedback - students can continue to receive the feedback they need through online annotation of documents, along with audio / PP feedback, GCSE pod marks and emails so teachers can track their progress and see where support is required.
- Online meetings to take place via Zoom for staff; where lessons and group work is delivered online live, this must be through the schools Office 365 Teams platform.

5. Online "live" lessons – safeguarding

- Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.
- Teachers must keep a log of everything in their planner in the usual way they would plan a lesson - what, when, with whom and **anything that went wrong** – inform DSL, Anne Maingay immediately

with any issues or concerns from a live lesson (for concerns re students please report these in the usual way using MyConcern). If Anne Maingay is not available, staff should inform Carole Dodd (DDSL). They will inform the headteacher.

- A landing page will be provided for all classes (and in waiting rooms) which reminds students of who to contact if they should have a safeguarding concern and protocols for the start of the lesson:

Welcome to your Live Lesson

Please ensure before the lesson starts that you switch your camera on (if possible) to show your identity

- This is recommended for the first five minutes of the lesson or when the teacher asks you to show your image.
- You must not be in your bedroom but a shared space in your house
- You should blur your background

If you cannot switch your camera on then you must talk so that we can recognise your voice

Please note that:

- Everything you say is recorded and the recording is shared with the class
- The school behaviour policy is in effect
- You must inform the teacher if you leave the lesson
- Students re-posting or recording any part of the lesson is strictly prohibited.

If you have any safeguarding concerns then please contact Mrs Maingay, Mrs Dodd, Mr Godwin or your Head of House using your school email.

Microsoft Teams

UTTOKETER LEARNING TRUST
INSPIRED TEACHERS
INSPIRED CHILDREN

NB The lobby (waiting room) system is due for release in June, which will help to prevent students accessing a live lesson before the teacher starts it.

- As per the training video staff have been provided with, they should ensure that they set the meeting to “only you presenting” - set the meeting in the calendar, save it, go back to it and select Meeting Options at the top of the window - this will open a new web window on their computer, then ensure the last drop down, **Who Can Present**, on this page is set to **Only Me**.
- Teachers should blur their image and remind students how to do this; to do this when in the meeting/live lesson staff/students should simply click the three dots on the toolbar and select blur background. (You can now also change your background to a mock school or office image for a more professional look and the same effect. [This Microsoft page](#) includes a helpful list of recommended safe settings.
- **To stop students rejoining a Teams call live lesson without the teacher there**, teachers must click [End Meeting](#), not the classic 'hang up' button. To do this, teachers must not use the hang up icon on the toolbar; they should go to the three dots and select **end meeting**.
- **Staff and students must** only use school registered accounts (office 365 account), never personal ones and only use platforms approved by school.
- To try and allow access to as many students as possible, recordings will be uploaded to the class Team for 2 months
- All students with no photo consent (list to follow) have had their display name changed to just their initials and will not need to share their camera; verbal consent of them being online is required. Where a parent did not give consent for webcam/video at the start of the academic year, staff will contact them to see if they consent to these settings for their child to participate. This is following guidance from the Staffordshire LADO at Staffordshire Safeguarding Children’s Board June 2020. The lists of these students will be provided for teachers.
- 1: 1 live lessons/support can only be delivered with approval from Mrs Maingay (DSL), or in her absence Mrs Dodd and these sessions must be recorded. These recordings must be saved and uploaded by the teacher in the Team “1:1 tuition”. Access to this folder is granted by Mrs Maingay when 1:1 tuition has been approved. Students will not have access to this Team and **MUST** not be granted access by any member of staff. It is not anticipated that this will be for students other than those supported by the school’s own 1:1 tutors, or for specific requests. All staff wishing to have a

1:1 will need to complete the google form to have permission granted. All 1:1 requests will need parental consent. Note taking of the 1:1 should take place and these notes saved and sent to the student where the meeting was for tuition purposes. These notes can be saved in the 1:1 Team files (each teacher granted access will have a folder to do so). Staff must use professional language at all times. The link to the form will be sent to all staff and is also found here: <https://forms.gle/8J95UaeJLuSNxJsS8> Please see appendix 1 for the questions.

- In **all** cases staff must make their Head of Department a member of the class team. HODs/HOH or line managers should be invited to the live lesson/1:1 and may wish to join it as part of quality assurance, coaching and safeguarding support for their departmental members.
- Recordings are automatically saved to a teacher's MS Stream and posted to the team or 1:1 team). All videos must be deleted after a period of two months. At present this will have to be managed by the class teacher in their office account.
- Staff should be appropriately dressed and behave at all times in a professional manner.
- Staff must not download and store any live lesson recordings to their personal PC, laptop or other device. All recordings must be stored in the cloud based storage through Office 365.

6. IT system administration policies employed for users to support live learning safeguarding

We have ensured that the background settings are as tight as they can be to protect both you and the students and we will keep a constant eye on updates from Microsoft. IT system administration has use recommended setting for secondary education. Policies set boundaries on what the students can do. These policies will be employed for users to support live learning safeguarding will be employed by IT technical support. These include

- A) Changing display name to initials for the students with no photo/webcam/video consent
- B) Removal of all student images from profiles in Office 365 - thus the student image will no longer display for any student on lessons.
- C) The meetings (live lessons) policy assigned to users in Microsoft office will set to "everyone in your organization". This setting will ensure that non-authenticated users must be admitted from the lobby before they can join Teams meetings (live lessons).
- D) To prevent students or staff from changing or removing their profile picture, SetPhotoEnabled setting is turned off.
- E) To prevent students from creating Teams, Microsoft 365 group and Team creation will be [restricted to certain security groups](#) within your environment.
- F) **Policy settings for students:** To create a path with the greatest safety, our settings require students to sign in to Teams in order to join meetings/live lessons
- G) Limit students' ability to schedule meetings and private calls - to limit a student's ability to both schedule meetings and initiate private calls with teachers and other students the following are set:
 - [Meeting policies](#)
 - **Allow Meet now in channels:** *Off*
 - **Allow the Outlook add-in:** *Off*
 - **Allow channel meeting scheduling:** *Off*
 - **Allow scheduling private meetings:** *Off*
 - **Allow Meet now in private meetings:** *Off*
 - [Live events policies](#)
 - **Allow scheduling:** *Off*
 - [Calling policies](#)
 - **Make private calls:** *Off*

H) For teachers settings: to support teachers to control access to their meetings, monitor chat sessions, and remove inappropriate messages, the following settings have the strictest control over who has access to their online meetings/live lessons.

- [Meeting policies](#)
 - **Let anonymous people start a meeting:** *Off*
 - **Automatically admit people:** *Everyone in your organization*
 - **Allow dial-in users to bypass the lobby:** *Off*

Allow educators to monitor chat sessions and remove inappropriate messages in channel meetings

- [Messaging policies](#)
 - **Owners can delete sent messages:** *On*
Note: This allows educators to remove inappropriate messages in class chats when the meeting is created within the channel, or to remove messages within the channel itself.

Source: Policies management: <https://docs.microsoft.com/en-us/microsoftteams/policy-packages-edu#policy-packages-in-microsoft-teams>

This guidance document is supported by the Safeguarding Policy at Thomas Alleyne's High School and the Coronavirus addendums to the safeguarding policy and behavior policy.

Sources:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming>

<https://swgfl.org.uk/resources/safe-remote-learning/#recording>

<https://coronavirus.lgfl.net/safeguarding>

<https://docs.microsoft.com/en-us/microsoftteams/policy-packages-edu#policy-packages-in-microsoft-teams>

<https://support.office.com/en-us/article/keeping-students-safe-while-using-meetings-in-teams-for-distance-learning-f00fa399-0473-4d31-ab72-644c137e11c8?ui=en-US&rs=en-US&ad=US>

<https://docs.microsoft.com/en-us/microsoftteams/policy-packages-edu#policy-packages-in-microsoft-teams>

<https://lgfl.planetestream.com/View.aspx?id=4078~4t~UZIjCjCBj> – blurring backgrounds

<https://lgfl.planetestream.com/View.aspx?id=4053~4m~m3FRpibn> -first half relevant for all platforms

Appendix 1 – Google Form for 1:1

(Note that the form example below includes the email address for Mrs Maingay – when a member of staff completes the form it will show their email address as the form auto collates emails.)

1:1 online tutoring/teaching/meeting request

All staff wishing to complete an online 1:1 must complete this form for each child as part of our safeguarding procedures. This supports safeguarding both students and staff alike. Thank you in advance for completing this form and supporting students academically and/or with their pastoral care.

Your email address (maingay@tahs.org.uk) will be recorded when you submit this form. Not you? [Switch account](#)

***Required**

Surname of student *

Your answer _____

First name of student *

Your answer _____

Year Group *

Year 9

Year 10

Year 11

Year 12

Year 13

Reason for request *

Mentoring support

Academic support

Pastoral support

Other: _____

Date of 1:1 *

Date

dd/mm/yyyy

Time of 1:1 *

Time

__ : __

Have you had parental permission for a 1:1? *

Yes

No

Will parents be at home/in the vicinity? *

Yes

No

Please confirm that you have read the Thomas Alleyne's Online Teaching and Learning Policy (updated 15.5.2020), which includes updated live lesson safeguarding guidance and you agree to follow this guidance? *

Yes
 No

Please confirm that you will also invite your HOD/Line Manager to this meeting (who may or may not attend) as a drop in to support/quality assure and support safeguarding? *

Yes
 No

The form will automatically email staff a copy of their responses for their record.

Appendix 2

Parent News 16.6.2020

Live Lessons - Safeguarding Information - video/webcam consent

As we move to delivering live lessons we would like to update you on some safeguarding and controls that have been employed on Microsoft Teams, the platform used for these lessons. This is a widely used platform in education.

Where parents expressed a preference for "no photo consent" for webcam and video at the start of the academic year, staff are making contact to confirm that you are happy to consent for your son/daughter to take part in these lessons. They are recorded from start to finish for safeguarding purposes and then posted in the class area on Teams for 2 months (then deleted). This allows any student who was unable (for example due to illness) to attend to watch the lesson at a later point. Students where no consent had been given for webcam will have their names shown as initials and they do not need to have their camera on (their class teacher will verbally check they are on line) should parents wish once consented.

Where parents did not return the photo consent form at the start of the year, a google form is being sent to you to confirm your preference. Please be aware that if you choose "no" to webcam/video for educational purposes, they will need to watch the recordings of these lessons and should not attend the live lesson online without your consent. We urge you to return the simple and quick form as quickly as possible to support your child's education online.

We ask that students blur their backgrounds whilst using the camera in a live lesson; they can do this by going to the three dots on the toolbar and selecting "blur background". Teachers will remind students to do this.

Students should not attend live lessons from their bedroom and should be appropriately dressed. The behaviour policy applies to online learning and there is an update to this on the school website for the coronavirus. Students must not download, or copy in any way any part of the videos of lessons saved and must not repost any part of any lesson.

We have ensured that the background settings are as tight as they can be to protect both your child and staff, and we will keep a constant eye on updates from Microsoft.

Live lessons will support the face to face delivery we are able to provide under the current government guidance and help to prepare students to return to school, whilst maintaining a high quality online education.

Students must only use their school registered accounts (office 365 account), never personal ones for online learning and communication with teachers and pastoral staff.

Students and parents are to be reminded for any safeguarding concerns, please contact either Mrs Maingay (Designated Safeguarding Lead) maingay@tahs.net, or Mrs Dodd (Deputy designated safeguarding lead) dodd@tahs.net.