

## Remote Learning Policy

**Responsible person:** Matthew Potger & Shereen Barzangi

**Last review date:** August 2022

**New review date:** September 2023

**“Burlington House School” refers to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.**

This policy outlines The Burlington House School’s plans and procedure for remote teaching, marking and feedback in the event of a partial or whole closure of the school: ‘The Burlington House Online’.

Additionally, it outlines the school’s procedure for remote teaching, marking and feedback, to be put in place for individual pupils in the event of pupil absences, as well as appropriate internal cover or supply cover for remote teaching, marking and feedback in the event of staff (especially quarantine) absences.

### **The Burlington House Online - The Burlington House School’s Remote Learning Programme**

In the event of a partial or whole school closure, the Burlington House Online programme will provide remote teaching, marking and feedback on the Google Classroom online platform. The Burlington House Online will operate from 08:25 to 15:40, Monday to Friday.

Staff should follow [The Burlington House School’s Remote Learning Programme](#).

The aim of Burlington House Online is to facilitate responsive, real-time interaction between pupils and teachers, to motivate and support pupils to continue to engage with their learning remotely.

In the event that the school reopens, with live, in-school lessons taking place, The Burlington House Online will not operate (Please see ‘Individual pupil absence’, below).

### **Setting up Remote Learning**

Information given to staff:

- A copy of [The Burlington House School's Remote Learning Programme](#) document
- Updated phone tree
- Instructions to staff to prepare/modify Summer Term SOW for teaching online via Google Classroom and ensure they have required resources at home
- Confirm LSAs are added to Google Classrooms and inform them of how they will be used for cover
- Instruction to notify MP if they expect to have any difficulty with WiFi access at home
- Instruction to notify MP of any coursework planning required, especially Year 11
- Shared link to lesson registration document

Information to be sent to parents:

- A copy of [The Burlington House School's Remote Learning Programme](#) document, including instructions for operating laptop and connecting from home (Home WiFi Connect, Pupil log-ins, BHS Student IT Permissions)
- Copy of pupil's lesson timetable (Form Tutor)
- Contact details for school therapists and counsellors
- Helpline phone number (run by SLT)

## Running Remote Learning

Care should be taken to ensure lessons are accessible and well differentiated, to allow for different working conditions for pupils in the home and their specific access needs. Lessons should be planned as follows:

1. Introduction	This should be an explanation of the context of the task. You could explain it in writing or by audio/video introduction or commentary.
2. Main task	This is the document on which the work should be completed.
3. Conclusion/Reflection	Something to support the students to reflect/comment on their learning.

### Pupil online attendance:

- Morning registration will take place online for all pupils in Years 5-11. Pupils in Yrs12,13 will be registered in their subjects
- Teaching staff will also log pupil attendance on the daily lesson register, highlighting pupils who are missing their lessons repeatedly
- LSAs should contact home each day to follow up on absent pupils and offer assistance and/or reassurance. Pupils should be guided and encouraged back online, keeping SLT updated
- Extended Form Time for Years 5-11 will take place at 11:30am on Tuesdays (during PSHE lessons), to give pupils the opportunity to speak with form staff and catch up with their peers
- Pupils who do not engage online at all during the day are flagged 'NO' (Not Online) on the Schoolbase Form Register, which is shared with SLT every afternoon for review. Form tutors

should follow up all 'NO's as soon as possible, by the latest the following day, and communicate with SLT re issues

### **Pupil wellbeing:**

It is understood that this situation may be stressful for our pupils. In addition to the arrangements above, parents are encouraged to contact, by email, the school's

- Speech and Language Therapists
- Occupational Therapists
- School Counsellors

to make arrangements for appointments by phone or Google Hangouts.

See Staff Email Addresses, below.

If there are very significant safeguarding concerns about a child, please contact the DSL and DDSL for the relevant site via My Concern, email or phone.

If there is a medical emergency, please call 999.

### **Help and support:**

- Pupils should contact teachers via Google Classroom for support, as outlined above
- If parents have further questions, they should email subject teachers directly (see Staff Email Addresses, below)
- For other concerns, parents should email the school office, with a clear subject heading to allow the email to be forwarded to the most appropriate member of staff to assist. This could include arranging an appointment, by phone or Google Hangouts, during the Burlington House Online opening hours.

### **Additional Staff Roles:**

LSAs:

- Normally, LSA's will be present in the Google Classroom lesson with the class teacher.
- LSA's will contact students via Google Classroom messaging to check they have understood the tasks and students should contact them also if they need something checked before submitting to the class teacher.
- LSA's will also contact parents by email if a student is not present in a classroom. In the event of no reply by the end of the day LSA's will inform a member of SLT.
- In the event of teacher staff absence, LSA's may be deployed for cover purposes.

Therapists:

- Work set on google classroom as appropriate
- Communication with students and parents to support the therapy programme outside of school, using video calls in Google Hangouts (see safeguarding, below)
- Class sessions to be set in the same way as lessons

All staff administrative tasks:

- Complete annual review paperwork
- Complete ICMs
- Conduct Appraisals remotely
- Schemes of Work
- Educare Modules

Administration Team:

- Educare modules - required modules TBC

- Financial processes as usual (except ordering)
- Update staff & student lists
- Possible Remote/Face to Face Meetings
- Regular check in meetings: SLT, teachers, therapists

#### **Staff sickness and unavailability:**

- In the event that a teacher is unwell during The Burlington House Online hours or unable to run their The Burlington House Online class for any other reason, they should contact SLT in appropriate site, as normal by phone to alert for cover. Appropriate arrangements will be made for an LSA/member of staff to cover the timetabled lessons.
- In the case of Year 11-13, other teachers from the department will be asked to cover in the first instance to ensure continuity of support.
- Additionally, some staff members may be unavailable due to dependent children or family members that they may have sole responsibility for during the day.

#### **Safeguarding**

Staff are encouraged to keep in contact with students, but should ensure safeguarding procedures are kept in mind:

- Any online resources used or recommended will be checked by the teacher for appropriate content.
- Discussions via email and Google Classroom are appropriate, but staff should ensure these are transparent.
- Do not give out personal phone numbers or emails etc.
- If you have safeguarding concerns about a child please contact the DSL and DDSL for the relevant site via My Concern, email or phone.
- We are all responsible for reminding students about internet safety. It is important to make the distinction between lessons, therapy and contact with an adult who is known and trusted in real life, and talking to strangers online.

#### **1:1 Video tuition and communication:**

Video calls via Google Classroom or Google Meets may take place with parents or pupils, but this is at the sole discretion of the class teacher/therapist/music teacher and should only be initiated by the class teacher/therapist/music teacher. The class teacher/therapist/music teacher should be aware of the following:

- Real time video/audio contact between pupils and their teacher is expected to take place in timetabled online lessons, via Classroom Meets. Please see 'Classroom Meets', below, for details.
- 1:1 video calls can only be made after the class teacher/therapist/music teacher has emailed the parent asking them a) to give their consent to the member of staff having a video call with their child and b) which of the parent's numbers is best to contact their child on, and consent being received by email reply. Mr Pragnell must be copied into this email exchange and he will collate a list of parents who have given consent. No video call with a student is permitted to take place without this safeguard having been undertaken in full. (This process will only need to be undertaken once per child per member of staff.)

- Lesson/session times should be agreed in advance with the parent.
- Care should be taken by staff to ensure they are properly dressed, there are no personal items in the background and no other people in view or earshot.
- Video communication must not take place in a bedroom at the student's home but ideally in a communal room with students dressed appropriately. If this does not happen, the member of staff should end the session and reschedule it with the parent.
- No video call is permitted to take place if a parent is not home. The member of staff must have sight of the parent at the start and end of the call so that they know the adult knows the session is taking place.
- Calls should only be made during Burlington House Online open hours, although therapists may work until 5:00pm so that their work with students does not interrupt online lessons.
- A time limit of 30 minutes should be applied, apart from therapist's sessions, when the session may not extend beyond 50 minutes.
- All staff (class teacher/therapist/music teacher) must log a record of the video call on the Lesson Register.
- If staff use their own device to make the call, they must ensure the parent's number is deleted after the call so that they do not hold any data about them. This is to comply with GDPR.

#### **Phone calls:**

If making phone calls, the class teacher/therapist/music teacher should be aware of the following:

- Phone calls can only be made after the class teacher/therapist/music teacher has emailed the parent asking them a) to give their consent to the member of staff having a phone call with their child and b) which of the parent's numbers is best to contact their child on, and consent being received by email reply. Mr Pragnell must be copied into this email exchange and he will collate a list of parents who have given consent. No phone call with a student is permitted to take place without this safeguard having been undertaken in full. (This process will only need to be undertaken once per child per member of staff.)
- Calls must only be made to a home number or parent's mobile number. Do not call pupils on their own phone, or accept calls from these numbers.
- Call times must be agreed in advance with the parent.
- There should be no unwanted sounds in the room where the call is made from and no other conversations audible in the background.
- Dial 141 before calling the parent's number to hide your own number or block your number from being seen if using a smartphone.
- If speaking with pupils, each call should start and end with the parent.
- Parents should be asked to remain within earshot for the duration of the call.
- Staff must log all phone calls on the Lesson Register.
- If staff use their own device to make the call, they must ensure the parent's number is deleted after the call so that they do not hold any data about them. This is to comply with GDPR.

#### **Classroom Meets - video communication with the class in online lessons:**

Classroom Meets are Google Meets that take place in **timetabled Burlington House Online Google Classroom lessons**, with the pupils who are normally part of that class. (Please note: Classroom Meets cannot take place during live, in-school lessons. Please see 'Individual pupil absence', below).

Parents have been given the opportunity to opt-out of Classroom Meets, otherwise permission is assumed for Classroom Meets to take place, under the conditions listed below. Permission is not assumed for any other form of contact, listed above.

The Deputy Headteacher will place an updated list of opt-out pupils on the Lesson Register each day, so staff are aware of any changes.

When running Classroom Meets, it is important to be aware of the following:

- a Classroom Meet should always be set up in Google Classroom, not via email or calendar
- parents do not need to be present for Classroom Meets and teachers do not need to sight them at the start or end of the Classroom Meet session
- **except** if teachers find themselves with only one pupil, then 1:1 video call safeguarding rules apply, as per Remote Learning Policy (i.e. parent must be sighted at beginning and end of call)
- pupils should be encouraged to participate in Classroom Meets, but are not required to. Pupils who do not wish to participate in Classroom Meets (or cannot for a specific reason) should continue to engage in the lesson via Google Classroom in established ways
- Only pupils who are part of the scheduled lesson should be present on a Classroom Meet. Parents/carers should not join in or engage with a Classroom Meet, as this can undermine the secure classroom environment for other pupils
- teachers should always be the last to leave the Classroom Meet, so that pupils do not stay on, or rejoin

#### **Managing pupil information:**

Whilst working from home, staff should take care to ensure that pupil information is kept secure. Steps should be taken to ensure that pupil information is not made directly or incidentally available to others, ensuring:

- The computer is password protected and closed whenever not in use
- The screen cannot be overseen by others in the house whilst being used
- Papers and other materials containing information are kept securely stored and cannot be viewed by others in the house
- Phone or video conversations are not overheard by others in the house

#### **Individual pupil absence:**

In the event that the school is open, with live, in-school lessons taking place, real-time remote learning ('The Burlington House Online') will not take place. Individual pupils who are absent from school due to illness or quarantine will have work set on Google Classroom in line with the scheduled lesson, with feedback following as soon as possible according to the teacher's timetable. Video/audio remote access to live, in-school lessons (e.g. Classroom Meets) is not permissible.

**Please pass on any safeguarding concerns to the DSL and DDSL for the relevant site via My Concern, email or phone.**