GORDON'S SCHOOL

REMOTE TEACHING & LEARNING POLICY

The core principle that guides everything we do is **Putting Students First.**

1.   INTRODUCTION

Since schools are again closed in response to the coronavirus threat, Gordon's is committed to providing remote teaching and learning opportunities to all staff and students. This policy is designed to provide guidance on how to safely access this remote teaching and learning, and should be read in conjunction with the following policies;

- Child Protection and Safeguarding Policy Sept 2020
- Keeping Children Safe in Education 2020 (Part 1)
- Safe Use of Technology Policy Sept 19
- Staff Code of Conduct Sept 2020
- Discipline, Rewards & Sanctions Policy December 2020
- Anti-bullying Policy Sept 2020
- Cyber-bullying Policy Sept 2020
- Undertaking remote teaching safely, NSPCC Learning, March 2020

2.   CONTEXT

2.1   Teachers working either at home or at school will provide learning guidance online to students they would normally teach in their classrooms. Content, material and links to educational websites and educational material online will be posted to students to access remotely.

2.2   Lesson material and guidance will be available to students through Google Classroom. Additional resources may be accessed via the School's Student Portal.

2.3   Students will be able to engage directly with their teachers using live links via Teams and / or Zoom.

3.   REMOTE LEARNING PLATFORMS

3.1   Only learning platforms approved by SLT will be used for remote teaching and learning.

3.2   Each remote learning platform will be individually risk-assessed.

3.3   Consideration for students' online safety will be paramount.

3.4   Remote learning platforms may be those licensed by the school (eg Microsoft Teams), or may be third-party sites with or without protective password access (eg BBC Bitesize, Hegarty Maths etc).

4.   REMOTE TEACHING BY STAFF

4.1   Direct communication with students must be via the following only;
- Teams or email using a school Microsoft account
- Google Classroom linked to a school Microsoft account
- Whatsapp using a school mobile
- Zoom, when invited by a member of staff via Teams or a school email account

4.2   All of the above, with the exception of Zoom, will be monitored both by the school and by a

third-party monitoring service, and may be recorded.

4.3 Zoom meetings may only take place with students if 'invited' using Teams or a school email account.

4.4 Staff must not use personal social media accounts or private webspace to contact students at any time.

4.5 Staff should avoid contacting students directly on a telephone. Whenever it is necessary to do so, parents must be made aware beforehand. Staff using their own mobile or landline phones must put 141 before dialing a number to protect their number; or alternatively hide their number in the mobile settings.

4.6 Only material, content and links relevant to the teaching of the subject may be made available to students.

4.7 Material, content and links must be age-appropriate and must have been checked and viewed by the teacher before making available to students.

4.8 All written communication with students must be of a professional nature, and relevant to teaching and learning.

4.9 Pastoral communications of an emotional or personal nature must be referred to the student's Head of House as soon as is practical. (See below for Safeguarding concerns)

4.10 Staff using video communication platforms (Teams or Zoom) must be in a neutral or school venue where nothing personal or inappropriate can be seen or heard in the background. (Backgrounds can be blurred or changed for this purpose.)

4.11 Staff using video-communication platforms must be dressed appropriately, 'smart-casual' which creates a professional appearance.

4.12 Staff can video-call an individual student on Teams and Zoom but must record all individual face-to-face video calls when there is only 1 student in the conversation.

4.13 Before a member of staff invites a student to meet face-to-face on a video call, the member of staff's line-manager must be informed.

5. REMOTE LEARNING BY STUDENTS

5.1 Direct communication with staff must be via the following only;
- Teams or email using a school Microsoft account
- Google Classroom linked to a school Microsoft account
- Whatsapp using a a group set up by a member of staff using a school mobile account
- Zoom, when invited by a member of staff via Teams or a school email account

5.2 Students must access their Google Classroom each day, and submit work by the deadlines set.

5.3 When using video-communications, students must be in a neutral area of the home where nothing personal or inappropriate can be seen or heard in the background. (Backgrounds can be blurred or changed for this purpose.)

5.4 Students must be appropriately dressed and may be excluded from a video call by a teacher if deemed unsuitably dressed.

5.5 Students must remain respectful of all members accessing a teaching and learning platform and behave in line with the school's expectations of behaviour as outlined in the discipline policy at all times.

5.6 Video and direct messaging on the remote learning platforms will be monitored at all times.

5.7 Students must not set up their own Teams in Microsoft Teams. If a student would like a particular Team to be formed, it must be done by a member of staff who will be a member of that Team.

5.8 Students must not use personal email or social media accounts to communicate or try to communicate with staff. Students must not invite staff into any area of their private or personal webspace. Students must not attempt to gain access to any member of staff's

private or personal webspace.

6.   RAISING SAFEGUARDING CONCERNS

6.1   Students, parents and staff must report any safeguarding concerns to Rob Pavis by telephone as soon as is practical on;

Safeguarding Number: 01276 859734

6.2   All safeguarding concerns will be assessed according to Local Authority guidelines and the LADO will be informed in all cases where an allegation is made against a member of staff, or where a genuine safeguarding concern has been raised involving a member of staff.

Rob Pavis
Deputy Head (Pastoral)

January 2020