



# Ashfield Girls' High School



**“Each different. Each talented. All valued.”**

## Online Learning Policy

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## Remote Learning Policy

At Ashfield Girls' High School, we understand the need to continually deliver high quality learning, including during periods of remote learning - whether for an individual pupil (who may be self-isolating) or a class who are learning from home. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

### This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.

### Principal is responsible for:

- Ensuring the policy is ratified by the Board of Governors and reviewed on an annual basis.

### Assistant Vice Principal for Online Learning is responsible for:

- Creating and updating the policy.
- Informing and updating key stakeholders of the contents of the policy.
- Providing sufficient training to equip all key stakeholders with the skills to implement the policy.

### Teachers are responsible for:

- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Adhering to the Staff Code of Conduct at all times.
- Implementing this policy during periods of remote learning.
- Adhering to guidance from relevant exam boards with regard to guidance for 'distance assessment'.
- Reporting any safeguarding incidents to a Designated Teacher for Child Protection and asking for guidance as appropriate.
- Reporting any health and safety incidents to person in charge of Health and Safety and asking for guidance as appropriate.
- Reporting any concerns, they may have about remote learning to the Assistant Vice Principal for Online Learning.
- Reporting any defects on school-owned equipment used for remote learning to the IT Technician.



## **Parents are responsible for:**

- Adhering to this policy at all time during periods of remote learning.
- Ensuring their child is available to learn remotely when required to by their teachers, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times required by their teachers.
- Reporting any illnesses / absences (inability to complete remote learning) first thing in the morning to the schools' reception.
- Ensuring their child uses the equipment and technology for remote learning as intended.

## **Pupils are responsible for:**

- Adhering to this policy during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out by their teachers, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notify their parent / carer if they do not have access.
- Notifying their parent / carer if they are feeling unwell or are unable to complete the remote learning they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the school Behaviour Policy while engaging in remote learning.

## **Online Learning Resources**

Ashfield Girls' High School will predominantly use Microsoft Teams during remote learning, however other methods will be incorporated to help explain concepts and address misconceptions easily. For example:

- Pre-recorded video
- PowerPoint presentations with voiceover
- Educational websites
- Current online learning portals
- Reading tasks
- Hard copy of booklets
- Email
- Past Papers
- Live lessons



Teaching staff will liaise with the SENCO, assistant SENCO's and other relevant members of staff to ensure that appropriate materials are differentiated to support their pupils, for the duration of the remote learning period.

Any issues with remote learning resources should be reported, as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school is able to provide or loan equipment, e.g. laptops.

If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to an Acceptable Use Agreement, prior to the commencement of remote learning.

Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on assessments formative and summative.

The IT Technician is not responsible for providing technical support for equipment that is not owned by the school.

## **Formative and Summative Feedback**

All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Assessment and Reporting Policy.
- Returned to the pupil.

The school expects pupils to maintain a good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via SIMS Parent App if their child is not completing their schoolwork or their standard of work has noticeably deteriorated.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Assistant Vice Principal for Online Learning as soon as possible.

Teaching staff will monitor the academic progress of pupils with additional needs and discuss additional support or provision with the SENCO, or Assistant SENCO's.



## Live Lessons

Teaching online is different to teaching face-to-face. During live lessons school staff should always maintain professionalism in their relationships with pupils, as they would do in the school environment. This is further detailed in the Staff Code of Conduct.

The arrangements for any live lessons will be communicated, via email / MS Teams, no later than one day before the allocated time and kept to a reasonable length i.e. no more than 35 minutes per session.

Best practice for live lessons:

- Teachers must use Microsoft Teams for all live lessons.
- It is recommended teachers will record their live lessons.
- Communication in groups – one-to-one sessions are not permitted.
- If you are using break out rooms during your meeting there should at least one adult present in each of these.

During a live lesson pupils and teachers should:

- Wear suitable clothing – this applies to all persons visible on screen during the communication.
- Be situated in a suitable neutral location, where nothing personal or inappropriate can be seen or heard in the background - 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this applies to all persons visible on screen during the communication.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Ensure they have a stable connection to avoid disruption to lessons.
- Have their camera turned off for the duration of the lesson. Teacher may choose to have cameras on at the beginning to greet the student, but only for a short period of time.

Any pupils not following these rules will be removed from the live lesson. Sanctions, as outlined in the Behaviour Policy, may be given.

Recording live lessons

- Teachers must notify students if they are recording the lesson, via Teams. This can only be done for the purpose of saving it as a learning resource for pupils who were absent.
- Students are not permitted to record the lesson on any device.

It is imperative pupils arrive on time to their live lessons. Pupils who are late, and have not notified their teacher, may not be permitted to join the lesson. This is to ensure the lesson does not have unnecessary disruptions.



Any behaviour deemed inappropriate by the teacher will be dealt with in accordance with the school's Behavioural Policy.

The school will consult with parents as soon as possible prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

## **School day and absence**

Pupils who are unwell are not expected to be present for remote learning until they are well enough to do so. These pupils will be marked as ill. Parents should complete the absence form (on the school website), or telephone reception, as early as possible, to let school know their daughter will not be present for remote learning and when she hopes to be back online. This information will be sent to the form tutor.

The school will monitor absence and lateness in line with the Attendance Policy.

We acknowledge pupils may not always be able to complete their remote learning during the times of the traditional school day, depending on family circumstances and availability of devices in the household.

Staff will be present for remote learning between 8:40am and 3:20pm from Monday to Friday, with the exception of breaks and lunchtimes. Pupils may email / communicate via Teams outside of these times, however they may not receive a response until the next day.



## Online Safety

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

## Safeguarding

This section of the policy will be enacted in conjunction with the schools' Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote learning.

The Head of Pastoral Care will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning. The Head of Pastoral Care, in conjunction with Heads of Progress, will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning. Phone calls made to vulnerable pupils will be made using school phones where possible. Where this is not possible the member of staff must remember to block their telephone number.

The content of the phone calls and follow up will be recorded on CPOMS.

The Head of Pastoral Care will meet regularly with Heads of Progress to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

Vulnerable pupils will be provided with a link to an online form as a means of contacting school during this time. The Head of Pastoral Care will receive the information from this form and distribute, any relevant information, to the relevant Head of Progress for follow up.

All members of staff will report any safeguarding concerns to the Designated immediately in line with the Child Protection Policy.

Pupils and their parents will be encouraged to contact the school if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.





## **Data protection**

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

- Staff members will be responsible for adhering to the General Data Protection Regulations Policy (GDPR) when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy.

## **Health and safety**

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Where appropriate teaching staff and the IT technician will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take regular screen breaks.



### **Communication**

The school will communicate with parents via letter posted on the school website and on the SIMS Parent app about remote learning arrangements in a timely manner.

The Principal will communicate with staff and parents / carers as soon as possible about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working mobile / landline that is available to take phone calls during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours. All communication with pupils and their parents will take place within the school hours outlined above.

Members of staff will have regular contact with their line manager, in terms of remote teaching.

Parents and pupils will inform their form tutor, or telephone reception as soon as possible if schoolwork cannot be completed.

The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The Assistant Vice Principal for Online Learning will review the effectiveness of communication regularly and ensure measures are put in place to address gaps or areas for improvement in communication.

### **Monitoring and review**

This policy will be reviewed on an annual basis by the Assistant Vice Principal for Online Learning.

Changes to this policy will be communicated to all members of staff and other key stakeholders.



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