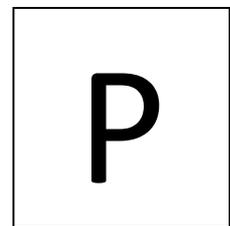




REMOTE LEARNING POLICY



1 Rationale

Key terms

- **'Remote learning'**, any learning experience where the student accesses the lesson from outside of the school
- **'As live'** – pre-recorded audio, or video resources, used to support the class teacher's lesson
- **'Live'** – the 'real time' / 'live' virtual delivery of a lesson. This may include audio, visual or both forms of learning resource.

1.1 This Remote Learning Policy underpins online / remote education at Light Hall School. Learning is our core purpose; it applies not only to the academic study our students pursue but to the way in which we help them to develop the values and social skills they need to become good citizens; this extends to the school's remote learning provision. In essence, all Light Hall 'in school' expectations are mirrored by the school's remote learning provision.

1.2 Our Remote Learning policy is an extension of the school's Behaviour for Learning policy and is supported by our Code of Conduct. Our Code of Conduct is based on the core values of respect and responsibility. At Light Hall this means that we treat everyone and everything with courtesy, kindness, interest and understanding and that we follow all instructions without question. At Light Hall we believe that behaving with respect and responsibility allows us to be the best that we can. Striving for excellence is one of our core values and our school motto is "The best from everyone, all of the time". This informs how we behave and work at Light Hall. This extends to the school's Remote Learning provision and the behaviours of the students that access the provision.

At Light Hall school we do not tolerate any online behaviours that are:

- Sexist, racist, homophobic behaviour or discriminatory associated with disability, gender presentation, religion or language.
- Vandalism and /or destructive behaviour.
- Bullying, intimidation or harassment.
- Rudeness or abusive behaviour to ANY member of staff,
- Rudeness and/or online abusive to other students.
- Bringing anything illegal or dangerous into the virtual environment
- Any involvement with illegal drugs or alcohol.
- Bringing/inviting any unauthorised persons into the school's remote learning provision
- Abusive parents / carers (please see the Abusive Parents Policy)

1.3 Light Hall School therefore expects the highest standards of behaviour from all students at all times; this extends to the remote learning provision

VERSION 1	TO BE APPROVED BY FULL GOVERNING BODY ON: May 2020	POLICY RENEWAL REQUIRED: ANNUALLY	REVIEW DATE June 2021	SIGNED: CHAIR OF GOVERNORS
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2 Aims of this policy

- 2.1. To provide a 'high quality' remote learning provision, to support students who are unable to attend school due to extended and known absences
- 2.2. To create an online, caring and safe learning environment free from disruption, violence, bullying and any form of harassment.
- 2.3. To promote self-esteem, self-discipline, proper regard for authority and a sense of responsibility for one's actions
- 2.4. To promote a consistent approach to behaviour for learning amongst all members of the school community.
- 2.5. To ensure that all students and staff at Light Hall understand the rationale and accept a common responsibility for maintaining good behaviour whilst using the remote learning provision, promoting the Light Hall Code of Conduct.
- 2.6. To provide good adult and peer role models of caring, co-operative behaviour so that purposeful learning opportunities are available for all students.
- 2.7. To reinforce positive attitudes to the school's expectations of good behaviour for learning.

3 Implementation of the policy

Remote Learning Behaviour Agreement - where a teacher uses 'live' lesson delivery, a recorded video, audio recording or shares their screen to support learning

- **As a school we advise that all parents:**
 - Monitor all online behaviours by their children
 - Regularly check 'internet history' which records any online activity
 - Set appropriate age-related filters / controls on any, and all digital devices
 - Set internet filters to block malicious websites / activity
- **As a school we insist that students, by accessing Light Hall's remote learning provision / lesson resources, will agree to the following:**
 - Contact school if I am worried about anything, using the following email address office@lighthall.co.uk
 - Agree that whilst accessing the remote learning provision my behaviour will be as it would be in school
 - I agree that any contact with my class teachers will be through either TEAMS or SMHK
 - I agree that I will check my TEAMS account each day, to include all classes and assignments set by my class teachers
 - I agree to attend the 'live' or 'as live' lesson on time, and remain in attendance throughout
 - I agree that all non-essential electronic devices (phones, as an example) will remain off
 - I agree to attend (and **remain**) muted (**no video or audio display**) unless specifically asked by my teacher – and then return to this state, when asked to, by my class teacher
 - I agree that I must never use some or all of this material for any purpose other than my own learning.
 - I will never place any part of a teacher's video or audio file on any on-line platform or social media platform.



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- I will not record any part or whole of a 'live' or pre-recorded lesson.
- I will not edit any part or whole of a 'live' or pre-recorded lesson.
- I understand that my teacher may be recording or delivering the lesson from their own home and that I should be respectful that this is their private space and is not a subject that should be discussed with them or with others.
- If I am removed from a lesson by a teacher, I will not be permitted to re-join them until the teacher or a senior member of staff has spoken with my parent/carer.
- **As a school, all staff will ensure that:**
 - Any, and all safeguarding concerns are reported in accordance with the school's safeguarding policy
 - Ensure that all resources meet the high expectations set at Light Hall school (which mirror 'in school' resources and expectations)
 - Ensure that the development, creation and delivery of resources takes place in a 'professional' space
 - Ensure that full professional attire standards are met during any resource development or content sharing
 - That all communication with students uses agreed platforms, and links directly to their school email account / Microsoft 365 account – currently only TEAMS and associated applications
 - Any behavioural concerns are shared with the relevant staff member and parent/carer as outlined in the school's behaviour for learning policy
 - Follow Light Hall school's remote learning policy

This document also links to the following policies:

- E Safety Policy
- Exclusions Policy
- Acceptable Use of ICT Policy
- Use of Social Media Policy
- Child Protection Policy
- The Light Hall Code of Conduct, the Light Hall Behaviour for Learning Framework, Anti-bullying charter, the Light Hall Behaviour for Learning criteria and the Light Hall Home/School agreement underpin this policy.

4 Review and Monitoring

- 4.1 This policy will be reviewed annually by the Governing Body. It will be available on the School website at all times.



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Associated agreements

Parental Agreement

I / We agree to support the teaching and learning strategies and increased use of online content, videos and live communication by discussing and reinforcing the expectations identified below. I / We have read the 'Student Agreement', 'Remote Learning Behaviour Agreement' and 'General Learning Expectations' above and understand that these are important for the safeguarding of all parties. I understand that any breach of these agreements/expectations will lead to sanctions and in the event that videos are taken and placed on social media could lead to exclusions, permanent exclusion or police involvement. The school reserves the right to seek legal advice in situations which may be libellous or result in defamation of character.

Student Agreement

I confirm that I have read the 'Remote Learning Behaviour Agreement' and 'General Learning Expectations' above and agree to adhere to it in order to enable teaching staff to make the best use of technology, to provide purposeful and engaging learning. I understand that any breach of this agreement will lead to sanctions and in the event that videos are taken and placed on social media, this could lead to exclusions, permanent exclusion or police involvement. The school reserves the right to seek legal advice in situations which may be libellous or result in defamation of character.