



## Remote Learning Information

## Contents

.....	1
Section 1: Introduction: Information for parent and carers .....	2
Section 2. The remote curriculum: what is taught to pupils at home .....	2
Section 3. Accessing remote education .....	3
How will my child access any online remote education you are providing? .....	3
If my child does not have digital or online access at home, how will you support them to access remote education? .....	3
How will my child be taught remotely? .....	3
Section 4: Engagement and feedback .....	3
What are your expectations for my child’s engagement and the support that we as parents and carers should provide at home? .....	3
Section 5: Additional support for pupils with particular needs .....	4
How will you work with me to help my child who needs additional support from adults at home to access remote education? .....	4

## **Section 1: Introduction: Information for parent and carers**

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

## **Section 2. The remote curriculum: what is taught to pupils at home**

A pupil’s first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching. As a Special School, we are expected to remain open to all pupils as much as is safely possible.

Pupils will be provided with learning opportunities with which they can engage at an individual level.

## Section 3. Accessing remote education

### How will my child access any online remote education you are providing?

We use Microsoft TEAMS and Notebook for live and remote learning. Pupils referred to The Reintegration and Tuition Service access English, maths and science in group learning. Please refer to our Pupil Induction Pack.

We also use Class Dojo and can email timetables and activities.

### If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home and may be able to provide a laptop for the time that remote learning is in place. This would not be the case for pupils accessing a longer term provision through the Reintegration and Tuition Service

### How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

- live teaching (online lessons)
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- printed paper packs produced by teachers (e.g. workbooks, worksheets)
- textbooks and reading books pupils have at home
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences
- long-term project work and/or internet research activities

## Section 4: Engagement and feedback

### What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

We expect pupils to engage with the learning provided and engagement is recorded for attendance.

We will maintain contact with phone calls, messages and where possible in person.

We have clear guidance of expectations for all during live lessons, see appendix 1.

We will provide verbal and written feedback to ensure pupils know what they have achieved, address any misconceptions and plan their next steps in learning.

## **Section 5: Additional support for pupils with particular needs**

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with you to support those pupils.

## Key Principles for Pupils for Remote Learning

### As a pupil, please ensure that you:

- listen carefully while your teacher reminds you of the Key Principles for Teaching Remotely (found in the induction pack) at the start of every lesson.
- acknowledge that you are present at the start of the lesson by either answering your name or showing yourself on camera.
- use only your school email address and the online platforms recommended by The Harbour School (Teams). You will not be able to send emails from your school account.
- do not use the recording function on Teams, or record the lesson using any other device.
- understand that a responsible adult will remain visible and present verbally throughout the lesson.
- are respectful of others (both teachers and pupils) throughout the entire lesson.
- follow your teacher's instructions at all times and do not interfere with other online functions (e.g. screen sharing, muting others etc) during the lesson unless you are asked to do so.
- use the chat box appropriately.

### General guidance

- Pupils are encouraged to use a virtual or blurred background or ensure that neutral areas in their homes (i.e. blank walls) are used.
- Pupils should ensure that no personal identifying information can be seen in the background (e.g. personal photographs, domestic address).
- Dress for both pupils and staff should be appropriate i.e. smart casual dress.
- Wherever possible, people not connected to the school should not appear on screen
- All communications should be completed during normal working hours (9am - 5pm) for lessons.
- Teams lessons must be scheduled in advance and recorded as such in an online calendar – N.B. the link should not be shared until immediately before the lesson.



### One-to-one sessions

- Communication with multiple pupils is preferred and teaching staff should seek to encourage group working for live audio or video contact, unless they are delivering lessons to individual pupils in exceptional circumstances.
- Should causes for concern arise, staff should immediately draw the meeting to a close and report their concern to their site DSL. Staff should follow procedure in The Harbour School's Safeguarding Policy.
- For difficult pastoral conversations and disclosures, staff should seek to have a member of SMT/Site DSL present on the video call.

### Situations to avoid online:

- Intimate locations (such as bedrooms, bathrooms)
- Use of nicknames
- Private conversations
- Observational comments about home or family
- Disrespectful comments about others either verbally or using the chat box.

## Key Principles for Staff for Remote Teaching

### As a member of staff, please ensure that you:

- remind pupils and parents of the Key Principles for Teaching Remotely (found in the induction pack) at the start of every lesson.
- use only your school email address and the online platforms recommended by The Harbour School (Teams).
- do not use the recording function on Teams. Parents should also be reminded that they are responsible for checking that their child does not record on their device.
- remind parents/carers to confirm they give consent for the lesson to take place and that a responsible adult will remain visible and present verbally throughout the lesson.
- remind parents every lesson that they are responsible for ensuring that no other family members enter the room, and that telephones needed for the sole purpose of video conferencing during the lesson are in the room (except for legitimate emergency use).
- use a professional tone, maintain appropriate boundaries online and ensure communication with pupils has a clear educational purpose.
- report all child protection concerns to a DSL as soon as possible and you follow procedure in The Harbour School's Safeguarding Policy.
- include a designated member of SMT/ Site DSL in your Teams invitation for each lesson.

### General guidance

- Staff are encouraged to use a virtual or blurred background or ensure that neutral areas in their homes (i.e. blank walls) are used.
- Staff and pupils should ensure that no personal identifying information can be seen in the background (e.g. personal photographs, domestic address).
- Dress for both pupils and staff should be appropriate i.e. smart casual dress.
- Wherever possible, people not connected to the school should not appear on screen
- All communications should be completed during normal working hours (9am - 5pm) for lessons.
- Teams lessons must be scheduled in advance and recorded as such in an online calendar – N.B. the link should not be shared until immediately before the lesson. If a lesson needs to be cancelled, staff should inform parents and remove it from the calendar.



### One-to-one sessions

- Communication with multiple pupils is preferred and colleagues should seek to encourage group working for live audio or video contact, unless they are delivering lessons to individual pupils in exceptional circumstances.
- Should causes for concern arise, staff should immediately draw the meeting to a close and report their concern to their site DSL. Staff should follow procedure in The Harbour School's Safeguarding Policy.
- For difficult pastoral conversations and disclosures, colleagues should seek to have a member of SMT/Site DSL present on the video call.

### Situations to avoid online:

- Intimate locations (such as bedrooms, bathrooms)
- Use of nicknames
- Private conversations
- Observational comments about home or family
- Staff should be aware that, when sharing a screen, everything that is open on the desktop may be seen by pupils, so all screen content should be checked that it is appropriate for pupil viewing.

## Key Principles for Parents for Remote Learning

### As a parent or a responsible named adult please:

- encourage your child to listen carefully while their teacher reminds them of the Key Principles for Teaching Remotely (found in the induction pack) at the start of every lesson.
- ensure that your child acknowledges that they are present at the start of the lesson by either answering their name or showing themselves on camera.
- ensure that your child uses their only school email address and the online platforms recommended by The Harbour School (Teams). They will not be able to send emails from their school account.
- ensure that your child does not use the recording function on Teams, and that neither you nor they record the lesson using any other device.
- ensure that you remain visible and present verbally throughout the lesson.
- ensure your child is respectful of others (both teachers and pupils) throughout the entire lesson.
- ensure that your child follows the teacher's instructions at all times and that they do not interfere with other online functions (e.g. screen sharing, muting others etc) during the lesson unless asked to do so.
- monitor appropriate use of the chat box.

### General guidance

- Pupils are encouraged to use a virtual or blurred background or ensure that neutral areas in their homes (i.e. blank walls) are used.
- Pupils should ensure that no personal identifying information can be seen in the background (e.g. personal photographs, domestic address).
- Dress for both pupils and staff should be appropriate i.e. smart casual dress.
- Wherever possible, people not connected to the school should not appear on screen
- All communications should be completed during normal working hours (9am - 5pm) for lessons.
- Teams lessons must be scheduled in advance and recorded as such in an online calendar – N.B. the link should not be shared until immediately before the lesson.



### One-to-one sessions

- Communication with multiple pupils is preferred and teaching staff should seek to encourage group working for live audio or video contact, unless they are delivering lessons to individual pupils in exceptional circumstances.
- Should causes for concern arise, staff should immediately draw the meeting to a close and report their concern to their site DSL. Staff should follow procedure in The Harbour School's Safeguarding Policy.
- For difficult pastoral conversations and disclosures, staff should seek to have a member of SMT/Site DSL present on the video call.

### Situations to avoid online:

- Intimate locations (such as bedrooms, bathrooms)
- Use of nicknames
- Private conversations
- Observational comments about home or family
- Disrespectful comments about others either verbally or using the chat box.