

# **E Safety Policy (Remote Learning)**

## **COVID-19 ADDENDUM**

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<b>Approved by:</b> Zoe House, Headteacher <b>In consultation with:</b> Mike Ainsley, Chair of Governors	<b>Date:</b>
<b>Review:</b>	<b>Date:</b> In accordance with Government guidelines or by September 2021

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### 1. Scope

This addendum applies until further notice.

Unless covered in this addendum, **our existing E Safety Policy continues to apply.**

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

### 2. Remote Learning

**Please be aware that remote learning will only be set for students who are not in school due to self-isolating, or a local or national lockdown. Remote Learning will not be set for students off school due to other illnesses.**

- Remote learning provision is available for all students who will have to self-isolate or will not be in school due to an enforced national or local lockdown.
- Lees Brook will use ClassCharts and/or Microsoft Teams as the on-line remote learning platforms on which to set work. Students are confident with Class Charts as it is used to set homework on throughout the school year. New students will receive lessons on how to use ClassCharts and Microsoft Teams from staff.
- Students also receive reward and behaviour points through ClassCharts. This enables staff to still be able to reward students through remote learning.
- ClassCharts and Microsoft Teams can be accessed through desktop computers, laptops, tablets and smart phones.
- ClassCharts and Microsoft Teams allow teaching staff to upload lesson plans, worksheets, documents, files, web links and video clips for students to access lessons.
- ClassCharts operates separate accounts for students and parents to access. This allows parents to monitor which work has been set and which work has been completed.
- Each student is issued with a pupil and separate parent code for Class Charts. This is a unique code which only allows students and parents' access to the account to which the code is linked.
- Any student or parent who does not know their ClassCharts code should contact their child's form tutor or Head of Year.
- To support remote learning, revision guides in core subjects may also be provided for identified students.

## **4. Expectations for students at home**

### **4.1 Remote learning rules**

If students are not in school, we expect them to follow all the rules set out below.

Parents should also read the rules and ensure that their children follow them. Parents should contact the form tutor if they think their child might not be able to comply with some or all the following rules, so that we can consider alternative arrangements with them.

- Complete work to any deadline that is set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages
- Use webcams when using Microsoft Teams whenever possible
- Wear appropriate clothing for live lessons

### **4.2 Dealing with problems**

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- Contact students by email to see what support can be offered in completing remote learning tasks. This contact will be made by classroom teachers.
- Make regular phone contact to discuss any concerns with parents. This contact will be made by the child's form tutor or Learning Behaviour Manager
- Follow up more serious concerns with contact being made by the relevant Head of Year or a member of the Senior Leadership Team.

## **4. Monitoring arrangements**

We will review this policy in line with any updated government guidance.

## **5. Links with other policies**

This policy links to the following policies and procedures:

- E Safety Policy
- Behaviour policy
- School Wider Opening Risk Assessment
- Child Protection and Safeguarding Policy