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| <b>Sponsor</b>                     | <b>DHP</b>         |
| <b>Issue Date</b>                  | <b>August 2021</b> |
| <b>Next Review Date</b>            | <b>June 2022</b>   |
| <b>Governors' Review Committee</b> | <b>Education</b>   |

## Remote Online Learning Policy

The policy covers online lessons and conferencing between students and teachers provided as part of our remote learning and teaching. Whilst our primary medium will be Microsoft Teams, this policy also applies to other similar platforms and tools. This document sets out our expectations for staff and students in relation to this form of learning. This should be read in addition to our **Acceptable Usage Policy**.

When planning and participating in the online lessons/assemblies, the following steps must be taken:

- The owner of the lesson/ assembly (usually the teacher, Form Tutor, Head of Year), will invite the participants via Teams, Outlook or Firefly and confirm the time and date of the lesson/ conference. Students must not video call teachers outside of the agreed schedule.
- Communication will be via the school network only to ensure our safeguarding systems are still effective during remote teaching.
- All online lessons/ conferences should be conducted in a professional manner. Staff and students should be dressed appropriately for this. We would suggest nothing less formal than staff might wear on a mufti day in school.
- Staff and students should be in a suitable location for learning to take place; for example, a study or lounge area. Where possible we advise students to be in a public area of the house, seated at a desk or table. On many devices there will be an option to blur the background while on a video call; we recommend this is done whenever using video communication. If the feature is not available, then please try to ensure the area behind you is a blank wall or similar and will not accidentally capture other members of the household on camera.
- Lessons using Microsoft Teams will be recorded and stored on the school network and may be used for those pupils in different time zones to participate in the lesson at a later time. Should you have any concerns about this please email [schooloffice@woldinghamschool.co.uk](mailto:schooloffice@woldinghamschool.co.uk)
- The online lesson must be viewed as an extension of the physical classroom and the same expectations of behaviour exist.
- Students and Teachers sending video or audio files will send these via the school network only or upload them onto Firefly or Teams.
- For one to one tutorials, parents will be informed in advance and a log of the lesson will be kept. For Years 7-11, a supervisory adult must be present in the household at the time of the one to one tutorial.

### Safeguarding

If any safeguarding concerns arise, our safeguarding policy will be followed, and the DSL informed. This can be done via this email [Staff\\_safeguarding@woldinghamschool.co.uk](mailto:Staff_safeguarding@woldinghamschool.co.uk)