



## **Denefield School**

# **Remote Teaching and Remote Pastoral Care Guidance for Parents/Carers and Students**

Approved by Standards on	23 June 2021
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Review cycle	Annual
Policy control sheet updated	Yes
Type of policy	Statutory
Policy owner	Member of SLT (HOL)
Location of policy	Website

## Remote Teaching and Remote Pastoral Care Guidance for Parents/Carers and Students

### Denefield School

#### Key:

RT	Remote Teaching	RPC	Remote Pastoral Care
DSL	Designated Safeguarding Lead	SLT	Senior Leadership Team
CL	Curriculum Leader	SL	Subject Leader
DDSL	Deputy Designated Safeguarding Lead	SM	Student Manager
HoH	Head of House	DHoH	Deputy Head of House
SEND	Special Educational Needs and Disabilities	CP	Child Protection
CIN	Child in Need	CLA	Child Looked After
SMHW	Show My Homework (Online Learning Platform)		

#### Linked Policies and Guidance:

- Safeguarding Policy
- Safeguarding Addendum
- Staff Code of Conduct
- Safeguarding During Covid-19
- E-safety Policy
- Safeguarding, Remote Teaching and Remote Pastoral Care Risk Assessment
- Behaviour Policy

#### Purpose:

This document sets out guidance to protect students and staff using Remote Teaching and Remote Pastoral Care activities during the Covid-19 pandemic.

### 1. Remote Teaching (RT)

Remote Teaching is when a teacher delivers learning sessions through MS Teams that will include the provision/delivery of content and posted assignments. Materials posted will be age-appropriate and reading/film material will be fully reviewed by the teacher before being posted for student use. Recorded material will not be shared beyond Denefield School's on-line community.

RT is one method a teacher may choose to use in addition to setting work on SMHW.

Parents/Carers will be informed that provision is being made and the means by which it will be delivered will be explained by Denefield School through sharing the 'Remote Teaching and Remote Pastoral Care Guidance for Parents/Carers and Students'.

RT will only take place in groups and may only be provided by a teacher using MS Teams. Denefield School will inform the students before initiating a session on MS Teams, by publishing the date and time on SMHW and an email will be sent

automatically to the students school outlook account with a link to MS Teams. MS Teams is a system provided by the school network. The teacher will always log onto the network using his/her own Denefield School log in. The system will automatically record the date and time of the contact, the names of the recipients, and the duration of the session. Each RT session will be recorded and stored on MS Teams. It will not be distributed outside of the Denefield School online community.

- a. The teacher will;
  - i. Only use MS Teams for RT
  - ii. Record each RT session on MS Teams following guidance in appendix A
  - iii. Inform students via SMHW of the date and time of an RT session
  - iv. Sit against a neutral background
  - v. Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
  - vi. Film from the shoulders upwards
  - vii. Dress like you would for school – business dress
  - viii. Double check that any other tabs you have open in your browser would be appropriate for a child to see, if you're sharing your screen
  - ix. Use professional language and adhere to the staff code of conduct
  - x. Invite your CL/SL/SLT link to all sessions so they are able to drop in
  - xi. Report any behaviour or safeguarding concerns
  - xii. Terminate any RT session if there are less than 2 students present
  - xiii. Terminate any RT session if a student is inappropriately dressed
  - xiv. Terminate the session if a student does not adhere to the school Behaviour Policy or breaks the two golden rules; 1. Follow all staff instructions, 2. Do not interrupt learning
  
- b. The parent/carer will;
  - i. Ensure that their child only participates in on-line face-to-face session on MS Teams when dressed in an appropriate manner (the teacher will terminate the session immediately if this condition is breached in any way by the student)
  - ii. Ensure their child follows the school Behaviour Policy, and follows the two golden rules; 1. Follow all staff instructions, 2. Do not interrupt learning
  - iii. Ensure that their child engages on-line with the teacher from one of the shared living areas at home (kitchen, sitting room etc.).
  - iv. Ensure that the door to where the student is working is held fully open throughout the full duration of the session
  - v. Occasionally look into the room during each session, to ensure that the on-line work is proceeding in an appropriate manner.
  - vi. Alert the school if they have any concerns regarding the content of the session or the conduct of the member of staff during the RT session. This should be done by emailing [office@denefield.org.uk](mailto:office@denefield.org.uk)

- c. The student will;
- i. Ensure that they only participate in on-line face-to-face sessions on MS Teams when dressed in an appropriate manner (the teacher will terminate the session immediately if this condition is breached in any way by the student)
  - ii. Ensure they follow the school Behaviour Policy, and follow the two golden rules; 1. Follow all staff instructions, 2. Do not interrupt learning
  - iii. Ensure they engage on-line with the teacher from one of the shared living areas at home (kitchen, sitting room etc.).
  - iv. Ensure that the door to where they are working is held fully open throughout the full duration of the session
  - v. Support their parents/carers to occasionally look into the room during each session, to ensure that the on-line work is proceeding in an appropriate manner. If these supervision arrangements are evidently not fulfilled by the student, the session will be terminated immediately by the teacher.
  - vi. Alert the school if they have any concerns regarding the content of the session or the conduct of the member of staff during the RT session. This should be done by emailing [listening@denefield.org.uk](mailto:listening@denefield.org.uk)

## 2. Remote Pastoral Care (RPC)

Remote Pastoral Care is when a tutor or member of the House Team contacts home to conduct a welfare call with the student. These will be conducted on a 2 weekly basis for all students, but may be more frequent for more vulnerable students, for example those with a CIN or CP plan, CLA or a student with an EHCP.

The purpose of the call is aimed to replicate the contact a tutor has in school with their tutee to; check on their well-being, to sustain positive relationships and links with school, to flag any concerns and to signpost to support as appropriate.

- a. The parent/carer will;
- i. Provide Denefield School with the most up-to-date contact number, and notify the school as soon as possible of any changes
  - ii. Be present for the start of the call and speak to the member or staff prior to passing the phone to their child
  - iii. Support the student in sharing any concerns or worries they have with their tutor
  - iv. Alert the school if they have any concerns regarding the content of the phone call or the conduct of the member of staff during the phone call. This should be done by emailing [office@denefield.org.uk](mailto:office@denefield.org.uk)
- b. The student will;
- i. Positively engage in the phone call with the member of staff
  - ii. Be honest and share any worries or concerns with the member of staff so they can help
  - iii. Follow the school Behaviour Policy

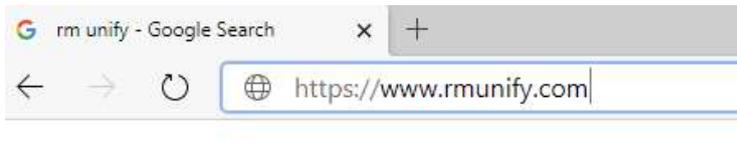
- iv. Alert the school if they have any concerns regarding the content of the phone call or the conduct of the member of staff during the phone call. This should be done by emailing [listening@denefield.org.uk](mailto:listening@denefield.org.uk)

### 3. Appendices

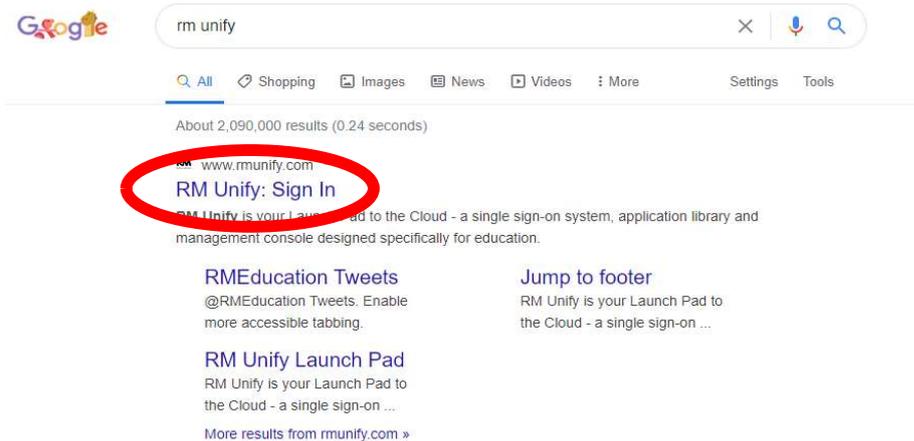
#### Appendix A- How students can access MS Teams

Accessing Microsoft tools such as Teams and OneDrive

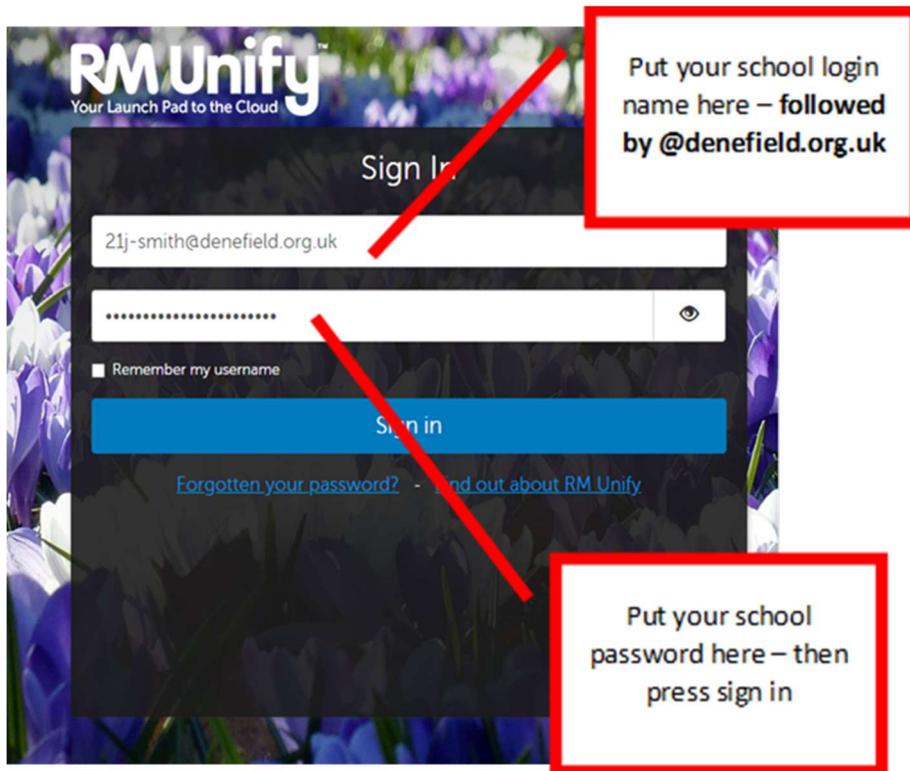
To access all the programmes, you need type this address in the browser



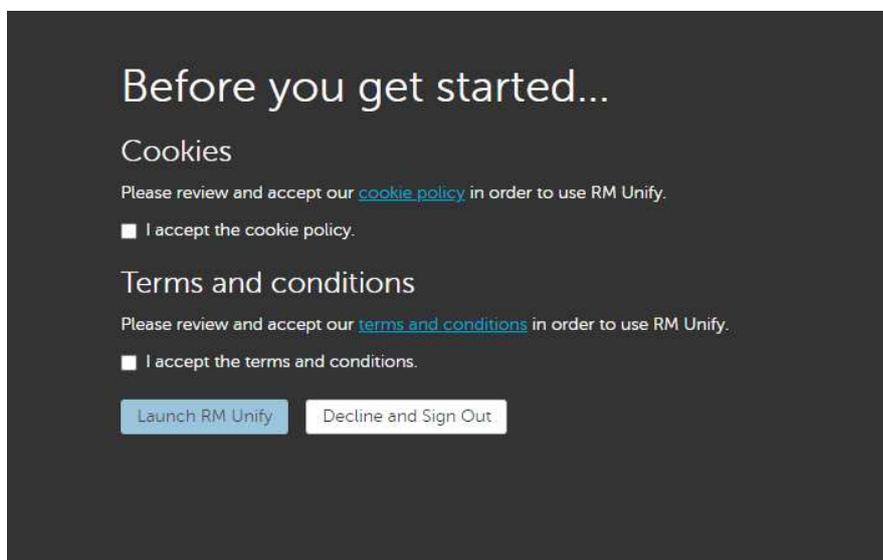
Or search for it in Google



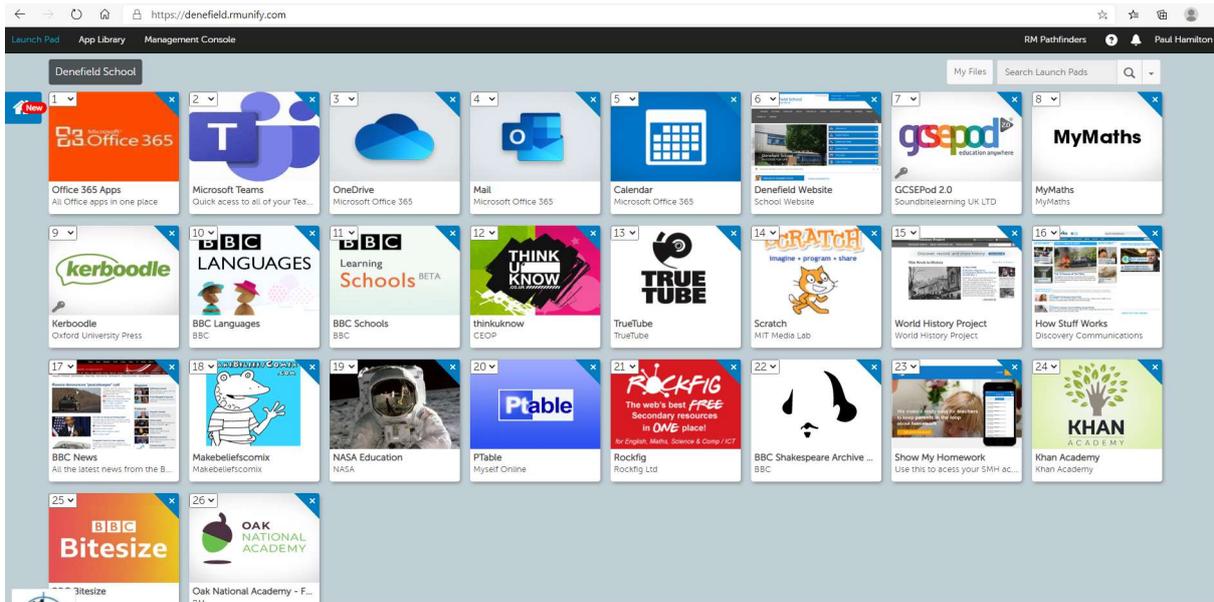
Now put in your school credentials



If it recognises you and you remember your school login details (and you've never logged into Unify before) you will be asked to agree the terms and conditions. If you are having problems logging in, please ask your parent to email your tutor - who will get some assistance for you.



You should now see all the school applications available to you at home



If a teacher is running an online lesson it will be visible as an invite in the mail application, in the calendar or through Microsoft Teams directly. Teams is the application where the lesson will take place. If a lesson has been recorded for you to watch it will show up in the activity tab in Teams.