



Remote Teaching Guidance for Parents/Carers and Students

Key:

RT	Remote Teaching	SMHW	Show My Homework (Online Learning Platform)
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	SEND	Special Educational Needs and Disabilities

Linked Policies and Guidance:

- a. Safeguarding Policy
- b. Safeguarding Addendum
- c. Staff Code of Conduct
- d. Safeguarding During Covid-19
- e. E-safety Policy
- f. 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. In the event of school closure due to Covid-19, all teachers will be delivering lessons as per your child's timetable using 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
- iii. Deliver lessons on MS Teams as per their normal teaching timetable
- iv. Take a register at the start of each session and submit to the Attendance Officer who will follow up any absences in liaison with the Guidance Team
- v. Sit against a neutral background
- vi. Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- vii. Film from the shoulders upwards
- viii. Dress like they would for school – business dress
- ix. Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
- x. Use professional language and adhere to the staff code of conduct
- xi. Invite their CL/SL/SLT link to all sessions so they are able to drop in
- xii. Report any behaviour or safeguarding concerns
- xiii. Terminate any RT session if there are less than two students present
- xiv. Ensure all student cameras are switched off
- xv. Terminate the session if a student does not adhere to the school Behaviour Policy or breaks the two golden rule: 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 sessions on MS Teams with their camera switched off
- 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. If these supervision arrangements are evidently not fulfilled by the parents/carers, 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 office@denefield.org.uk

c. The student will:

- i. Ensure that they only participate in on-line face-to-face sessions on MS Teams with their camera switched off (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



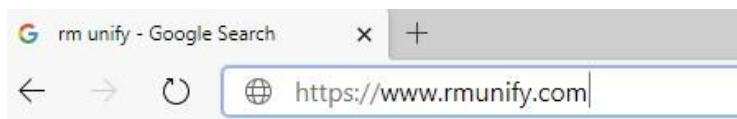
- v. Support their parents/carers to occasionally look into the room during each session, to ensure that the on-line work is proceeding in an appropriate manner.
- vi. Alert the school if they have any concerns regarding the content of the session or the conduct of the member of staff during the RT session. This should be done by emailing listening@denefield.org.uk

2. Appendices

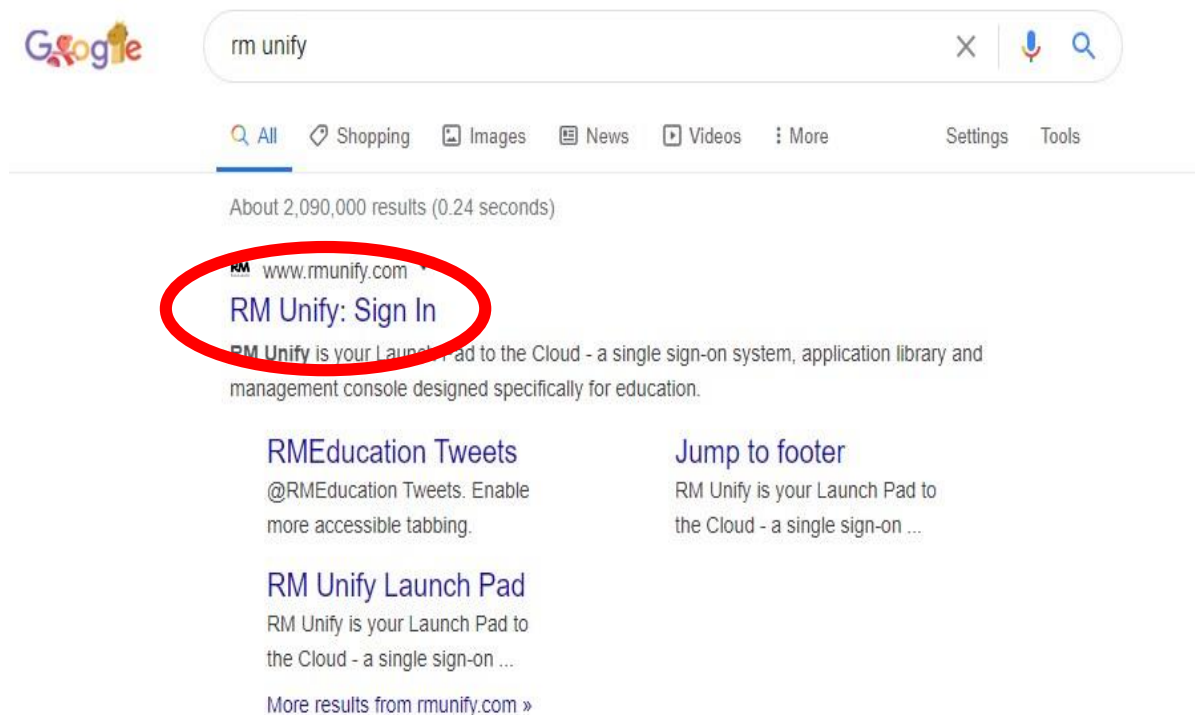
Appendix A- How students can access MS Teams

Accessing Microsoft tools such as Teams and OneDrive

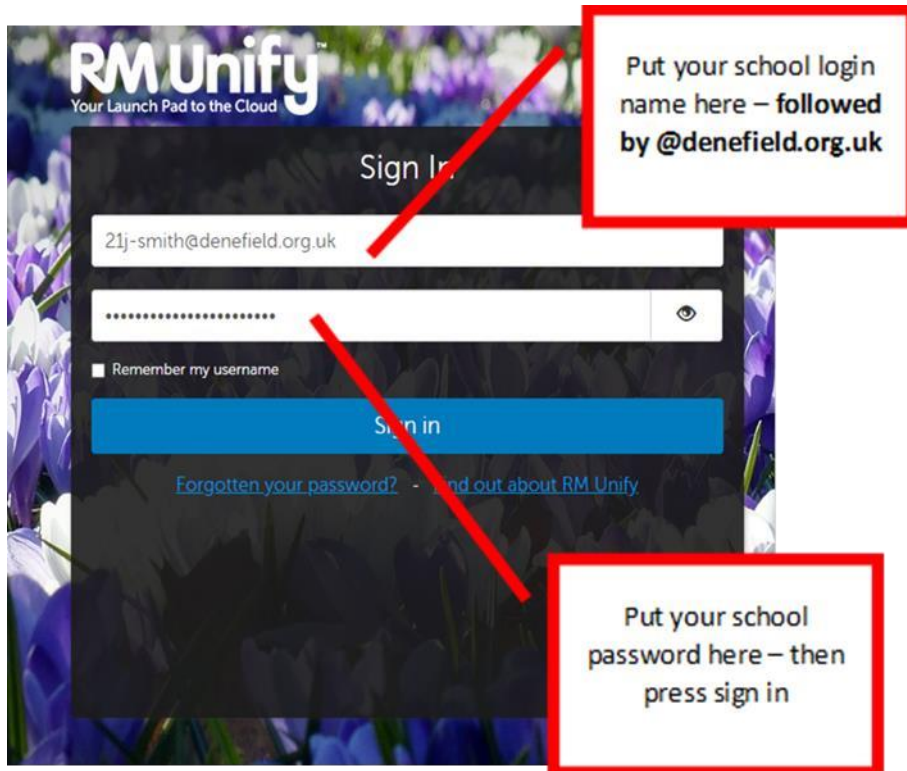
To access all the programmes, you need type this address in the browser



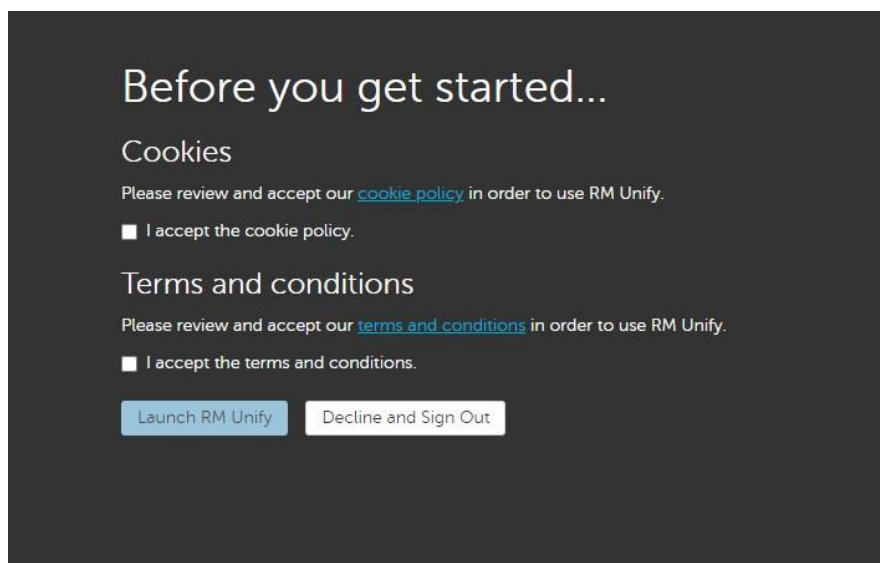
Or search for it in Google



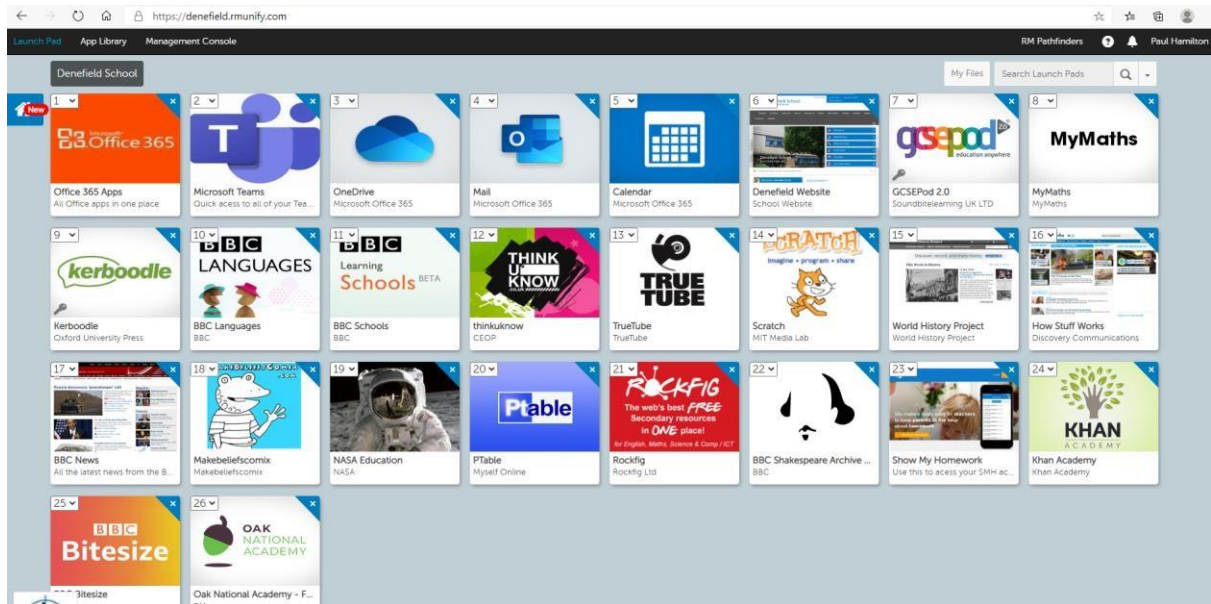
Now put in your school credentials



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.