

**Melland High School**  
**Remote Education Contingency Plan**  
**October 2020**

**Context**

In line with government guidance, students, staff and families should self-isolate if they display any of the following symptoms;

- a continuous, dry cough
- a high temperature above 37.8 C
- a loss of, or change to, their sense of smell or taste
- have received a positive result for Covid-19

Students attending the Melland High School will be provided with remote learning when they are unable to attend school because;

- they have a medical letter stating that they need to shield
- they are following guidelines to self-isolate
- their teaching zone is closed due to a confirmed case of Covid-19
- local / national lockdown is in place

**Aims**

This remote learning contingency plan

- recognises that each student's home circumstances are unique
- ensures consistency in the school's approach to remote learning
- sets out expectations for all members of the school community with regards to remote learning
- references appropriate safeguarding guidance
- references appropriate data protection guidance

## **Senior Leadership & Senior Management Teams**

Senior Leaders are responsible for:

- co-ordinating the remote education strategy across the school
- monitoring the effectiveness and impact of remote learning activities
- ensuring all families without WiFi are provided with hard copies of learning activities

## **Teachers**

Teachers who are self-isolating but not experiencing symptoms will be expected to work from home during their usual working hours. If a teacher is unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

Teachers will:

- compile appropriate home learning packs/ bespoke resources/online learning which will be ready to send home/readily accessed in the event of zone closure.
- ensure that remote learning is closely linked to relevant pre-formal, semi-formal and formal curriculum provision and individual EHCP outcomes
- share remote education planning with the Senior Leadership Team (SLT) for monitoring purposes and to ensure a consistent approach
- keep in regular contact with parents/carers (and students if appropriate) via telephone/email
- respond appropriately to any concerns (e.g. well-being) and if necessary, pass any issues to SLT
- attend virtual meetings with their department or other school professionals and attend online training when appropriate.

## **Curriculum Co-ordinators**

Curriculum Co-ordinators will:

- consider how their subject may require adapting in order to be delivered remotely
- work with other teachers and senior leaders to ensure that work set is appropriate and consistent
- monitor the work being set by teachers in their subject
- alert teachers to resources they can use to set work for their curriculum areas

### **Teaching & Learning Assistants (TLAs)**

Teaching & Learning Assistants should be available to work during their normal working hours on the days they are normally in school. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

TLAs will

- undertake specific tasks as required by the class teacher/Head of Department
- produce resources and visuals for home learning packs or for use in the classroom
- ensure they have the appropriate IT resources to undertake remote and/or online training
- contact senior leaders for any required support in this area
- attend any virtual meetings with class/department teams

### **Designated Safeguarding Lead (DSL)**

The DSL's responsibilities are identified within:

- **BFET Child Protection & Safeguarding Policy; Procedures & Guidance Update, September 2020**

### **Local Governing Body**

The Governing Body will:

- support staff and student well-being
- be pragmatic about what is covered in virtual meetings by prioritising urgent items
- keep monitoring to a minimum by focussing on safeguarding, health and safety, head teacher and staff well-being and the school's approach to providing remote learning for students

### **Data Protection**

When accessing personal data, all staff members will;

- only use their official school email account and never use personal messaging systems
- connect to the school network using a school remote desktop connection to work with any personal data to ensure that no data leaves the school premises
- take appropriate steps to ensure their devices remain secure.