

# Durham School

## Remote Learning Policy: Senior School

1. In the event of Durham School being advised or required by the relevant regulatory authorities to implement arrangements for remote learning, the following educational provision will be arranged for all pupils. This policy does not apply to individual pupils who are unable to attend school. In this case the usual arrangement for absence will apply.

**The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.**

2. This policy should be read in conjunction with the following policies:
  - Safeguarding Policy
  - Behaviour Policy
  - Bring Your Own Device Policy and Acceptable Use Agreement
  - Photographs and Photography Policy
3. A change from a face-to-face learning environment to a remote online learning environment will only be considered in exceptional circumstances. The School is committed to ensuring that pupils, parents and staff members collaborate effectively, and that the School's values of moral integrity, ambition, responsibility and kindness inform all of our online activities and interactions with one another.
4. Remote teaching and learning will require all participants, both staff and pupils, to plan and prepare responsibly, and to approach their work with flexibility and purpose. Individuals should give careful consideration to their personal arrangements (e.g. childcare, ICT facilities, location of remote working) in order to maximise the effectiveness of remote learning activities.
5. Remote Learning Arrangements
  - All House Staff, Tutors and pupils should login to Teams at 8.30 a.m., Monday to Friday. This will provide an opportunity for staff to monitor pupils' remote attendance, engagement with school, progress and wellbeing, and for pupils to raise any concerns or questions they may have. During this time, tutor group activities may also include LWE, academic or other routine tasks.

- Teachers and pupils will access our remote learning environment through Microsoft Teams. To access Teams staff and pupils can use <https://login.microsoftonline.com> using their Durham School email address and then select Teams from the displayed apps. Once they are logged in to Teams staff and pupils will need to click on Teams in the menu on the left-hand side of the screen. From there they will be able to select their appropriate class team.
- We strongly recommend that staff and pupils download the Microsoft Teams desktop app. This will provide full functionality and a higher speed interface than the web version. The mobile app is also useful as for some staff and pupils it may be the best way to access a camera and microphone.
- Teaching staff will deliver lesson content to pupils during their regular timetabled lessons, as outlined below. Consideration will be given to situations in which this is not possible, for example, when pupils and staff are in different time zones.

Period	Timing		
<b>Start of day</b>	<b>8.30</b>		<b>Pupils to log in to Teams, read notices, prepare for the day</b>
Roll call	8.45		Pupils in tutor Teams
1	9.00	9.30	
2	9.40	10.10	
3	10.20	10.50	
Break	10.50	11.20	
4	11.20	11.50	
5	12.00	12.30	
6	12.40	1.10	
Lunch	1.10	1.45	
	1.45	4.00	Other activities: Completing and submitting work Individual sessions with teachers by appointment Co-curricular activities Physical activities Music practice/lessons etc

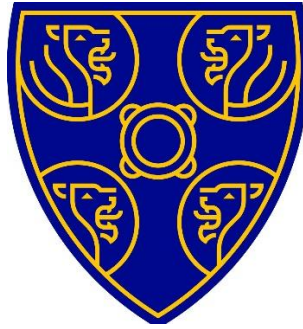
- The main method of communication between teachers and pupils and from pupil to pupil must be through Posts on the main landing page of each class. This will remove the need for teachers and pupils to communicate continuously via email, although pupils should also check their email daily. Teachers and pupils can write comments in real time and upload files and documents on Posts. The platform allows groups of pupils and staff to communicate by live video link.
- Teachers will primarily use Teams but may use Zoom as a video-conferencing tool. Teachers will, where appropriate, deliver live lessons for their full classes which, for reasons of safeguarding, teaching and learning, will be recorded and may be used for later teaching purposes. Teachers will be able to share materials such as PowerPoint presentations and videos and talk through the content. These lessons will take place in the regular timetabled period for each class. If pupils miss a lesson for any reason, or

if they want to re-cap the video of the lesson, these lessons will be saved and linked to on the Posts section of the appropriate class Team. Lessons that are not live-streamed in this way will still take place in real time via Posts and Chat. Pupils will be set independent work to complete during lesson time and for prep, and will receive feedback, as normal, on this work.

- Peripatetic tutors may offer to use video-conferencing facilities to deliver individual music or drama lessons. In order for such lessons to take place, the pupil’s parent must provide written consent (email is acceptable), and the tutor must inform the parent of the date and time of each lesson. Both the tutor and the pupil should ensure that they remain in an appropriate public area of their home or workplace (e.g. living room, kitchen or study) and be dressed appropriately for remote learning. For younger pupils in particular, parents are encouraged to be present for lessons of this nature.
- Each tutor group has a Team which is overseen by the Tutor and monitored regularly by Senior and Deputy House staff. The purpose of these Teams is to provide ongoing communication at a time when face-to-face meetings and communication are not possible. The impact of disruption to normal social interactions, relationships and support networks cannot be underestimated, and there is a need for all staff and pupils to engage in regular communication with one another.
- Pupils are expected to engage fully and responsibly with the remote learning opportunities provided for them, and are required to adhere to the ICT User Agreement (Remote Learning). Parents will be contacted in the event of pupils failing to meet academic or behavioral expectations as outlined in this agreement.

## 6. Durham School Key Contact Information

Reception	<a href="mailto:enquiries@dczf.org.uk">enquiries@dczf.org.uk</a> 0191 731 9270
IT Helpdesk	It-helpdesk@dczf.org.uk
Headmaster	<a href="mailto:principal@dczf.org.uk">principal@dczf.org.uk</a>
Deputy Head Pastoral	<a href="mailto:h.thompson@dczf.org.uk">h.thompson@dczf.org.uk</a>
Deputy Head Academic	<a href="mailto:a.pearson@dczf.org.uk">a.pearson@dczf.org.uk</a>
Staff email address format	Firstinitial.surname@dczf.org.uk



## Durham School

### ICT User Agreement (Remote Learning)

#### **Pupils must:**

- Keep all login details and passwords secure.
- Acknowledge that the remote learning environment is an extension of the classroom and they should therefore behave attentively, responsibly and respectfully when engaging in remote learning activities.
- Complete and upload all set work and prep into Teams by the deadlines set by the teacher.
- Be on time for remote learning sessions.
- Be dressed appropriately for video-based learning sessions.
- Take part in video-based sessions from an appropriate location, i.e. a public room at home (e.g. living room, kitchen or study) and not from a private room (e.g. bedroom).
- Report any concerns about inappropriate online behaviour or material to a teacher or a parent.

#### **Pupils must not:**

- Download, upload, post or forward any material that could be considered offensive or inappropriate.
- Record or take photographs of other pupils or teachers during online sessions.

**When using Microsoft Teams and other applications provided by the School, pupils' use can be monitored and logged and can be made available to staff. If a pupil's online behaviour falls short of expectations or breaches School Rules, parents may be contacted and sanctions may apply.**



## Parental Notes: Remote Learning

Dear Parent,

As we move to a 100% online learning environment using Microsoft Teams in line with our Remote Learning Policy, there are a few points to note when to allow pupils to get the most out of online sessions.

All Durham School pupils must adhere to the ICT User Agreement (Remote Learning) in order to engage safely in the online sessions. Please read and discuss this user agreement with your child. If you have any concerns or queries with regard to the agreement, please contact [principal@dcsf.org.uk](mailto:principal@dcsf.org.uk) and we will deal with your enquiry accordingly.

In order to facilitate online learning during the suspension of face-to-face learning, we ask that you support your child, where possible, by:

- providing them with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary
- making sure your child is dressed appropriately
- ensuring that online communication is only between teachers and pupils

All parent to teacher communication should be via email as usual. Neither parents nor pupils may record, share or comment on public forums about individual teachers.

By completing the following Microsoft Form, you give permission for your child to attend online sessions with Durham School staff and you acknowledge that you have shared this document and discussed online learning with your child. It is very important that your child agrees to follow the rules.

Please click here to complete the form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=qu0Nirp9OEOUJBbomLhKCO9d\\_9UmFmNBgBMZO-tJPs1UMUFCSTRWMEFXUzhYRk8yWjhaROU1MVk1SS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=qu0Nirp9OEOUJBbomLhKCO9d_9UmFmNBgBMZO-tJPs1UMUFCSTRWMEFXUzhYRk8yWjhaROU1MVk1SS4u)

## Remote Learning: Safeguarding Protocol for Live Interactions with Pupils

**This information should be read in conjunction with the Durham School Safeguarding Policy.**

For live lessons, pastoral (including one-to-one) conversations with pupils, and co-curricular activities, it is expected that staff will use Microsoft Teams. Staff may use Zoom as an alternative, but should only do if the use of Microsoft Teams is not possible, or would prevent or impair the quality of the activity on offer. Staff electing to use Zoom with pupils are responsible for familiarising themselves with the Privacy and Security information found here:

[https://zoom.us/docs/en-us/privacy-and-security.html?zcid=3747&creative=431306240858&keyword=%2Bzoom%20%2Bsafety&matchtype=b&network=g&device=m&gclid=Cj0KCQjwn7j2BRDrARIsAHJkxmzz3caR3svvCVVuOzORsUV6o7pB7u6N-SV03JzD8FAO-ofVwW2eBAaAhycEALw\\_wcB](https://zoom.us/docs/en-us/privacy-and-security.html?zcid=3747&creative=431306240858&keyword=%2Bzoom%20%2Bsafety&matchtype=b&network=g&device=m&gclid=Cj0KCQjwn7j2BRDrARIsAHJkxmzz3caR3svvCVVuOzORsUV6o7pB7u6N-SV03JzD8FAO-ofVwW2eBAaAhycEALw_wcB)

### Recording

- Meetings on Microsoft Teams should be recorded by the member of staff. Pupils should be instructed to switch off their cameras and mute their microphones. Pupils may use their microphones at the discretion of staff.
- Zoom meetings should always be hosted by a member of staff, and should also be recorded. Only the host of a Zoom meeting is able to record the meeting.
- Pupils must not make a recording of any Teams or Zoom meeting using any other medium (e.g. filming the meeting on another device).
- Staff should store recordings of Zoom meetings responsibly. During the period of remote learning, when staff are routinely working from home, a personal device (e.g. laptop) is acceptable for this purpose.
- Staff may distribute recordings of lessons or other activities to pupils who have been absent or who request a record of the activity. Audio-only and full video recordings may be sent for this purpose.

## One-to-one Meetings

Particular attention to safeguarding is required when it comes to one-to-one meetings between members of staff and pupils.

- Pupils may request a meeting of approximately 20 minutes with a member of staff for pastoral or academic reasons.
- Staff who arrange a conversation of this nature should notify the relevant SHM of the meeting in advance (or, if the staff member is SHM, the Deputy Head Pastoral), and should make a CPOMS entry logging the meeting as soon as possible afterwards. House staff will then follow up in the usual way.
- Like any other meeting of this nature, one-to-one meetings should be recorded unless there is a good pastoral or safeguarding reason for not doing so. In this case, the member of staff should discuss the situation with the Deputy Head Pastoral in advance.
- Given the nature of some pastoral conversations, pupils may, at the discretion of the member of staff, keep their cameras if this facilitates more effective communication. Pupils should be made aware that such conversations are recorded.
- An appropriate second member of staff (e.g. the pupil's Tutor, DHM or SHM) may be invited to attend such a meeting, particularly if it is of a sensitive or pastoral nature.
- Staff should be prepared to act swiftly and responsibly if a pupil becomes distressed or makes a disclosure during such a conversation, and usual safeguarding procedures apply, i.e. staff should take all reasonable action to ensure the pupil's safety and contact the Designated Safeguarding Lead or Deputy as soon as possible. If this is not possible, in an emergency or where it is likely that the pupil will come to significant harm, the member of staff should contact Durham Police (999) or First Contact (03000 267 979).

**Safeguarding concerns or questions should be directed to:**

Mrs P. Abbott Designated Safeguarding Lead

[p.abbott@dcsf.org.uk](mailto:p.abbott@dcsf.org.uk)

May 2020

Updated December 2020

Updated January 2021

Andrew Pearson, Deputy head (Academic) 16/06/22