

Remote Learning Protocols

As part of our Covid Secure Strategy, we are preparing systems to enable remote teaching and learning in the event of students having to self-isolate at home.

At John Spence, we intend to further increase our use of the virtual platform Google Classroom. Google Classroom was successfully utilised by a number of our teachers and students during lock-down and we therefore intend for it to become the predominant means of communication for remote learning for all. Google Classroom enables both effective dialogue and the sharing of work which means all students are able to continue quality learning from home. We intend to publish all homework and remote work on Google Classroom (more information to follow at a later date). Show My Homework (Satchel) will be used, if necessary, during this transition period but will be phased out over time.

Additionally, we wish to provide students with a more regular diet of teacher-led pre-recorded and/or live-streamed lessons. However, in order to ensure the full safety of staff and students during these activities, we require parental consent. Please read the following information and sign to indicate your consent on our virtual form: [Consent Form](#)

Remote Learning in a Virtual Classroom

In order to provide a valuable learning experience for our isolating students, it is possible for class teachers to take a lesson online so that students can learn from home. In this virtual classroom, the teacher could either film and stream themselves directly teaching the lesson, or narrate and talk over a presentation or learning resource to provide support and guidance.

Virtual learning will take place in the event of a whole bubble or year group having to be sent home to self-isolate. Virtual learning made available to the class will:

- Only be delivered by approved staff from John Spence;
- Require consent from parents/carers (those unable or unwilling to provide consent should contact the school for alternative support);
- Only make use of software and platforms that have been approved by the school;
- Only use approved channels established by the school and at appropriate times.

In the event of virtual learning having to be used, students will be sent instructions via their school email account and/or through the Google Classroom set up for their class. Where at all possible, virtual lessons will be held at the same time they would normally take place on the school timetable. In the event of technical difficulties parents/carers can contact the school and we will provide assistance.

Safeguarding & Data Protection

Staff and students must abide by the school code-of-conduct at all times. If a virtual lesson is recorded, this recording will not be shared with any outside third parties and will not be used by the school at a later date without the consent of any participants filmed during the recording. The school will take all appropriate measures to protect all personal data in line with GDPR.

Staff and students will only communicate via valid [ntlp](#) or [johnspence](#) email accounts and aim to only communicate during school hours for the purposes of virtual learning. Staff and students are advised not to share any personal information during virtual learning sessions. No one-to-one virtual teaching will take place.

Telephone · 0191 296 1432

Preston Road · North Shields · Tyne and Wear · NE29 9PU

jschs.office@ntlp.org.uk · www.johnspence.org.uk

If a parent/carer, student or member of staff has a safeguarding concern during a virtual lesson then, as usual, this should be reported to the school's Designated Safeguard Lead: helen.blair@ntlp.org.uk

Conduct

- Only the invited student should be visible and audible during the lesson; other members of the household should not interact with the class;
- Parents/carers should be aware that virtual learning is taking place and ensure they have given consent;
- The device used for the lesson should be, where possible, in an area of the house where it is conducive to work;
- The background should be as neutral as feasibly possible and personal information should be protected (for example, photos of family members should be removed);
- Students and staff must be dressed appropriately. For students this should be the same way as they would on a non-uniform day in school;
- Normal school rules apply: be considerate and resilient.

To indicate that you have read and understood this information and that you give consent for your child to take part in virtual learning sessions, please follow the link to the Google Form given at the start of this letter.

If you are unable to complete the Google form for any reason, please contact the school and we will assist you.

Further Information

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>