



Remote Learning Policy

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Approving Body	Principals & Chair of Trustees
Signed	Sue Trentini

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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school's approach to remote learning
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

Teachers must be available for their usual contracted hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teachers are responsible for:

- › Setting work:
 - For children in their class and also work for the children they will be working with in the setting when they are in school
 - The amount of work should be enough for the children to be able to complete a variety of tasks including Core and Foundation subjects. More work should be provided if parents request this
 - The work should be set and uploaded on Class Dojo, Microsoft Teams or sent home directly
 - Any work set should be accompanied by teacher-led demonstrations via video or web link (BBC Bitesize or Oak National Academy)
 - Where children do not have access to the internet or an electronic device, efforts will be made to provide them with paper-based work. This could be delivered (following safeguarding and social distancing guidelines and a risk assessment) or posted
 - Teachers should coordinate effectively with each other to ensure consistency across the year group and to make sure pupils with limited access to devices can still complete the work
- › Providing feedback on work:
 - Teachers can access completed work on Dojo or Microsoft Teams when uploaded by the child's parent
 - Pupils should receive feedback through the appropriate online learning platform

➤ Keeping in touch with pupils and parents

- If there has been no contact in 2 weeks either through evidence of home learning or by message or email, then contact should be made either through phone call, text or message on Class Dojo. Contact should be recorded on the contact recording sheets on teams.
- SLT have been delegated vulnerable children to keep track of and will make contact with these on a weekly basis and record this on the recording keeping sheet and on CPOMS
- Teachers should seek to have open and effective communication with parents. There is no obligation for them to make contact or reply to emails etc outside of working hours
- If a teacher receives a complaint by a parent, then (if appropriate) they should initially seek to resolve this themselves. If the situation is not resolved, then this should be escalated to SLT who will seek to resolve it or direct the parent to the complaints policy
- If teachers have no evidence to indicate that the child is completing any work, then they should actively try to make contact with the parent to find out why and try and resolve the barriers to them learning

➤ Attending virtual meetings with staff

- In video meetings, staff should be dressed appropriately (as they would be in work)
- The location of the meeting should be appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

➤ Completing directed tasks at home as set by the principal

2.2 Teaching assistants

Teaching assistants must be available for the usual time they are employed at the academy. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure

Teaching assistants are responsible for:

- Completing directed tasks at home as set by the principal
- Supporting pupils with learning remotely where appropriate
- Supporting teachers with ideas about remote learning activities for children they usually work with.
- Attending virtual meetings with teachers, parents and pupils
 - In video meetings, staff should be dressed appropriately (as they would be in work).
 - The location of the meeting should be appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- › Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject
- › Complete any directed tasks relating to their subject as directed by the Principal

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning –through feedback from teachers and subject leaders, reviewing work set or randomly checking the email communication between teachers and parents.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- › Setting directed tasks for staff to complete at home when they are working from home.

2.5 Designated safeguarding leads

The DSLs are responsible for:

- › Ensuring that the Safeguarding Policy for the academy (Updated version March 2020) is being followed and adhered to.

2.6 Atom IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff to advise parents with any technical issues they're experiencing
- › Reviewing the security of systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work
- › In all communications (face to face or remotely) with all members of staff and other students, children and young people are expected to:
 - Cooperate with others
 - Listen to each other
 - Be respectful
 - Be friendly
 - Have good manners
 - Behave appropriately and safely
 - Be helpful

- Participate
- Take responsibility for their own behaviour
- Report anything that worries or concerns them to a teacher or parent

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- To communicate on online sites in an appropriate way with staff
- Be respectful when making any complaints or concerns known to staff

2.8 Trustees

The Board of Trustees is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant teacher of the child or head of year group
- Issues with IT – email Atom
- Issues with their own workload or wellbeing – talk to line manager
- Concerns about data protection – talk to the Principal or Office Manager
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

Explain:

- Staff can access data, on our secure IT network or by using certified sites such as Scholarpack or CPOMS.
- Staff should only use certified devices such as the school laptop to access sites that contain personal data rather than their own personal devices

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Ensuring that antivirus and anti-spyware software is on their laptop and liaising with Atom if they can't see evidence of this.
- › Follow any advice from Atom to ensure that operating systems are up to date

5. Safeguarding

Please refer to the updated Safeguarding Policy with the coronavirus annex, which is located on the academy website and has been emailed to all staff.

6. Monitoring arrangements

This policy will be reviewed by S. Green periodically. At every review, it will be approved by the chair of Trustees, Sue Trentini.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy including coronavirus annex
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy