Remote Learning Policy

Written by	Executive Principal
Approved by	Board of Directors
Review - Annual	Autumn 2020
Next Review	Autumn 2021

Aims

This remote learning policy for staff aims to:

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

Roles and responsibilities

Teachers:

- If a teacher is isolating, but not infected by the virus, they will be expected to contribute to the virtual school. This can be through offering live lessons from home, designing loom videos and organising them appropriately for a cover teacher to deliver, or assigning high quality work for a member of their team to teach. If a teacher is 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.

- At Key Stages 2/3, if several students are isolating from one class, the lessons will be streamed for the full isolation period. Where a practical or an assessment lesson occurs, the lesson will not be streamed and the students/pupils isolating will be instructed to work independently on the work provided through Microsoft Teams/Google Classroom

- At Key Stages 4/5, if any student is isolating from a class, the lesson will be streamed. Where a practical or an assessment lesson occurs, the lesson will not be streamed and the students isolating will be instructed to work independently on the work provided through Microsoft Teams.

- At Key Stage 4, live catch up lessons in the core subjects are offered to students isolating, alongside their timetabled streamed lessons in order to increase the amount of instruction and feedback available.

Planning and Setting work:

- During the period of the pandemic each curriculum area has a nominated person or persons responsible for maintaining a high-quality remote learning platform for their subject area. They are responsible for ensuring work is assigned and up-to-date on Microsoft Teams. Work is assigned through the individual classrooms and is set on Fridays for the following week.

- Achievement Co-ordinators quality assure work on Microsoft Teams and co-ordinate to ensure consistency. Achievement Co-ordinators also liaise with stake holders to ensure students with limited access to devices can still complete work assigned.

- When one or more student is absent from the classroom due to COVID-19, it is the responsibility of the

teacher to stream their lesson live from the classroom in order to allow the student at home to continue to access learning. The student can also access the work on Microsoft Teams if they require more time or choose to work independently, due to restrictions at home.

- It is the responsibility of the student to access the streamed lesson, by following their normal timetable as communicated by their Achievement Co-ordinator.

- Teachers should aim for 45 minutes streamed sessions at Key Stage 3 and Key Stage 4, allowing them the time to enter the classroom/ settle the class and complete the register before allowing the students at home to access the stream.

- Training has been provided for staff in order to reduce anxiety regarding remote learning and streaming of lessons. This training continues to be regular, with staff voice indicating where more training is required.

Providing feedback on work:

- Teachers are required to feedback on the work completed at least once during the isolation period and again when the students/pupils return to school. The year team are in contact with the student whilst they are in isolation. If there is a concern with work, the year team communicate this to the teacher and contact is made through Microsoft Teams.

- During a streamed or live lesson, feedback is given where appropriate.

Microsoft Teams (Key Stages 3,4 and 5) Google Classroom (Key Stage 2) Streamed Lessons:

- Streamed lessons are in place for students/pupils to access the teacher explanations and modelling of tasks.

- Microsoft Teams sessions are designed to increase interactions between teacher and student and to focus aspects of expert teaching such as questioning to ensure students are made to think hard.

- Student cameras should be off but they can turn the camera on to share work in subjects such as Art.

- Staff cameras can be on or off as long as the powerpoint presentation/ active board is being streamed and the microphone is on.

- Staff and students must ensure they are conducting on line lessons in a suitable environment for learning.

- Students are asked to mute microphone and use the 'raise hands feature' if available or type questions into the chat.

- If a student fails to follow classroom expectations they will be removed from the lesson and a phone call will be made to parents via the year team.

- Should a member of staff have a safeguarding concern they should follow the Academy's reporting procedure.

- Should a student have any concerns during a lesson, they should raise it with parent/carer so that the Academy can be made aware.

Keeping in touch with students and parents:

- Any contact should be made through the Academy emails and systems.

- Any questions raised will receive a response within 1 working day.

- Any complaints or concerns shared by parents and students should follow school procedure through the year team.

Year team and SEND

- Pastoral teams and SEND team are available to support remote learning. Vulnerable students and students that have an EHCP will receive weekly contact to support student wellbeing. Differentiated work/timetables will be put in place where appropriated to maintain student engagement in education.

- All students and parents are able to follow normal school procedure and contact teacher and/or form tutor with concerns or if in need of extra support.

Middle Leaders

Alongside their teaching responsibilities, as outlined above, Curriculum Leader and Achievement Co-ordinators are responsible for:

- Reflecting on any aspects of the subject curriculum that need to change to accommodate remote learning.
- Working with teachers to ensure work set is appropriately and consistently.
- Working with other subject leaders 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 in their subject with subject teachers.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through regular meetings with Middle Leaders and teachers, reviewing work set or and collating and evaluating feedback from students/pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

IT Services

IT services staff are responsible for:
- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting students/pupils and parents with accessing the internet or devices.

Students and parents

Staff can expect students/pupils to:
- Conduct themselves with the Academy values whilst participating in a streamed lesson.
- 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 and seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work.

Staff can expect parents to:

- Make the Academy aware if their child is sick or otherwise can't complete work.
- Seek help from the Academy if they need it.
- Be respectful when making any complaints or concerns known to staff.

Governing Board

The Governing Board is responsible for:
- Monitoring the Academy'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.

Data protection

Accessing personal data

All remote learning materials will be shared through Microsoft Teams/Google Classrooms, so will have security measures built in.

Keeping devices secure

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

• Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
• Making sure the device locks if left inactive for a period of time Not sharing the device among family or friends.
• Installing antivirus and anti-spyware software through Network Services.
• Keeping operating systems up-to-date – always install the latest updates through Network Services.
• 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).

All private student equipment used at home will have the security systems of their internet or phone service provider.

This policy should be read in conjunction with:	PD/Behaviour Policy Safeguarding and Child Protection (Covid-19) Policy Data Protection/GDPR/Online Safety Policy ICT Acceptable Use Policy