Remote Learning Policy

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Approved by:	Janine Dix	
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Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who aren't in school

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

2. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

> Occasions when we decide that opening our school is either:

  o Not possible to do safely

  o Contradictory to guidance from local or central government

> Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

> Remote learning may also be used as part of our blended learning offer for some pupils.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning in times of school closure, teachers must be available between 8.45am and 2.45pm daily.

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.

When providing remote learning, teachers should:

> Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

> Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for setting work for all pupils:

  o Note that good practice is considered to be:

   ▪ 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children

   ▪ 4 hours a day for KS2

   ▪ 5 hours a day for KS3 and KS4

  o Teachers will confirm with pupils and their parent/carer when this work needs to completed for

  o Teachers will confirm where work should be uploaded (e.g. school website, remote learning platform)

Pupils with limited access to devices will be provided with paper copies where appropriate so that they can still complete the work. Most pupils have access to a mobile phone where they are able to access our two online packages: Century Learning and BKSB.

- o   Feedback on work will be provided directly via Century and BKSB if work is set online. For paper tasks, these will be collected and marked as soon as is practical by the teacher.

> Teachers will keep in touch with pupils via phone call or via their academy email address. All pupils have an email address. Teachers will be able to engage in education via Teams calls with pupils. KS2 dual registered pupils will be educated via their mainstream school. Contact will be daily or according to their timetable. Teachers will respond to parental and pupil contact during working hours only during times of school closures.

> Parents should follow the normal complaints procedure or channels for safeguarding concerns during times of school closure. Details can be found on the academy website.

> For pupils who do not complete tasks or require additional support, teachers with business insurance will be able to carry out home visits. Alternatively, virtual meetings or phone calls will be organised.

> The pastoral lead will be able to carry out home visits for pupils of concern.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 4.20pm

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.

When assisting with remote learning, teaching assistants are responsible for supporting the teacher role as described above.

3.3 Quality of Education Lead

Alongside their SLT responsibilities, The Deputy Headteacher is responsible for:

> Having overarching responsibility for the quality and delivery of remote education during school closures

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the remote 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 remotely

> Ensuring that pupils with identified SEND can access the tasks set.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

> Distributing school-owned laptops accompanied by a user agreement or contract (if possible)

> Securing appropriate internet connectivity solutions where possible

> Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work

> Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

> Co-ordinating the remote learning approach across the academy

> Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and analysis of feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.4 Designated safeguarding leads (DSLs)

The DSLs are responsible for ensuring that all pupils with a named social worker or early help are identified and have continued support. These pupils will be seen weekly during times of school closure.

3.5 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the academy day

> 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

> Act in accordance with the behaviour rules and conduct of the academy

Staff can expect parents with children learning remotely to:

> Engage with the academy and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible

> 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

3.8 Governing board

The governing board is responsible for:

> Monitoring the academy's approach to providing remote learning to ensure education remains of as high a quality as possible

> Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

> Issues in setting work – talk to the relevant subject or site lead and/or SENCO

> Issues with behaviour or IT – talk to the relevant head of site

> Issues with their own workload or wellbeing – talk to their line manager and seek help from Westfield

> Concerns about data protection – talk to the school business manager

> Concerns about safeguarding – talk to the site lead or pastoral lead

See the academy website for contact details of staff.

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

> Use the academy one drive and our commissioned online learning packages using their normal log in procedures.

> Use their academy laptop devices and will not use their own personal devices

5.2 Processing personal data

As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow the Esteem MAT data protection policy / privacy notice in terms of handling data, which can be found on the academy's and Esteems website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the academy's policies and procedures.

6. Safeguarding

Staff will follow the normal safeguarding procedures as found in the academy safeguarding and child protection policy found on the website.

7. Monitoring arrangements

This policy will be reviewed and approved every 2 years by the Headteacher.

8. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection and safeguarding policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy