

## Academy Policy

# Remote Learning policy

CEO approval:	Sean Kelly	Date: November 2022
LGB Cluster ratification	AP Cluster	Date:
Last reviewed on:	November 2022	
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## 1. Aims

This remote learning policy for staff aims to:

- a) Ensure consistency in the approach to remote learning for pupils who aren't in school
- b) Set out expectations for all members of the school community with regards to remote learning
- c) Provide appropriate guidelines for data protection

## 2. Use of remote learning

All pupils should attend their education provider on site, in line with our and each education providers 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 an education provider is unable to open or deliver onsite education because it is either:
  - Not possible to do safely
  - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but can continue learning, for example because they have an infectious illness

## 3. Roles and responsibilities

### 3.1 Teachers

3.1.1 When providing remote learning, teachers must be available between their normal contractual hours. This may vary depending on the individual provider.

3.1.2 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.

3.1.3 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:

- a) Setting work
  - i. Pupils are required to attend morning registration such as via TEAMS/google classroom/via a call every morning. Tutors will need to send daily invites and record attendance for attendance monitoring.
  - ii. Teachers should set work for pupils according to the timetable. The timetable will tell you which class are accessing which lesson that day/week.
  - iii. Staff may be asked to support covering lessons for other staff. This will be directed by leadership and will take into consideration workload.
  - iv. Lessons and associated tasks should complement long term plans wherever possible.
  - v. Lessons should aim to cover at least 40 minutes duration, dependent on the length of the lesson
  - vi. Work needs to be uploaded to Teams (or via another platform) prior to 9.00am on the day the lesson is timetabled.
  - vii. Teachers must upload work to the correct area.
  - viii. Communicate with other staff using Microsoft Teams/similar platform or by email if collaborating or working with same groups. This is to ensure there is consistency of work. It is also advisable to communicate with staff if there is need to print work for those with limited access to devices.
  - ix. Live lessons should always be recorded and be made available to access
- b) Providing feedback on work:
  - i. Staff must check their subject area regularly to monitor work that has been completed.
  - ii. Pupils should receive feedback on their work through Microsoft Teams (or platform used). This should be individual and relevant to the work completed.
  - iii. Feedback comes in many forms and it is at the teacher's discretion as to how to ensure feedback is completed but it must provide pupils with their next steps to ensure pupils can continue to progress.
  - iv. Staff must communicate with Tutors (where applicable) to keep them informed of student engagement.
- c) Keeping in touch with pupils who aren't in school and their parents:
  - i. Parents should continue to receive regular feedback on pupils and their work, but also to offer a support line of advice for parents.
  - ii. This can be done using your school work mobile, email, text message or using Class Dojo if applicable.
  - iii. You are not expected to nor should you call, email, text parents, or answer calls, emails or texts from parents outside of work hours.

- iv. If a parent or pupil raises a concern or complaint, leaders in the education provider should be immediately notified by phone/and or in the first instance. If you cannot get in touch via the phone, an email sent to the Unity Academy Trust AP Lead should then be made.
- v. Any safeguarding concerns should be logged as per policy and DSL's should be selected for them to be alerted to this.
- vi. If pupils do not attend their scheduled lesson, do not complete the work set, misbehave, misuse the remote learning platform or you have any concerns regarding the behaviour of pupils, inform the leaders of the provider.
- vii. Conversations with parents should be recorded
- viii. Engagement with pupils should be recorded in a monitoring document provided by the leaders of the provider

d) Attending virtual meetings with staff, parents and pupils:

- i. Even though you may be at home, please dress as you would for work to attend any virtual meetings held over Zoom or Microsoft Teams.
- ii. Chose a quiet place and be conscious of what can be seen in the background (eg, no inappropriate pictures, photos, books etc)

3.1.4 Teachers may be required onsite to deliver small group, face-to-face lessons. In these circumstances, the timings of the day may be adjusted. To reduce workload and ensure consistency, onsite teachers will use remote learning activities following the same timetable as off-site students.

## 3.2 Teaching assistants

3.2.1 When providing remote learning, teachers must be available between their normal contractual hours, dependent on the individual provider.

3.2.2 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. You should also notify the SENCO/Named SEND lead as soon as possible.

3.2.3 When assisting with remote learning, teaching assistants are responsible for:

a) Supporting pupils who aren't in school with learning remotely

- i. Teaching Assistants will support any named pupils on their timetable
- ii. Teaching Assistants will offer help at designated times in their timetable

b) Attending virtual meetings with teachers, parents and pupils

- i. Even though you may be at home, please dress as you would for work to attend any virtual meetings held over Zoom or Microsoft Teams.
- ii. Chose a quiet place and be conscious of what can be seen in the background (eg, no inappropriate pictures, photos, books etc)

3.2.4 Teaching Assistants onsite will support relevant students who are also in the building

### 3.3 Intervention

3.3.1 The SENCo/named SEND lead will continue to have responsibility for the strategic and day to running of SEND in each education provider. This includes EHCP's, SEND meetings and liaison with parents and multi-agency partners including referring parents to the appropriate agencies through any period of remote learning. Communication will be through e-mail, phone calls and remote meetings.

- a) The pastoral team will follow the above process in all areas of well-being/safeguarding
- b) Intervention officers will work with parents, pupils and multi-agency partners to ensure holistic wrap-around support continues. Again, this will be through phone calls or remote meetings
- c) Well-being support will continue through scheduled meetings through Teams or through phone calls.

### 3.4 Senior leaders

3.4.1 Alongside any teaching responsibilities, senior leaders are responsible for:

- a) Co-ordinating the remote learning approach across the education provider
- b) Monitoring the effectiveness of remote learning by holding weekly catch-up meetings with all teachers and sharing areas of good practice and troubleshoot areas of need. Work that is set for pupils and feedback to pupils will be monitored and reviewed and fed back to teachers for improvements. Pupils and parents will be asked how they are finding the current system for any areas to celebrate and for any areas to improve upon.
- c) Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

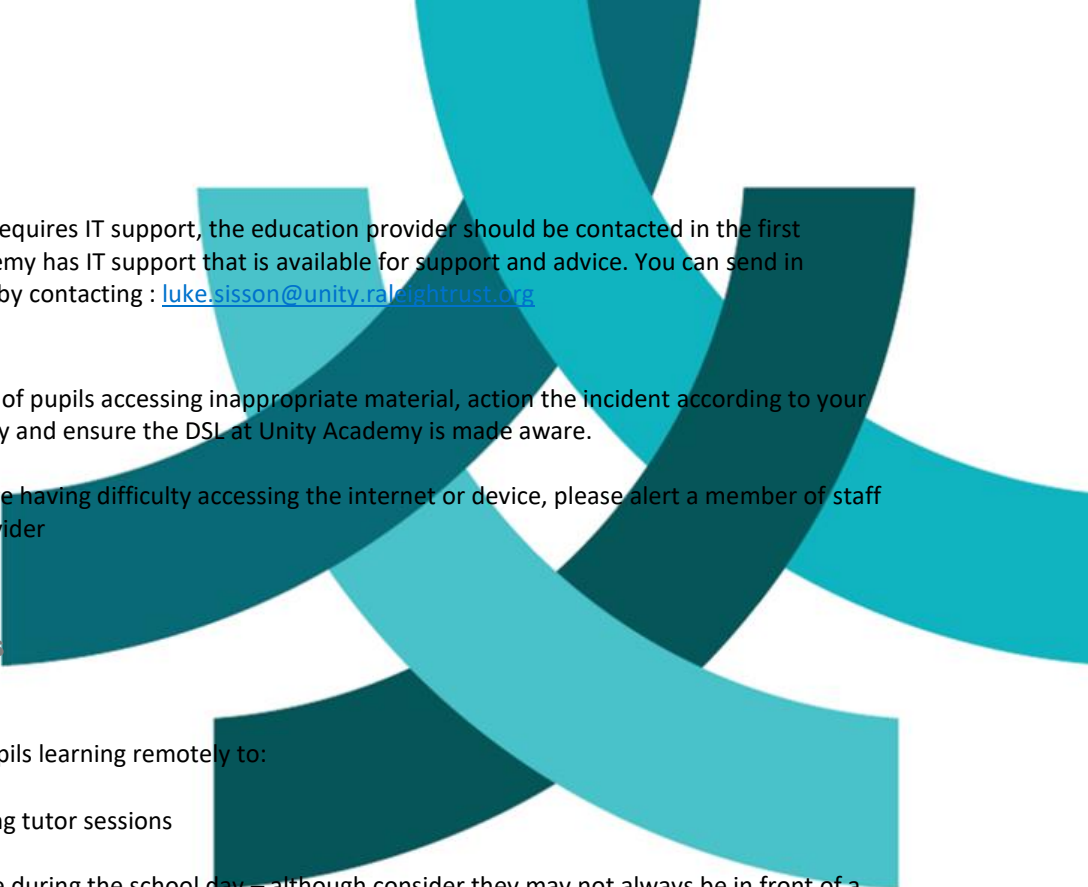
### 3.5 Designated safeguarding leads

3.5.1 There will be a designated safeguarding lead available either on-site or remotely. Any concerns you have about a child or family needs will be reported by education providers to the Unity Academy DSL. This can be done via the Phone/CPOMS or relevant electronic recording system.

3.5.2 You can contact our safeguarding team via email to: [luke.sisson@unity.raleightrust.org](mailto:luke.sisson@unity.raleightrust.org) , [s.williams@denewood.raleightrust.org](mailto:s.williams@denewood.raleightrust.org), [k.higginson@denewood.raleightrust.org](mailto:k.higginson@denewood.raleightrust.org)

3.5.3 You can read the full child protection and safeguarding policy which is kept online at [Raleigh Education Trust Policies \(raleightrust.org\)](https://www.raleightrust.org)

### 3.6 IT

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- 3.6.1 If a member of staff requires IT support, the education provider should be contacted in the first instance. Unity Academy has IT support that is available for support and advice. You can send in requests for support by contacting : [luke.sisson@unity.raleightrust.org](mailto:luke.sisson@unity.raleightrust.org)
  - 3.6.2 If you become aware of pupils accessing inappropriate material, action the incident according to your child protection policy and ensure the DSL at Unity Academy is made aware.
  - 3.6.3 If parents or pupils are having difficulty accessing the internet or device, please alert a member of staff at the education provider

### 3.7 Pupils and parents

- 3.7.1 Staff can expect pupils learning remotely to:
  - a) Attend morning tutor sessions
  - b) Be contactable during the school day – although consider they may not always be in front of a device the entire time
  - c) Complete work to the deadline set by teachers
  - d) Seek help if they need it, from teachers or teaching assistants
  - e) Alert teachers if they're not able to complete work
- 3.7.2 Staff can expect parents with children learning remotely to:
  - a) Make the school aware if their child is sick or otherwise can't complete work
  - b) Support tutors in ensuring their child completes work and meets deadlines.
  - c) Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
  - d) Be respectful when making any complaints or concerns known to staff

### 3.8 Raleigh Education Trust

- 3.8.1 The Trust will support with:
  - a) Monitoring the approach to providing remote learning to ensure education remains of a high quality
  - b) Staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 4. Who to contact

- 4.1 If staff have any questions or concerns about remote learning, they should contact the following individuals:
- a) Issues in setting work – talk to subject teacher in the first instance
  - b) Issues with behaviour – talk to the tutor/pastoral lead in the first instance
  - c) Issues with IT – talk to the education provider and then Unity Academy if there are further issues by emailing : [luke.sisson@unity.raleightrust.org](mailto:luke.sisson@unity.raleightrust.org)
  - d) Issues with their own workload or wellbeing – talk to your line manager and/or leadership in your setting
  - e) Concerns about data protection – talk to your leadership team in the education provider in the first instance and then the Academy Principal
  - f) Concerns about safeguarding – talk to a DSL and/or : [luke.sisson@unity.raleightrust.org](mailto:luke.sisson@unity.raleightrust.org)

## 5. Data protection

### 5.1 Accessing personal data

- 5.1.1 When accessing personal data for remote learning purposes, all staff members will:
- a) Staff will not share personal details of pupils and their families to others outside of school.
  - b) If sensitive data/information is to be shared via email, write the word “encrypt” into the subject of the email to encrypt the email and to send it securely.
  - c) Use Microsoft Teams, SharePoint and OneDrive to access files and information in the “cloud”.
  - d) Use a school supplied laptop and mobile phone to communicate with parents and access data and not your own personal devices.

### 5.2 Processing personal data

- 5.2.1. Staff members may need to collect and/or share personal data such as email addresses, phone numbers, postal addresses, as part of the remote learning system. As long as this processing is necessary for the school’s official functions, individuals won’t need to give permission for this to happen.
- 5.2.2 However, staff are reminded to collect and/or share as little personal data as possible online.

### 5.3 Keeping devices secure

- 5.3.1 All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
- a) 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)
  - b) Ensuring the hard drive is encrypted –



- i. External hard drive devices such as data sticks or dongles need to be encrypted before being used on any school device and it is recommended that these are not used. 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
- ii. Shared spaces such as OneDrive and SharePoint should be used to store files for them to be accessed on other machines/devices
- c) Lock your device (Windows key + L) when you are leaving it unattended
- d) Making sure the device locks if left inactive for a period of time
- e) Not sharing the device among family or friends
- f) Installing antivirus and anti-spyware software
- g) Keeping operating systems up to date – always install the latest updates

## 6. Safeguarding

- 6.1. The Trusts Child Protection and Safeguarding Policy was updated in September 2022 to reflect the changes in Keeping Children Safe in Education Sept 2022. Please refer to that for advice. It can be found online at <https://www.raleightrust.org/compliance/policies/> or on the Academy website.

## 7. Monitoring arrangements

- 7.1 This policy will be reviewed annually by the Trust AP Lead. At every review, it will be approved by the Principal.

## 8. Links with other policies

- 8.1 This policy is linked to our:
- a) Behaviour policy
  - b) Safeguarding and Child protection policy
  - c) Data protection policy and privacy notices
  - d) Home-school agreement
  - e) Online safety policy