Remote Learning Policy

Churchill Park Academy

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Person responsible for the Policy	Headteacher
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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. Roles and responsibilities

2.1 Teachers

When providing remote teaching, teachers must be available between 9.00am – 3.00pm.

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 by informing SLT by e-mail.

When providing remote teaching, teachers are responsible for:

Setting work:

Class/Bubble Working from Home

- Providing work for the class when the teacher is working from home; either on line learning and/or home study packs, which will address curriculum and EHCP targets. For Pre-formal pathways teachers should contact parents/carers to discuss the resources/learning best suited to the individual's context.
- Signposting parents and carers to appropriate websites and apps for ideas and support if required
- Providing at least 2 video lessons per week
- Setting work which is appropriate to the age and stage of the student – remember **'personal appropriateness' –** see Home Learning - Staff-Administration-A Covid 19 Autumn Term - for further information and ideas.
- Setting work in a timely manner to give parents and carers time to prepare
- Adding to the school website home learning activities section; forward additions to the PSA.
- Providing students with feedback, where work is uploaded to Class Dojo, Evidence for Learning or e-mail, please feedback within 24hrs.
- Co-ordinating with other teachers in parallel classes, to ensure consistency across the year key stage/pathway and to make sure pupils with limited access to devices can still complete the work

Individual Pupil Working from Home

- Providing work for an individual when the teacher is working in school; either on line learning and/or home study packs, which will address curriculum and EHCP targets.
- Signposting parents and carers to appropriate websites and apps for ideas and support if required
- Providing at least a weekly phone call or video call
- Setting work which is appropriate to the age and stage of the student – remember **'personal appropriateness'**
- Setting work in a timely manner to give parents and carers time to prepare
- Providing students with feedback as appropriate, via weekly phone call as minimum.

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- Co-ordinating with other teachers in parallel classes, to ensure consistency across the year key stage/pathway and to make sure pupils with limited access to devices can still complete the work

Keeping in touch with pupils who aren't in school and their parents:

- Weekly contact via phone, email or app is expected, where it has not been possible to make contact refer to PSA and SLT in the first instance.
- Teachers are not expected to answer emails/provide feedback outside of their working hours
- Any complaints or concerns shared by parents and pupils should be passed on to SLT, for any safeguarding concerns, please see section below
- Where students are not completing work please contact SLT for advice.

Attending virtual meetings with staff, parents and pupils:

- Dress code: please wear appropriate clothing as you would when attending a meeting in school.
- Locations: avoid areas with background noise and ensure there is nothing inappropriate in the background

2.2 Teaching assistants

As much of a teaching assistant's time is taken up with immediate and face-to-face work with students. We will endeavour to provide suitable working tasks and/or training, which can be completed whilst at home this will be directed by the Class teacher or SLT.

Teaching assistants must be available between 9.00-3.00pm.

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 by contacting SLT.

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

2.3 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 – using surveys for feedback from parents/carers, meetings with Key Stage Leads and teachers, reviewing work set

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

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

Working with teachers to make sure all work set is appropriate and consistent

Monitoring the remote work set by teachers in their Key Stage by being copied into emails and reviewing work set and/or holding regular meetings with teachers

Alerting teachers to resources they can use to teach remotely

Monitoring and covering absences so remote learning continues

Providing advice to teachers when students are not engaging with remote learning

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2.5 Designated Safeguarding Leads

The DSL are responsible for:

- Continuing to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for looked-after and previously looked-after children.
- Ensuring that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that puts them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school staff will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- Offering a place to pupils identified as being vulnerable, who may be on the edge of receiving children's social care support.
- Continuing to liaise with allocated social workers and agreeing with parents/carers whether children in need should be attending school. Following up on any pupil that was expected to attend, who does not in line with usual attendance procedures. Following up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. In all circumstances where a vulnerable child does not take up their place at school, or fails to attend as expected, DSLs will notify the child's allocated social worker and agree a plan to contact the family.
- Keeping up to date with the latest Norfolk Safeguarding Children Partnership advice and guidance from the LA. They will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to child protection conferences and Developing Child Protection Plans.
- Contacting families via email, telephone if staff have concerns which they have recorded on CPoms.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day

Complete work and feedback regularly to teachers

Seek help if they need it

Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely 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 – school staff will signpost parents towards appropriate support or contact the PSA if appropriate

Be respectful when making any complaints or concerns known to staff

2.7 Board of Trustees

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

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

3. 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 parallel class teachers and SLT

Issues with behaviour – talk to SLT

Issues with IT – talk to Uptech

Issues with their own workload or wellbeing – talk to SLT

Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to the DSLs

4. Data protection

4.1 Accessing personal data

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

Access the data, on the server using the school IT network

Use school devices; laptops or I-pads rather than your own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as school email 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.

However, 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)

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

If antivirus and anti-spyware software is not installed contact Up-Tech

Keeping operating systems up to date – always install the latest updates

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5. Safeguarding

Please refer to the Safeguarding Policy and Addendum which is available on the school website and in the CPoms library.

6. Monitoring arrangements

This policy will be reviewed as required but at least annually in the first instance by SLT. At every review, it will be approved by the Trustees.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Sfeguarding policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy

Online safety policy

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