



ENHANCE ACADEMY TRUST



**CE Academy**

REMOTE LEARNING POLICY

Reviewed Sept 21  
By staff and the local governing body  
Next review date Sept 2022

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## **Our Vision**

*"I can do all things through him who strengthens me" Philippians 4:13*

Our Christian vision is to follow Jesus' teaching,  
helping us to strive for excellence in all that we do and  
flourish as unique individuals.

## **1 Aims**

**1.1** This remote learning policy for staff aims to:

- Ensure consistency in the academy's approach to remote learning;
- Set out expectations for all members of the academy community with regards to remote learning;
- Provide appropriate guidelines for data protection.
- To provide appropriate teaching platforms for pupils to develop knowledge, skills and understanding.

The academy will use the 'Remote teacher development guide' published by the Ambition Institute, which supports teachers to promote pupil learning during this unprecedented period and for long term illness absence. The academy may also use support material from the LA.

## **2. Roles & Responsibilities**

### **2.1 Teachers**

During any lockdown or school closure due to unforeseen circumstances, teachers must be available to work remotely or as a key worker in academy between 8.30am and 3.30pm. 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. Staff are to contact the Headteacher or Deputy Head Teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call- text messages are unacceptable.

**2.2** Whilst the academy is open – either with Covid restrictions (Tier system) or lockdown, teachers are responsible arranging for pupils to access the chosen platform for learning. During a lockdown with partial opening, the learning mentors and office staff may help contacting families about this.

- Setting work:
  - Setting an appropriate amount of work per day per subject – see government guidance on gov.uk. This work may be staggered to allow families with multiple children to have the opportunity to complete work and log on. Some lessons will be live and some will be recorded. There will also be a timetable for each key stage available on the website.
  - Key Stages to coordinate work to ensure coverage particularly with foundation subjects.
  - In extreme circumstances, pupils with limited access to devices to be able to access work packs from the academy to complete. This should be requested by parents. The academy will provide some families with laptops when they receive them as part of the government scheme.
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- Providing feedback on work:
  - Pupils can keep all their completed work if it is on paper and return it academy on a weekly basis in accordance with their teacher.
  - Teachers will have access to all learning platforms and can see how much work has been done and provide comments where appropriate. Teachers will report to SLT, the attendance rates of pupils.
- Keeping in touch with pupils and parents:
  - Any emails from parents may be sent via the academy info email address and staff should respond within 48 hours.
  - Any concerns or safeguarding concerns to be recorded on CPOMs.
  - EYFS to keep in touch with parents/guardians with Tapestry.
- Attending virtual meetings with staff, parents and pupils:
  - academy dress code to follow the code of conduct policy.
  - Pupils may wear casual clothes but must be fully dressed.
  - Parents/guardians must always be fully clothed.
  - There is to be no abusive or derogatory language used during any virtual sessions.
  - Parents are advised to speak to the teacher after the session if they have any concerns so as not to impact on learning time.
  - Any video lessons or Teams calls/videos to be made in classrooms or with a plain background in a home.
  - All remote learning pupils should attend every session, unless there is a valid reason such as illness or Covid-19. If a pupil fails to attend and the parent/guardian does not answer the phone, then a member of staff will do a doorstep visit. The Education Welfare Officer for the authority may be alerted and asked to do home visits on behalf of the academy.
  - Pupils must not be asked to babysit younger children during their sessions, they need to focus all of their attention on their learning. If there are any distractions such as babies crying, please try to take them into another room.

### **2.3 Teaching Assistants**

During any lockdown or school closure due to unforeseen circumstances, teaching assistants must be available to work remotely or as a key worker in academy between 9am – 3.15pm (unless they are contracted for breakfast hours or work on a part time basis). 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. Staff are to contact the Headteacher or Deputy Head Teacher to report an absence by 7am on the day they are not to be in work. This is via a phone call.

**2.4** Whilst the academy is open, teaching assistants may be responsible for:

- Supporting pupils with learning remotely or working with pupils on site:
  - When requested by the SENDCo
  - When requested by class teachers
  - When requested by SLT
- Attending virtual meetings with teachers, parents or pupils (if needed):
  - Academy dress code to follow the code of conduct policy.
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## **2.5 Subject Leaders**

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

- Considering whether any aspects of the subject curriculum monitoring needs 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
- Alerting teachers to resources they can use to teach their subject
- Review current subject in the light of home learning and evaluate on the subject action plan each term.

## **2.6 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the academy – SLT
- Monitoring the effectiveness of remote learning – through regular meetings with teachers, subject leaders or SLT, reviewing work set or reaching out for feedback from pupils and parents (if necessary)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.7 Designated Safeguard Leads**

The DSLs are responsible for:

Maintaining contact, collating, passing on information, attending virtual meetings and responding to any concerns (including making doorstep visits). The HT/DHT will also ensure the LA safeguarding tracker is completed and sent weekly via email to the LA.

**See the COVID-19 addendum to the Child Protection Policy- on the website**

## **2.8 ICT Staff**

IT staff (internal and external) are responsible for:

- Creating emails and email groups via Microsoft Teams
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.9 Pupils and Parents/Guardians**

Staff can expect pupils to:

- Complete work set on a regular basis aiming for tasks completed daily (Monday – Friday)
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents/ guardians to:

- Seek help from the academy if they need it – staff should refer them to the academy website for learning links and support.
- Be respectful when making any complaints or concerns known to staff

## **2.10 Local Governing Body**

The Local Governing Body 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
- Check on the health and well being of all stakeholders regularly

### **3. Who to Contact**

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

- Issues in setting work – talk to class teacher, SLT or SENDCo
- Issues with behaviour – talk to the SLT or SENDCo
- Issues with IT – talk to IT staff or contact 'Mint' via SBM
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the Trust data protection officer - CEO
- Concerns about safeguarding – talk to the DSLs (this information is also on the website)

All staff can be contacted via the academy email address.

### **4. GDPR**

When accessing personal data:

- All teaching staff, HLTAs and learning mentor have access to CPOMS to record any concerns about pupils. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- All teaching staff have access to TEAMS to record parent contact. This is kept in an electronic file only accessed via a secure log in for teachers. Ensure Teams is logged off after use.
- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is logged off.
- Academy laptops and iPads are the academy's preferred devices to be used when accessing any personal information on pupils.
- Staff are to make regular contact with parents using mobile phones, the academy mobile phone or the academy landlines. Staff must use a private number setting if using their own phones or 141 in front of numbers to use an unknown caller ID.

#### **4.1 Sharing Personal Data**

Staff members may need to collect and/or share personal data as part of the remote learning system. Such collection of personal data applies to our functions as an academy and does not require explicit permissions. Staff to try and use academy numbers, academy mobile phone and the academy 'info' email address where necessary.

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

If staff need to contact parents/guardians, they may choose to use their own device and keep anonymity by pressing 141 before the number.

## 4.2 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**COVID-19 appendix to the Pupils Protection Policy. This also details reference to remote learning curriculum and risks online.**

## 6. Monitoring Arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by D Adams (Head Teacher). It will be shared with the LGB.

## 7. Links with other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus appendix to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy