

The Harrowby / National Academies Trust

“Aim High BELIEVE, Fly High ACHIEVE”

Remote Learning Policy



Trust

“Those who trust in the Lord will become strong again. They will be able to rise up and soar like an eagle in the sky.”
Isaiah 40 v31



Friendship

“A friend loves at all times and is always there to help.”
Proverbs 17 v17

Forgiveness

“Be kind, be humble, gentle and patient. Forgive each other.”
Colossians 3 v13

Wisdom

“Listen to advice and accept correction. Then in the end you will be wise.”
Proverbs 19 v20

Endurance

“I can do all things through Christ because he gives me strength.”
Philippians 4 v13

Peace

“The Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”
Galatians 5 v22-23

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| Date of Next Review: | June 2022 |

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1. Aims in the case of a lockdown (bubble or wider)

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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning for a lockdown (bubble or wider), teachers must be available between 9am and 3pm. Some teachers will be required to staff Harrowby school for the vulnerable pupils and critical workers provision.

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 are responsible for:

- Creating a weekly timetable of work for their year group in liaison with year group leads. This must include subjects from across the curriculum.
- Set differentiated Power Maths and fluency activities.
- Set challenging lessons from across the curriculum to mirror lessons that should have been taught in class, with adaptations for remote learning.
- Year group teams/Harrowby team responsible for uploading recorded lessons, assignments, links, timetables and all necessary documents to fulfill the curriculum.
- Working as a year group team/Harrowby team to ensure the above work is planned and ready.
- Online safety curriculum to be followed at thinkuknow website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.

Providing feedback on work:

- Pupils should send any completed work to teachers via google classroom/tapestry.
- Teachers can respond verbally through Google Meet or Tapestry to pupils or written feedback as appropriate (See Feedback and Marking Policy).

- Teachers should respond to any emails from parents/children within 24 hrs.
- Teachers may share excellent work with the Heads of school.

Keeping in touch with pupils and parents:

- Emails received to the schools info address are to be forwarded to appropriate staff between 9am and 3pm, Mon- Fri. Emails must be replied to within 24hrs. Only send replies between 9am-4pm. Any issues that are received are to be dealt with professionally by the class teacher and the Executive Head, Deputy Head, Teacher in Charge should be BCC'd in the communication. If necessary teachers can contact the year group leads or members of SLT for advice.
- Teachers are to monitor attendance in Google Classroom and notify the pastoral team of any vulnerable children absences. The teacher should attempt to make contact with pupils missing via telephone call when in school or from a withheld number. Vulnerable children should be contacted by the pastoral team. Contact details can be accessed from scholar pack, please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMs and add any relevant actions. Pupils who are accessing work from paper packs must be contacted weekly to check on progress. If there is a safeguarding concern alert the safeguarding team. Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

Attending virtual meetings with staff, parents and pupils:

- Virtual meetings will be held when requested via Google Meet or Microsoft Teams according to parental or other organisational preference. Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

- Teaching assistants must be available between 9am – 3pm, Mon to Fri, or as per their working contract. Some teaching assistants will be required to staff Harrowby school for the vulnerable pupils and critical workers provision.
- They should attend Google Meets and run small groups as directed by YGLs and class teachers.
- During this time they are expected to check work emails and be available when called upon to attend school or work remotely under the direction of the class teacher/year group lead. 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. Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- When requested by the SENCO attending virtual meetings with teachers, parents and pupils.

2.3 Subject leads

- Alongside their teaching responsibilities, as outlined above, subject leads are responsible for: Monitoring the teaching and learning in their subject.
- Evaluate the remote learning curriculum and make plans for future teaching and learning to plug any gaps.

2.4 Senior leaders

- Alongside any teaching responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the schools/trust – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring power maths, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Heads of School are responsible for the remote provision in their schools.

2.5 Designated safeguarding lead

The DSL (Mrs Jenkins) is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 amendments to the Child Protection Policy.

2.6 IT manager

IT manager responsible for:

- 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 if requested

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it – staff should refer parents to the parents section on our websites, Google Classroom and/or Tapestry.
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the school'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

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT/YGL
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – talk to IT manager
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer (Business Manager)
- Concerns about safeguarding – talk to the DSL
- All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Scholar Pack using a secure password. Do not share any details with third parties and ensure Scholar Pack is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Scholar Pack. SLT are not to share their access permissions with other members of staff. School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning: COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government.

At every review, it will be approved by SLT.

7. Individuals in isolation due to covid related reasons

If an individual child or family is unable to attend school for COVID-19 related reasons we will be providing remote learning in the form of a paper pack of work with a timetable, on the second day of absence. The pack is also available on Google Classroom or Tapestry (Harrowby). Pupils can upload their completed work for teachers to respond to. Daily check-ins will support the isolating pupils and staff will contact any pupils not attending.

Where children have no access to Google Classroom or Tapestry, teachers will contact pupils by telephone once a week to check on progress.

8. Links with other policies

This policy is linked to our:

- Behaviour policy and coronavirus addendum to our behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- IT and internet acceptable use policy
- Online safety policy
- Feedback and marking policy