Remote Learning Policy

Millbay Academy

Approved by:	Polly Lovell	**Date:** 20th January 2021
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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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 - 3.30

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:

- Setting work for their classes in line with their normal school timetable (including cover)

- Ensuring work is set on the day required, for the specific class, for 8.30 am

- Preparing resources to be delivered remotely in line with the remote learning plan

- Maintaining an awareness of students who have previously had poor engagement with VS

- Maintaining an awareness of students not accessing RL and updating the shared tracker

- Collating work submitted in a well-organised way

- Providing feedback to students as a class or individually

- Maintaining the principles of delivery (in line with the RL plan)

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- Updating the engagement monitoring tool regularly

- Attending CPD and regular meetings at a faculty, key stage or whole staff level

- Providing feedback on work:
  - Through Google Classroom and / or lesson resources
  - Using comments, Mote voice recording, Screencast video, live sessions or email
  - Individual or group feedback
- Keeping in touch with pupils who aren't in school and their parents:
  - Working in line with direction from Heads of Key Stage to keep contact with tutees
  - Arranging one 20 min tutor live online session weekly
  - Responding to parent and pupil emails during working hours
  - Log all telephone calls with parents on Arbour
  - Escalating or sharing any complaints or concerns with HKS or FL
  - Informing HKS, AHT or VS lead of any ongoing behaviour or engagement concerns
- Attending virtual meetings with staff, parents and pupils:
  - Normal school dress code to be followed
  - Where staff are working at home, backgrounds should be neutral
  - Trust guidance on live working should be followed

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 - 15:30

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 pupils who aren't in school with learning remotely by:
  - Taking on a specified caseload as directed by SENDCo according to identified needs
  - Creating and facilitating adapted resources to improve access for SEND students
  - Building relationships with students and parents, including over the phone, to support remote access to learning.
  - Reporting back to SENDCo/line manager of effectiveness of support and where further referrals may be needed
- Attending virtual meetings with teachers, parents and pupils:
  - normal school dress code to be followed
  - where staff are working at home, backgrounds should be neutral
  - Trust guidance on live working should be followed

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2.3 Faculty Leads

When providing remote learning, Faculty Leads are responsible for:

● ensuring that staff are planning for remote learning in line with full closure or partial closure plans

● ensuring their team are supported to plan and deliver remote learning effectively

● monitoring work setting by teachers in their faculty to ensure work is consistent and appropriate

● Alerting teachers to resources they can use to teach their subject remotely

● Collating feedback on participation and ensuring centralised records are updated

● Monitoring VS resources and providing support where teachers require it

● Completing weekly VS learning walks with agreed foci

● Completing weekly engagement overview monitoring

● Providing appropriate CPD to staff

● Supporting teachers to adapt their curriculums for remote learning

● Meeting regularly with the subject teachers

● Supporting planning for transition back to school and then necessary assessment of learning and ensuring curriculum delivery meets the needs of students with the likely gaps

● Encouraging wellbeing and healthy working with the staff they line manage

2.4 SENDCo

When providing remote learning, the SENDCO is responsible for:

● Identifying students on the SEND register who may require adapted provision

● Working with SLT and DSL to monitor the access of vulnerable SEND students to remote learning

● Ensuring that statutory responsibilities are met, including access to onsite provision for students with an EHCP

● Ensuring that EHCP provision can be met in the most part remotely, if students are not in school

2.6 Heads of Key stage

● Deploy pastoral tutors
● Support pastoral tutors in their day-to-day duties
● Monitor and direct the work of pastoral managers in the support of students identified as 'otherwise vulnerable', working remotely.

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- Monitor and respond to access issues such as insufficient technology
- Manage the referral process for young people not engaging with remote learning.
- Escalate concerns over safety and wellbeing
- Coordinating a virtual assembly programme
- Work directly with parents and students where needs arise, that cannot be met by pastoral tutors alone.
- Encourage positive health, wellbeing and academic practices for young people working remotely, through rewards and recognition

2.7 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (named lead: Anna Norman reporting to Polly Lovell)

- Monitoring the effectiveness of remote learning

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

- Monitoring staff wellbeing and workload

- Providing guidance for parents and carers on how to effectively support remote education

- Ensuring pupils have access to hardware and software to support their needs

2.8 Designated Safeguarding Lead

The DSL is available on site to be able to:

- Respond to any safeguarding concerns raised regarding the students both in school and engaged in virtual learning

- Be responsible for supporting and advising staff where safeguarding concerns are raised

- Liaising with other agencies to ensure appropriate level of support is sought

- Monitor the engagement of those children deemed vulnerable i.e. have a social worker as detailed by the DfE.

2.9 Digital Team

Digital staff are responsible for:

- Resolving issues with infrastructure / systems used to set and collect work

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- Helping staff and students (via their tutors) with any technical issues they're experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Ordering, configuring and deploying devices provided to families and staff

2.10 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day –

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or tutors

- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here

- Be respectful when making any complaints or concerns known to staff

2.11 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 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 the relevant Faculty or VS lead

- Issues with behaviour – talk to the tutor or Head of Key Stage

- Issues with IT – raise ticket through support@maillbayacademy.org

- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection - contact Data Protection Officer

- Concerns about safeguarding – compete CPOMS

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4. Data protection

4.1 Accessing personal data

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

- Access data from the school management system and record communications

- Keep all records that include personal data digital; refrain from creating paper-based records

- If using personal mobile phone or landlines, not save or store personal data such as telephone numbers on that device

- use devices (Laptop, Chromebook or Ipad) provided by Millbay Academy not personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or telephone numbers 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:

- Reporting lost or stolen devices

- Making sure the device is locked if left inactive for any period of time

- Not sharing the device among family or friends

- Reporting any data breaches to our Trust DPO using the following email address: support@schoolpro.uk

5. Safeguarding

An addendum to our Child Protection and Safeguarding Policy has been created by Reach South to cover the additional arrangements that need to be put in place as part of our COVID19 response. This can be found here.

6. Monitoring arrangements

This policy will be reviewed half termly by Millbay Academy Leadership Team. At every review, it will be approved by the Executive Head.

7. Links with other policies

This policy is linked to our:

- Behaviour policy

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- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy