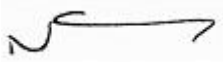





ManorAcademy

Remote Learning Policy

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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 learning, teachers must be available as per their standard on-site working pattern.

If they are unable to work for any reason during this time, due to self-isolation (i.e. waiting for a test result) but they are well, they should report this using the normal absence procedure. In this situation when providing remote learning, teachers are responsible for:

Setting work:

- If well enough to teach online, the class teacher must email the cover supervisor provides resources such as a power-point presentation and worksheets and a MS Teams link for the lesson. The cover officer (Linda Adkins) emails the cover supervisor details to absent teachers in the morning usually by 08:00.
- The work follows the curriculum sequence in school and therefore students are able to keep their learning in line with their peers.
- Any homework set should be made clear by the class teacher with deadlines for completion and should be followed up on their return to school.

Providing feedback on work:

- Once returned to work after self-isolation and/or sickness, class teachers will complete recall activities with their students to ensure they have understood the new knowledge.
- Where there are misconceptions, the class teacher will provide whole-class feedback and will address these in further practice/modelling.

Keeping in touch with pupils who are not in school and their parents/carers:

- Tutors make contact home to Pupil Premium students by phone call in the event that a tutor group self-isolate.
- Tutors make contact home by phone call once a fortnight in the event of a bubble lockdown or a full school lockdown.
- This is dependent on the tiered restrictions in place – please see Remote Learning Plan for class teacher responses.

Attending virtual meetings with staff, parents/carers or providing online lessons to pupils:

- Staff may be dressed in casual wear but not sleepwear.
- If possible, staff should locate themselves in a communal area such as a lounge or dining room away from background noise.

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 08:00 – 16:00.

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.

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

Supporting pupils who are not in school with learning remotely:

- Checking resources in advance of the lesson to ensure the work is accessible for students they support.
- Contacting all of their mentees by phone or on Teams each week and keeping a record.

Attending virtual meetings with staff or parents/carers:

- Staff may be dressed in casual wear but not sleepwear.
- If possible, staff should locate themselves in a communal area such as a lounge or dining room away from background noise.

2.3 SENCo

The SENCo/Deputy SENCo have responsibility for their SEND bubble.

If they are unable to work for any reason during this time, due to self-isolation (i.e. waiting for a test result) but they are well, they should report this using the normal absence procedure. In this situation when providing remote learning, the SENCo/Deputy SENCo follow the same procedure as for teachers (2.1 above).

2.4 Faculty Leaders

Alongside their teaching responsibilities, Faculty Leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject – through regular meetings with teachers and by reviewing work set
- Monitoring the completion of work via an online tracker in the event that a bubble (year group) self-isolates or if a full school lockdown occurs.
- Liaising with Heads of Year to feedback relevant information to their teachers about students' needs.
- Alerting teachers to resources they can use to teach their subject remotely

2.5 Heads of Year

Alongside their teaching responsibilities Heads of Year are responsible for:

- Monitoring the use of the online tutor forms which record completion of individual student work on return to school
- Monitoring the use of the Y7-13 tracker and following up on completion of work in the event of a bubble or full school lockdown (as per Remote Learning Plan)
- Co-ordinating contact home to parents/carers via tutors, the pastoral team and themselves.

2.6 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school; led by Helen Corsie (Assistant Headteacher)
- Monitoring the effectiveness of remote learning – via regular meetings with Middle Leaders, reviewing work set in Teams folders and reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.7 Designated Safeguarding Lead

The DSL is responsible for reviewing the comprehensive risk assessment in place for online teaching via Microsoft Teams to protect children who are engaging in learning remotely and may have limited supervision from parents/carers. The guidance contained within our Safeguarding policy supports parents/carers and children to remain free from risk, exploitation, or grooming. The addendum to this policy outlines that students are given strategies to stay safe online whilst working remotely, and ways to report any concerns they may have, along with ensuring that parents/carers have the information they require to keep their children safe online.

2.8 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents/carers with accessing the internet or devices such as providing a set of instructions to access Microsoft Teams

2.9 Pupils and parents/carers

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 teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.10 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 – the relevant Head of Faculty
- Issues with behaviour – the relevant Head of Year
- Issues with IT – ICT Technicians
- Issues with their own workload or wellbeing – their line manager
- Concerns about data protection – the Data Processor, Hazel Robinson
- Concerns about safeguarding – a Designated Safeguarding Lead

4. Data protection

4.1 Accessing personal data

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

- Access local software via VPN (FortiClient) and Office 365
- Must use their work laptop provided by the academy.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as contact details 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Any data stored on school servers can only be accessed by a secure SSL-VPN connection

5. Safeguarding

The academy's Safeguarding policy supports parents/carers and children to remain free from risk, exploitation, or grooming. The addendum to this policy outlines that students are given strategies to stay safe online whilst working remotely, and ways to report any concerns they may have, along with ensuring that parents/carers have the information they require to keep their children safe online. The Safeguarding Policy is published on the academy website.

6. Monitoring arrangements

This policy will be reviewed annually by Helen Corsie, Assistant Headteacher. At every review, it will be approved by the Local Governing Body.

7. Links with other policies & documents

This policy is linked to our:

- Remote Learning Plan
- Behaviour policy
- Safeguarding policy and coronavirus addendum
- TTCT Data protection policy and privacy notices
- TTCT Remote Education Policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy