Remote Learning Policy

PURPOSE

The policy outlines how online safety is outlined and addressed at Ark Tindal Primary Academy

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Type of policy:	☐ Network-wide ☒ Tailored by school	Approval:	LGB
School:	Ark Tindal	Key Contact Name:	R Eaton

POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
☒ Strategic Leadership & Planning	Behaviour Model
☐ Monitoring, Reporting & Data	
☐ Governance & Accountabilities	
☒ Teaching & Learning	
☐ Curriculum & Assessment	
☐ Culture, Ethos & Wellbeing	
☐ Pathways & Enrichment	
☐ Parents & Community	
☐ Finance, IT & Estates	
☐ Our People	

Ark Tindal
Remote Learning Policy

Purpose

This remote learning policy is intended to provide clarity to stakeholders on the different ways in which our school will:

- 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 clarity around safeguarding and data protection in a remote learning context

As a school we are committed to providing continuity of education to our pupils and will always aim to provide all of our pupils with equal opportunities to participate in learning from home.

This policy will be reviewed on an annual basis at a minimum when we will consider which elements of the policy will remain in future years.

Definitions

Remote learning refers to the provision of work, teacher support, as well as assessment and feedback from teachers to pupils in the event that normal lessons cannot be delivered 'face to face'.

Ark SPArk is the name of the learning portal for all Ark pupils, which provides work in most subjects across all year groups. This can support pupils to work independently at home.

Roles and responsibilities

This part of the policy sets out the roles and responsibilities of all stakeholders, including pupils and parents, if our school has to move to a period of remote learning.

Headteacher: Responsible for communicating expectations with staff and quality assuring the curriculum on offer.

Deputy Headteacher: Ensuring staff have the technical knowledge to provide the required curriculum and quality assuring the curriculum on offer.

YGLs: Responsible for co-ordinating their teams and ensuring that all pupils in their year group are contacted each week and that this is recorded. Ensuring that the curriculum on offer is high quality and meets the expectations both statutory and school led. Supporting class teachers to meet their responsibilities.

Class teachers: Responsible for providing curriculum content for their class and daily checkpoints. Keeping a register and contacting those not engaging, referring to YGL as per policy. Responding to work through individual feedback and keeping an assessment log of each child's work.

Pastoral team: Responsible for communicating with families who are struggling to access remote learning and working to find solutions. Contacting vulnerable families weekly as a minimum.

SENCo: Liaising with class teachers as appropriate to ensure that work set is appropriate.

2.1 Teachers (who are self-isolating at the same time as their class or who are teaching from home during lockdown)

When providing remote learning, teachers must be available between 8-5 and available to communicate with families between 9-3:15.

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 via e-mail to HT, Heather Armitage and their YGL.

When providing remote learning, teachers are responsible for:

- Setting work:
    - Each class should be set work by their teacher, this may be divided by the YGL to allow for ease across the year group
    - The amount of work provided must follow school and statutory guidance
    - Lessons should be ready for 9am each day and uploaded onto SeeSaw
    - Lessons should be a mix of video and activity with some live lessons included where appropriate
    - A daily touchpoint (at an agreed time) must occur
- Providing feedback on work:

- o Pupils' completed work will be available on SeeSaw
- o Teachers are expected to respond to pupils' for the work that is submitted and keep a record of this work on the AfL workbook.

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

  - o If pupils are not at the daily touchpoint they should initially receive a text message. After two text messages (within a one week period) a phone call should be made. If there is still no contact or after contact there is no improvement, the pupil should be referred to the YGL.
  - o Staff should not respond to parent queries outside of working hours.
  - o Any complaints should be referred to YGL initially who may decide to consult SLT.
  - o Failure to complete work should be followed up with a text message or message on SeeSaw in the first instance followed by a phone call home.

- Attending/ delivering virtual meetings/lessons with staff, parents, pupils and external agencies:

  - o Dress code – business dress is expected

  - o Locations: avoid areas with background noise, nothing inappropriate in the background- change your background to a generic one if possible

2.2 UQTs, ATT, GTA, EYP

When assisting with remote learning, additional classroom staff must be available between their contracted hours.

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported by emailing your YGL and copying in Bec and Hayley.

When assisting with remote learning, additional classroom staff are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - o YGL/ Class teacher will direct including what support to offer

- Attending virtual meetings with teachers, parents and pupils:

  - o Dress code – business dress is expected

  - o Locations: avoid areas with background noise, nothing inappropriate in the background- change your background to a generic one if possible

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely (including Ark SPArk).

2.4 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 – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents. This will be led by RE.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations will be led by CS and HF.

2.5 Designated safeguarding lead

The DSL is responsible for responding to concerns or queries and contacting vulnerable families, as per the Safeguarding Policy.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be available for learning during the school day

(they may not always be in front of a device the entire time, each year group should have a daily timetable with clearly laid out expectations)

- Complete work to the deadline set by teachers on SeeSaw/ Teams
- Seek help if they need it by asking through SeeSaw, Teams or in the daily touchpoint if appropriate

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

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 subject lead or SENCo
- Issues with behaviour – talk to the YGL or Behaviour Lead or AR
- Issues with IT – talk to CS or HF
- Issues with their own workload or wellbeing – talk to their line manager, SLT, HA or EAP
- Concerns about data protection – talk to the data protection officer (CS)
- Concerns about safeguarding – talk to the DSL (Ammal in the first instance whilst Joy is in CC)

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will ensure that they are using an Ark Schools device rather than a personal device, if you have been provided with one.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses for parents and pupils as part of your schools' approach to setting up and accessing remote learning. 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing your work device among family or friends if they can access your school systems

Ark Schools devices will have updates installed automatically and security policies will be maintained. If you are using your own device you must install anti-virus software and ensure that operating systems are update (by always installing the latest updates).

5. Safeguarding

An updated addendum to the Safeguarding Policy can be found on the School Website, or by following this link: https://arktindalprimary.org/safeguarding