

# Remote Learning Policy



**CORE**  
**JEWELLERY**  
**QUARTER**  
**ACADEMY**

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## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Supporting students with SEND .....	6
7. Monitoring arrangements .....	7
8. Links with other policies .....	7

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### 1. Aims

This remote learning policy 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

All staff as well as parents, carers and students should be aware of their responsibilities with regards to Remote Learning.

- If a whole class or cohort of students is asked to remain at home, their timetable will become a 'live timetable' via MS Teams as a contingency situation.
- If a student is absent or a small group of students is absent, the student(s) will use their Academy email and MS Teams groups for 'keeping in touch' assignments and work (if well enough).

#### 2.1 Students and Parents/Carers

Students should be aware of their log-in details for the following to ensure effective remote learning:

- School email and Microsoft Teams

Where these details are not known, parents/carers should contact the school to establish them as a matter of priority by calling 0121 729 7220 and pressing Option 1 to speak with, or leave a message for, the Attendance Officer

Parents/carers should also ensure their child has access to sufficient technology to access learning materials, working with the school in a timely manner to address this where it isn't the case.

Staff can expect pupils learning remotely to:

- Engage actively with on-line learning with 'live lessons' if timetabled and keep in touch with teachers via Microsoft Team, accessing appropriate 'keeping-in-touch' work in the class groups
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers

- 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 by calling 0121 729 7220 and pressing Option 1 or emailing [swilkinson@corejewelleryquarter.academy](mailto:swilkinson@corejewelleryquarter.academy)
- Seek help and support from the school if they need it so they can access learning materials
- Be respectful when making any concerns known to staff

## 2.2 Teachers

When providing 'live' remote learning to a whole class/cohort as a contingency situation, teachers must be available between 8am and 4pm.

If staff are self-isolating, or if they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting up and streaming effective 'live' lessons in a contingency situation:
  - Ensuring they are prepared and online in a timely way, scheduling lessons and inviting members of Teams to join
  - Ensuring 'live' lessons and any personal development sessions follow the JQA framework, using previous CPD on Assignments and Forms appropriately
  - Posting messages via Teams to students who are absent if there is sporadic absence of certain students to stay in touch and direct learning
  - Collaborating with on-site staff where appropriate to deliver learning to on site groups remotely (e.g key worker groups)
  - Take registers using SIMS and report any issues to heads of year and the attendance manager as appropriate
  - Staff should record live lessons so absent students can watch back
- Providing feedback on work
  - Use Assignments and forms to assess work from students learning remotely
- Keeping in touch with pupils who aren't in school and their parents
  - Inform the pastoral team or attendance manager if there are engagement concerns with students failing to attend live lessons in a contingency situation
  - Use CPOMS to log any safeguarding concerns as appropriate
  - Staff should use the 'channel' of their MS Teams group to communicate with students en masse in a contingency situation or use the messaging/email features of MS Teams if specific students are absent.
- Attending virtual meetings with staff, parents and pupils
  - Have cameras on and abiding by JQA virtual meeting protocols
  - Wear professional standards of dress
  - Ensure suitable locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
  - Record all meetings

Commented [A1]: Do we need anything about staff setting up Nochannels and checking rights on those?

## 2.3 Pastoral Leaders

When assisting with remote learning, Heads of Year and Year Group Co-ordinators as a team are responsible for:

- Supporting pupils who aren't in school with learning remotely
  - Working with the Attendance Manager to support students that are absent for Covid-related reasons to complete 'keeping in touch' work (if they are well enough)
  - Working with the Attendance Manager and Well-Being team to support with welfare calls, in particular for 'Vulnerable Students' in case of live lesson contingencies
  - Working with the Operations lead and Admin team where appropriate to ensure students who do not have access to technology are supported in case of contingencies affecting classes in their cohort
  - Making contact with families where teaching staff have reported conduct issues in live lessons to address these

## 2.4 Curriculum Leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning duration and practices, in discussion with their SLT Line Manager
- Working with teachers delivering 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, including 'keeping-in-touch' work and quality of delivery in 'live' lessons by virtual drop-ins
- Alerting teachers to resources they can use to teach their subject remotely which are hosted in subject MS Teams groups

## 2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, taking circumstances into account when considering the need for contingencies
- Monitoring the effectiveness of remote learning – through attendance monitoring, virtual lesson drop-ins and feedback from students and parents
- Advising Curriculum Leaders on any adaptations to the curriculum in light of teaching online
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.6 Designated Safeguarding Lead

The DSL is responsible for:

- Having an overview of attendance where students are working remotely and working through the Attendance Manager to support students as appropriate
- Co-ordinating safe and well checks with students through the Well-Being and pastoral team
- Monitoring computer use through Smoothwall and addressing any grade 4/5 captures.

- Reviewing and actioning any CPOMS logs
- Working with external agencies via conference calls / virtual meetings as and when required to safeguard our students.

## 2.7 IT Staff

IT staff are 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 remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## 2.8 Attendance Manager

The attendance officer should:

- Maintain daily contact with students and work with families to establish circumstances, advising on next steps and clarifying return dates
- Ensure accuracy of coding for all registers
- Liaise with families and alert staff where there are difficulties accessing work

## 2.9 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:

- Issues in setting work – talk to the relevant subject lead
- Issues with behaviour in 'live lessons' – talk to the relevant head of year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL
- Concerns about or support with SEND / EAL – talk to the SENDCO

## 4. Data protection

### 4.1 Accessing personal data

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

- › Use school devices such as laptops, rather than their own personal devices

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 and students 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 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

Staff can find an outline of responsibilities related to safeguarding and child protection here:

- › [Child protection policy and coronavirus addendum to our child protection policy](#)

### 6. Supporting Students With SEND

In the event of live lessons for a class/cohort in a contingency situation or students with SEND remaining at home for covid-related isolation

- › All class teachers, in the first instance, are responsible for delivering High Quality Teaching and tracking and monitoring the progress of all SEND students in their live lessons to ensure SEND learners can access remote learning successfully alongside their peers
- › All teaching staff will adopt a pupil-centered approach which includes: using individual learner support plans when planning each lesson to ensure teaching is differentiated and personalised for every learner; liaise with the SEND department, should there be any concerns about any student with SEND needs in their class, to determine what strategies will work best for the individual child, and what additional support is available from the SEND department. Additional support may include support with planning or requesting a Teaching Assistant to be added to the lesson to work with SEND students in a breakout room.
- › Teaching Assistants will offer 1:1 intervention / small group intervention via Teams as they would do during the normal school day.
- › Class Teachers and Teaching Assistants will send home any physical resources that may be required for remote learning which they usually have access to such as coloured overlays, visual timetable strips, reading books, stationery, art materials etc
- › Teaching Assistants and also the SENDCO will have regular contact with those SEND students and parents/carers, who are on our vulnerable list to maintain consistent relationships and ensure regular weekly contact is made.
- › For those students who have no internet access or IT issues and those who cannot access all live lessons work booklets will be provided by the Teaching Assistants in line with the individual student's needs and ability.

- The SENCO will also ensure the SEND area of the Core Connects page is also updated regularly and parents/carers are signposted to this - <https://www.corejewelleryquarter.academy/our-academy/send/>
- The SENCO will continue to work with external professionals such as the Educational Psychologist / SALT and other services that are working remotely to ensure that those pupils who were previously referred can continue some intervention virtually.
- Any planned EHCP reviews will continue to take place virtually.

## 7. Monitoring arrangements

This policy will be reviewed regularly by the senior leadership team, to ensure it's effectiveness at different tiers of the CONTAIN policy and considering the [latest operational guidance](#). At every review, it will be approved by the Headteacher.

## 8. Links with other policies

This policy is linked to our:

- [Behaviour policy \(COVID-19 appendices including remote learning\)](#)
- [Child protection policy and coronavirus addendum to our child protection policy](#)
- [Data protection policy and privacy notices](#)
- [E-Safety Policy](#)
- [Parent/carers code of conduct](#)
- Acceptable use of ICT policy and user agreement is in all student planners