

Remote Learning Policy



CORE
JEWELLERY
QUARTER
ACADEMY

Approved by:	G. Williams	Date: 21/10/20
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1. Aims

This remote learning policy aims to:

- › Ensure consistency in the approach to remote learning for students who are not present at the Academy as a result of isolation
- › 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 class of students is asked to remain at home, their timetable will become a 'live timetable' of Remote Learning via Microsoft (MS) Teams.
- If a student is absent because they are self-isolating or a small number of students from a class are absent, they will use our aligned EdLounge curriculum online (all students have individual logins), and their MS Teams groups for additional, keeping-in-touch assignments and work.

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 MS Teams
- EdLounge

Where these details are not known, parents/carers should contact the Academy to establish them as a matter of priority by calling 0121 729 7220 and asking for Ms Sparg.

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 is not the case.

Staff can expect students learning remotely to:

- › Engage actively with on-line learning with 'live lessons' or via our EdLounge platform and keep in touch with teachers via MS Teams
- › Complete work to a deadline set by teachers
- › Seek help if they need it, from teachers
- › Alert teachers if they are 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 or emailing zsparg@jewelleryquarter.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, teachers must be available between 8am and 4pm.

If staff are self-isolating due to 'suspected case protocol', they should call the absence line before 7.30 on each day of absence.

If a member of staff is self-isolating due to 'suspected case' protocol, and are well enough to do so, they should deliver lessons remotely, following their full timetable. The Cover Manager is responsible for assigning another member of staff to be physically present in the on-site classroom if part of the class is present at the Academy.

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 for whole classes:
 - Ensuring they are prepared and online in a timely way, scheduling lessons and inviting members of MS Teams to join
 - Ensuring 'live' lessons follow the JQA framework, using previous CPD on Assignments and Forms appropriately
 - Posting messages via MS Teams to students who are X coded 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
 - 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
- › Directing self-isolating students to appropriate topic work
 - Contacting students via Microsoft Teams to give directions for work via EdLounge or Teams tasks/assignments
- › Providing feedback on work
 - Use Assignments and forms to assess work from students learning remotely
- › Keeping in touch with students who are not in the Academy and their parents / carers

- Inform the Pastoral Team or Attendance Manager if there are engagement concerns with students failing to attend live lessons
 - 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 or use the messaging/email features of MS Teams if specific students are absent.
- Attending virtual meetings with staff, parents / carers and students
- Have cameras on
 - Wear professional standards of dress
 - Ensure suitable locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - Record all meetings
- Support students with personal development:
- To ensure they understand their responsibilities when it comes to staying safe online and maintaining their mental and physical health

2.3 Pastoral Leaders

When assisting with Remote Learning, Pastoral Leaders and Assistants 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 absences to work via EdLounge and keep in touch with staff via MS Teams
 - Working with the Attendance Manager and Well-Being Team to support with welfare calls, in particular for 'Vulnerable Students'
 - Working with the Operations Lead and Admin Team where appropriate to ensure students who do not have access to technology are supported
 - 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, Curriculum Leaders 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 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
- 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 Policy Central captures, which flag inappropriate use of technology.
- › Reviewing and actioning any CPOMS logs
- › Working with external agencies via conference calls / virtual meetings as and when required to safeguard our students.
- › Ensuring students know how to stay safe online, use their account responsibly and maintain their mental and physical health

2.7 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 with accessing the internet or devices

2.8 Attendance Manager

The Attendance Manager should:

- › Maintain daily contact with students and work with families to establish circumstances, implementing suspected and confirmed case protocols as appropriate
- › 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 Academy'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
- › Ensure that the Academy is providing a suitable standard of education to all students, notably those who we considered vulnerable.

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 – talk to the relevant head of year
- › Issues with IT – talk to IT staff to resolve
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about or support with 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 Academy's official functions, individuals will not 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 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

- 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.jewelleryquarter.academy/coreconnects-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 its effectiveness at different tiers of the CONTAIN policy. 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/carer code of conduct](#)
- Acceptable use of ICT policy and user agreement
- [SEND Information Report](#)