



Remote Learning Policy

JANUARY 2021

OASIS ACADEMY PUTNEY REMOTE LEARNING POLICY

Vision Statement

Together we learn, grow and achieve.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

- Technology Leader - To ensure pupils are able to access remote learning safely.
- Senior Leadership Team – To monitor engagement and quality of provision
- SENCO – To ensure those pupils with an identified SEND need are able to access appropriate learning.

Teachers

When providing remote learning, teachers must be available between 08:45 and 15:00. 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 providing remote learning, teachers are responsible for:

Setting work:

- For their designated year group
- Provide a live English, Reading/phonics and Maths session per day which should be recorded
- Provide links for other subjects
- Provide a live story time session everyday
- This work needs to be set by 18:00 on the evening before the day of learning
- Work needs to be uploaded onto Teams
- Year group teachers should work together to provide the learning with the support of Subject Leaders.

Providing feedback on work:

- Completed work should be submitted via Teams
- Feedback will be shared via Teams to individuals or to the whole class.

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

- The class teacher should contact pupils who are not in school weekly. This is in addition to the online learning.
- Emails from parents and pupils should only be answered during working hours.
- Any complaints or concerns shared by parents and pupils should be discussed with a member of the Senior Leadership Team as appropriate – for any safeguarding concerns, refer teachers to the section below
- Failure to complete work will be discussed with the parents in the first instance and then a member of the Senior Leadership Team if non-completion persists.

Attending virtual meetings with staff, parents and pupils:

- The normal dress code of the Academy will still apply when teaching remotely.
- Locations for teaching please avoid areas with background noise, and ensure there is nothing inappropriate in the background.

If teachers will also be working in school, responsibilities will be shared within year groups to ensure there are links between the in-school and remote provision.

Teaching Assistants

When assisting with remote learning, Teaching Assistants must be available between their normal working hours.

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 are responsible for:

Supporting pupils who are not in school with learning remotely:

- Pupils identified by the class teacher with directed support

Attending virtual meetings with teachers, parents and pupils:

- The normal dress code of the Academy will still apply when teaching remotely.
- Locations for teaching please avoid areas with background noise, and ensure there is nothing inappropriate in the background.

Supporting pupils who are in school with learning.

Subject Leaders

Alongside their teaching responsibilities, Subject 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 other Subject Leaders 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
- Alerting teachers to resources they can use to teach their subject remotely

Senior Leaders

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

Designated Safeguarding Leader

Oasis believes all pupils, regardless of their circumstances or background are entitled to education which is suitable to their age, ability, aptitude and any special educational needs

Despite the emergency nature of the current situation it remains everyone's role to recognise and respond to potential indicators of abuse and neglect. All action should be taken by those with statutory powers to help the child. Early contact and close liaison with such agencies are therefore regarded as essential by the Academy.

The DSL team should be allocated time to support staff and children regarding new concerns (and referrals as appropriate) as well as maintaining contact with vulnerable children as yet to return.

In the event of an actual or suspected case of abuse by adults, parents, or by a peer, it is the responsibility of staff to **report this to the Designated Safeguarding Lead (DSL) as soon as possible**. It is important that if staff overhear children discussing 'abuse' or 'neglect' that this information is relayed for investigation

The DSL Team should do all that is reasonably possible to ensure relevant safeguarding and welfare information held on all children (including returning children) remains accurate. This can be done by asking parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns.

The Designated Safeguarding Lead (DSL) will attend any reviews called by the Local Authority by MS Teams, Skype or other means of social distancing and may call on appropriate members of staff for reports.

CPOMS will be used to maintain an accurate register of all those pupils known to be at risk and record any actions or interventions delivered.

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.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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 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 – 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

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 Leader or SENCO
- Issues with behaviour – talk to the Assistant Principle
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to a member of the Senior Leadership Team
- Concerns about data protection – talk to the Data Protection Officer
- Concerns about safeguarding – talk to the DSL

Data protection

Accessing personal data

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

Access data via the Academy systems using remote access, support is available from IT.

Staff should be using Academy devices to access data and not personal devices.

Processing personal data

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

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

Keeping operating systems up to date – restarting devices will install updates.

Safeguarding

Please refer to the Academy Safeguarding policy updated September 2020.

Monitoring arrangements

This policy will be reviewed yearly by Jenny Parris. At every review, it will be approved by Adam Browne Regional Director.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-Academy agreement
- ICT and internet acceptable use policy