

Remote learning policy

Arena Academy



ARENA
ACADEMY

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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 between 9:30am and 3:00pm.

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 using the normal absence procedure. Any absence must be reported to the Headteacher or Deputy Headteacher before 7:00am on the day via email or telephone.

When providing remote learning, teachers are responsible for:

- Setting work that is in line with the National Curriculum and wherever possible in accordance to what students would have been studying in school at this time.
- Staff will teach a 'live' lesson according to the published timetable for Years 7 -10.
- Each one-hour lesson will consist of at least 20mins of live teaching followed by a guided learning task in which students can complete independently.
- Teachers will remain in the lesson for the duration of the hour to provide support for, and answer questions when requested from pupils as well as providing feedback and additional work if necessary.
- A register will be taken at the start of each lesson on SIMS.
- Pupils will gain access to the lesson via Microsoft Teams.
- Pupils to submit work to the teacher via school emails or through the assignment tab within their class team on Microsoft's online platform. Staff should not give private email addresses to pupils. At no time should teachers engage with pupils via social media.
- Any communication between pupil and teacher should occur via Microsoft Teams or email.

➤ **Feedback from work submitted.**

Teachers will provide feedback to pupils in one of the following ways:

- Verbal feedback during the lesson
 - Written feedback during the lesson.
 - Marked work which is the returned via email or through the turned in program within their Microsoft Teams.
- Teachers should inform Pastoral Team if pupils are consistently absent from lessons or failing to hand in any work.
 - Teachers should inform the relevant Pastoral Team of any inappropriate behaviour that occurs both within the lesson; or any inappropriate comments made within an email.
 - Should a teacher have any Safeguarding concerns they should refer to the procedures as set out in 2.5 below.
 - Teachers are expected to respond to pupils and/or parents within the normal working hours only. If teachers wish to work flexible hours outside the main working hours due to their own personal circumstances they do so at their own discretion.

- Teachers attending school should adopt a smart dress code. When in school there will be sufficient staff on the rota to enable timetabled remote learning lessons to continue to take place. Pupils in school will be following their individual online timetable and attend their online lessons.
- Teachers will be requested to attend meetings via Microsoft Teams. Staff briefings will be held Monday and Friday mornings at 8:15am. Other meetings will be as per the published timetable. This will give staff the chance to take part in additional CPD, Curriculum planning time for September and gain pastoral support.

2.2 Teaching Assistants

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

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 using the normal absence procedure. Any absence must be reported to the Headteacher or Deputy Headteacher before 7:00am on the day via email or telephone.

When assisting with remote learning, Teaching Assistants are responsible for:

- Supporting their designated form class.
- Ensuring that their identified cohort of pupils are
 - i) Attending all timetabled lessons
 - ii) Completing work set
 - iii) Submitting work via email or in Teams to their teacher and cc in their Teaching Assistant.
- Support to the pupils will be via Microsoft Teams or school emails
- Teaching Assistants must not use private email addresses or social media to communicate with parents or pupils.
- Inform the relevant member of the Pastoral Team of any attendance or behavioural issues in relation to their cohort of pupils.
- Should a Teaching Assistant have any Safeguarding concerns they should refer to the procedures as set out in 2.5 below.
- Teaching Assistants attending school for any assigned duty should adopt a smart dress code.

2.3 Heads of Faculty.

Alongside their teaching responsibilities, Subject Leads are responsible for:

- Ensuring that lessons taught are relevant to the current schemes of work.
- In the case of absence of a member of staff pupils are informed that the lesson is cancelled, or pupils are invited to join another class or independent work is placed on their class team for students to complete.
- Work set is appropriate to the length of time pupils have to complete it within the lesson.
- Undertaking Quality Assurance checks on the content and delivery of lessons.
- Alerting members of their team to accessing available resources to support their lessons.
- Regular feedback is given to pupils regarding any work submitted in their subject.
- Ensuring that the workload of team members is commensurate with their normal teaching commitment.
- Ensuring that team meetings take place within the normal working hours.

- Ensuring that any additional tasks set for team members is commensurate with their normal roles and responsibilities
- Informing their Line Manager with any issues regarding the delivery of online learning.

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Producing and implementing a timetable of online lessons for Years 7 – 10
- Undertaking quality assurance reviews with regard to the content and delivery of the lessons.
- Overseeing the attendance records for each group.
- Dealing with any behavioural issues arising from the lessons.
- Communicating with parents and pupils all matters relating to the remote learning provision.
- Ensuring all staff are informed with regard to any changes to the remote learning provision.
- Providing support to staff with regard to their well-being and ensuring that they are adopting safe working practices,
- Ensuring that pupils of Key Workers or Vulnerable pupils who are attending school have access to the remote learning lessons.
- Where possible, provision is made for pupils who are unable to access remote learning lessons.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Ensuring that the referral system for dealing with any Safeguarding matters is known to all stakeholders.
- That all referrals are responded to as per normal safeguarding practice.
- Should the DSL Lead be unavailable the Deputy DSLs are fully informed.

2.6 IT staff

IT staff are responsible for

- Ensuring that the IT system is fully operational.
- All technical issues are resolved as speedily as possible – informing the Headteacher of any problems relating to the delivery of remote learning lessons.
- All pupils have a school email address and any password changes or issues to be amended as soon as possible.
- Supporting pupils who are unable to access the internet.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Headteacher.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Ensure they register at 9:30am each day.
- Participate in each lesson on their remote learning timetable daily.
- Complete all work set by their teacher.
- Behave in a sensible and mature manner at all times.
- Submit any required work to their teacher using their school email address or within their Class Teams.
- Seek relevant help if they are encountering any issues with regard to their remote access.
- Seek support if they find any aspects of the remote learning too challenging.
- If pupils do not have access to a device or the Internet, the school will provide paper-based activities. Pupils or Parents can email the school directly to request booklets.

Staff can expect parents with children learning remotely to:

- Contact the school via email if their child is unwell and unable to register or participate in any remote learning sessions.
- Inform the school if their child, or any member of their household is showing any signs or symptoms of Covid 19.
- Inform the school if their child is showing signs of anxiety or emotional distress and would welcome support from the school's welfare team.
- Seek help if their child is struggling with any aspects of the remote learning, including accessing the provision.
- Inform the school if they are eligible for Free School Meals and have received their voucher entitlement.
- Report any concerns they have via email the address; enquiry@arena-birmingham.academy or school telephone, in a respectful manner.

2.8 Governing board

The CORE Trust and Governing Body are 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:

- Remote Learning Timetable – Mr N Jones, Miss C Hassell
- Quality Assurance of lessons – Mr K Taylor and the T&L Team
- Welfare and Safeguarding – Mrs C Kilroy, Mrs E Sinclair, Mrs J Chance
- Attendance and Behaviour - Miss K Guest, Mr A Taylor
- Inclusion & SEND – Mr J Parker
- Complaints – Mr R Mann

4. Data protection

4.1 Accessing personal data

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

- Ensure all data is saved on Arena Academy servers.
- Remote learning should only be done using school laptops.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as:

- Pupil email addresses
- Pupil telephone numbers
- Parent email addresses
- Parent telephone numbers
- Staff email addresses.

Staff should avoid downloading this information onto a school device, and never onto a personal device, it should remain on SIMS whenever possible. If it is necessary to email parent or pupils emails/telephone numbers to another colleague, the document should always be password protected.

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.

5. Safeguarding

The policy to be amended to reflect current working practice.

6. Monitoring arrangements

This policy will be reviewed in line with any changes to procedures as announced by the DfE.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Well-being policy