



**WISE**  
ACADEMIES  
We Inspire Success and Excellence

## **Remote Learning Strategy**

## Contents

1. Aims .....	3
2. Roles and Responsibilities.....	3
3. Who to Contact.....	6
4. Data Protection .....	7
5. Safeguarding .....	8
6. Monitoring Arrangements .....	8
7. Links with other Policies .....	8
8. Appendices .....	9

## 1. Aims

This remote learning policy for staff aims to: -

- Ensure consistency in the school's approach to remote learning.
- Provide access to home learning for families without this facility
- 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 Trust and Headteachers

The Trust has made arrangements for all pupils to access remote learning in the event of any lockdown or partial lockdown of its schools. We will endeavour to provide access to remote learning for all our pupils, regardless of their personal circumstances. To support this, there is a central facility offering loan equipment (in addition to the DfE scheme providing hardware), and through utilising Trust assets where essential) to provide the following where necessary:

- Provision of a suitable device (chromebook, laptop or ipad, with filtering software provided)
- Provision of a mifi mobile router, to enable internet access
- A temporary ISP arrangement to enable families to access learning content provided by the school.

The exact requirements for the school in the event of any lockdown will be determined by the school survey of home learning capacity. The survey is available in Appendix 1.1

The Trust reserves the right to remove any loan equipment or provided internet service without prior notice. Provision of such equipment is subject to a home/school loan agreement (The agreement is available in Appendix 1.2).

Headteachers (through their SLT) should monitor participation levels on any online learning and ensure the rates are sufficiently high (and address issues where this needs to be improved)

### 2.2 Teachers

Teachers must be available between 9am and 3pm for parents but unless unwell are expected to still attend staff meetings and google hangouts before and after these times. 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 procedures (all staff have a rolling 12 month 10 day entitlement to dependent leave). If it affects the completion of any work required ensure that arrangements have been made with SLT and year group partners to ensure work is completed.

Teachers are responsible for: -

- Setting work
  - Creating a weekly timetable of work for their year group in liaison with year group partners. This must include all core subjects from across the curriculum, and be

complemented with foundation subjects as prioritised by the school. Additional PowerPoints and worksheets will not be used as all will be on Google Classroom.

- Set daily differentiated English and Maths lessons. The Oak National website provides a useful starting point. <https://teachers.thenational.academy> Teachers must ensure that learning is continuous and reflects the progression in learning and/or topics school's curriculum wherever possible.
  - Year group weekly timetables to be emailed directly to the SLT in advance, before the work commences. SLTs will approve before they are shared with parents. The SLT will then make arrangements for these to be uploaded to the school's website.
  - Working as a year group team to ensure the above work is planned and ready.
  - Online line safety curriculum to be followed at thinkuknow website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be releasing new home activity packs with simple 15-minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.
- Providing feedback on work
    - Pupils can send any completed work to teachers via Google Classroom.
    - Teachers should provide feedback on the same platform.
    - Teachers should respond to any communication from parents/children within 48 hrs (via Google Classroom) unless the teacher is unwell then other arrangements will be made.
    - Teachers should agree with their SLT a mechanism for celebrating/showcasing outstanding work on the class pages section of the new website and through Facebook.
  - Keeping in touch with pupils and parents:
    - Ensuring a high level of participation from all pupils in their classes/groups.
    - Weekly communication outline to be sent to classes via Google (e.g. timetable of learning). This is to ensure children and their families are aware of the expected work required each week.
    - Year group emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs (unless the teacher is unwell and then other arrangements will be made). Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
    - Any issues that are received are to be dealt with professionally by the class teacher with the relevant **SLT member BCC'd in the communication**. If necessary, teachers are to contact a member of SLT in advance for advice (see emailing tips and strategies in the appendix).
    - Teachers are to attempt to make contact with all pupils in their class every 2 weeks via telephone call when in school or from a withheld number. Each school has dedicated secure telephone facilities **to do this via your own smartphone through the 3CX extension**. You will have previously received an email in order to set this up. Please contact the Trust Network Manager or your Head of School for further information. Contact details can be accessed from Scholarpack, please ensure you log off and do not share information with any third party when not in use. Record all contacts with parents on CPOMs and add any relevant actions in line with the usual agreed school practice.  
Contact should be polite and encouraging. We will not accept any aggressive or abusive language or tone, including shouting. Any concerns should be forwarded to a

member of SLT who may choose to contact the parents directly. The school will use its best endeavours to ensure work is completed by all pupils, and regular contact will be made to address any barriers to remote learning the pupils or family may have.

- Attending virtual meetings with staff, parents and pupils:
- Attendance at virtual meetings with work colleagues may be required. Google Meet is the Trust's secure platform for this purpose. Virtual contact with families through Google Classroom, Evidence Me and year group emails should be in line with school requirements.
- When attending virtual meetings, please be aware of your surroundings/the locations (e.g. avoid areas with background noise, nothing inappropriate in the background).

### 2.3 Teaching Assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to attend school. Teachers will delegate work to be completed between the hours of 9am and 3pm e.g direct support for children, preparation of resources etc. 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.

Teaching assistants are responsible for: -

- Supporting pupils with learning remotely:
  - As required by the class teacher
  - When requested by the SENCO.
- Attending virtual meetings with staff, parents and pupils:
  - Attendance at virtual meetings with work colleagues may be required. Google Meet is the Trust's secure platform for this purpose. Virtual contact with families through Google Classroom should be in line with school requirements.
  - When attending virtual meetings, please be aware of your surroundings/the locations (e.g. avoid areas with background noise, nothing inappropriate in the background).

### 2.4 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:-

- Monitoring the work set by teachers in their subject - review work set weekly on the website. You may need to review your current subject in the light of home learning during the summer term.
- Evaluate what changes will need to be made in September ready for creating a subject action plan.

### 2.5 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for: -

- Co-ordinating the remote learning approach across the school.
- SLT Monitoring the effectiveness of remote learning.
- Reviewing work set by teachers weekly, monitoring core subject provision, monitoring any correspondence between parents and teachers.

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

## 2.6 Designated Safeguarding Lead

The DSL is responsible for: -

- Maintaining contact, collating, passing on information and responding to any concerns.  
**See the COVID-19 amendments to the Child Protection Policy**

## 2.7 IT staff

IT staff are responsible for: -

- Ensuring provision of devices and internet connectivity for families without internet during periods of home learning.
- Enabling the telephone system to enable contact calls to be made securely.
- Providing support with issues related to systems used to set and collect work.
- Supporting staff and parents with any technical issues they are experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer (Deb Ward).
- Assisting pupils and parents with accessing the internet or devices.

## 2.8 Pupils and Parents

- Staff can expect pupils to: -
  - Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time. Seek help if they need it, from teachers or teaching assistants.
  - Alert teachers if they're not able to complete work.
- Staff can expect parents to: -
  - Seek help from the school if they need it – staff should refer parents to the 'Children's' section on our website and the 'Learning Whilst at Home' page for the weekly timetables and other useful links for learning. Then provide direct support should it then be necessary.
  - Be respectful when making any complaints or concerns known to staff.

## 2.9 Trustees and the Local Governing Body

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 systems are appropriately secure, in relation to both data protection and safeguarding.
- Ensuring high levels of participation and work completion

## 3. Who to contact

If staff have any questions or concerns, they should contact the following individuals: -

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT.
- Issues with behaviour – talk to the SENCO (if the child has an EHCP) /SLT.
- Issues with IT – contact the school digital safety lead in the first instance/IT managed service provider/Trust Network manager

- Issues with their own workload or wellbeing – talk to the Executive Head Teacher .
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL's

All staff can be contacted via the relevant school email addresses.

#### 4. Data Protection

##### 4.1 Accessing personal data

When accessing personal data, all staff members will: -

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Scholarpack using a secure password. Do not share any details with third parties and log out when out of use or when away from their device.
- SLT has the ability to locate personal details of families when required through securely accessing Scholarpack and CPOMS. SLT are not to share their access permissions with other members of staff.
- **Trust laptops, chromebooks or iPads are the school's preferred devices to be used when accessing any personal information on pupils.**

##### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

##### 4.3 Keeping devices secure

These tips are based on our article on GDPR and remote learning. Talk to your data protection officer (Deb Ward)

for more help, and your IT staff if you want to include details on how to put these measures in place.

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.
- Informing IT support of any antivirus and anti-spyware software prompts/required updates.

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**COVID-19 amendments to the Child Protection Policy** this also details reference to remote learning curriculum and risks online.

This policy is available on our website.

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the Trust IT Manager. At every review, it will be approved by the Executive Headteacher.

## 7. Staff support

The appendices provide some support materials for schools in conjunction with this policy

Appendix 1 is the Remote Learning survey to issue to families

Appendix 2 is the draft home school agreement for use as appropriate.

Appendix 3 contains support and guidance for staff in the application of this policy

Appendix 4 is relevant online safety provided by Clennell Solutions

## 8. Links with Other Policies

This policy is linked to our:-

- Behaviour Policy
- Child Protection Policy and Coronavirus addendum to our Child Protection Policy
- Data Protection Policy and Privacy Notices, and Retention Policy
- ICT and Internet Acceptable Use Policy
- Online Safety Policy



## Appendix 1

Link to family remote learning survey

<https://docs.google.com/forms/d/e/1FAIpQLSdpcUmTLYDs0DxWahqvQhIYrjTAzKxQhLBelOX8vFI4KEoTsw/viewform>

## Appendix 2

Link to home/school agreement

<https://drive.google.com/file/d/1vsaz1u7eztVTtSCUutyjVJAJe3VjvKLS/view?usp=sharing>

## Annex to e-safety policies

### COVID-19 changes

30 March 2020

#### Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place
- Our governing bodies can [review these arrangements](#) to ensure they remain appropriate
- The school has taken on board guidance from Clennell Education. This information is included in the relevant appendix, alongside the relevant training materials which have been provided. We have reviewed the code of conduct and information sharing policy accordingly.
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- School's are using various forms of social media to communicate quickly with families. Where communication is made via these channels, it is always:
  - Via the school's pages, never through personal accounts
  - General information wherever possible
  - Where individual pupils are referred to, it is not possible to identify the child (use of initial name only for example)
  - Images including any children have written authorisation from the parent through the usual consent forms.
- Staff have read the [20 safeguarding considerations for livestreaming](#) prior to delivering any livestreamed sessions.
- Staff are made aware of union advice in relation to their conduct during this period of home learning (we've provided the telephone solution to safeguard staff – search for 'Welcome to 3CX!' in your emails, and use the QR code included to use your smartphone through the Trust's secure network. Your own number will not be shared.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
  - [Net-aware](#) - for support for parents and carers from the NSPCC
  - [Parent info](#) - for support for parents and carers to keep their children safe online
  - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
  - [UK Safer Internet Centre](#) - advice for parents and carers
- 
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

**Supplied by Clennell CO-VID19 Policy Information**  
**Online safety**

During the period where new working arrangements are in place Croftway Academy recognises that our pupils may be using a range of technologies and using online materials, as well as potentially accessing a range of different sites as part of their home learning programme.

We will share appropriate and recognised on-line learning materials with our pupils and we will ensure we continue to reinforce our expectations regarding safe on-line behaviour for all pupils during this period. (School may wish to describe processes here – see example below)

Below are some things to consider when delivering pre recorded virtual lessons, (vocal only) and Google meetings.

When doing a Google Hangout with a parent/child:

- ✓ No 1:1s (with children), groups only
- ✓ Staff and children must wear suitable clothing, as should anyone else in the household.
- ✓ Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- ✓ The lessons should be recorded so that if any issues were to arise, the recording can be reviewed.
- ✓ Lessons should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- ✓ Language must be professional and appropriate, including no family members in the background.
- ✓ Staff must only use platforms provided by Croftway Academy to communicate with pupils
- ✓ Staff should record, the length, time, date and attendance of any sessions held on cpoms

Where staff have a concern, then they must follow existing school reporting procedures and our on-line safety policy.