The Roundhill Academy Remote learning policy

Approved by:		**Date:**
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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
- To ensure the safeguarding of all students remains a priority when they are unable to attend the school site for learning.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.00pm. Where practically possible staff will work from their school site but may agree with their manager, typically the headteacher, arrangements to work from home.

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 – see staff handbook.

When providing remote learning, teachers are responsible for:

- Setting work:
    - For their own class/groups and any classes requested by the head teacher
    - The teacher will provide up to 3 lessons each day.
    - The work will be ready at 9am each day to download from Microsoft Teams
    - Work will be uploaded into Microsoft Teams Assignments
    - Class teachers will provide a paper based version of the online learning that can be collected or delivered to pupil that have limited access to devices/printers or at the parents request.
- Providing feedback on work:
    - Pupils will return the work via Teams
    - Teachers and teaching assistants will respond to these systems providing feedback

- Feedback can happen between 8.45am and 3pm each day. Feedback will not be given after 3pm.

- Keeping in touch with pupils who aren't in school and their parents:
  - Staff will make regular contact through face to face sessions and emails. If a pupil isn't accessing the virtual platforms the teacher or TA will make a telephone call. Staff will complete daily registers.
  - All telephone calls will be logged
  - Registers taken via Microsoft forms and logged- any absent pupils will be referred to the Head of Year and followed up with a telephone call
  - Teachers aren't expected to answer emails after 3pm
  - Any complaints should be shared with the head teacher via telephone call or DHT in their absence.
  - Any safeguarding concerns must be referred to the DSL- or one of the Deputy DSLs
  - If a child fails to complete work the teacher must call the family to offer support and find a solution so that the child can complete the work.
- Attending virtual meetings with staff, parents and pupils:
  - Professional attire should always be worn in line with the school code of conduct – see staff handbook
  - Ensure the background is appropriate and neutral

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am 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 – see staff handbook.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - Class teachers will direct TAs regarding preparing work for specific pupils and groups
  - Class teachers will direct TAs regarding feedback work for specific pupils
  - TAs will attend the face to face daily meeting as the second adult
  - TAs will keep a paper copy of attendance and follow up any absences and keep a record under the guidance of the class teacher.

- Attending virtual meetings with teachers, parents and pupils:
  - Professional attire should always be worn in line with the school code of conduct – see staff handbook
  - Ensure the background is appropriate and neutral

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 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 – through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, 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

2.5 Designated safeguarding lead

See safeguarding policy and COVID 19 Addendum

2.6 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

2.7 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 or have individual access to IT if sharing devices within a household
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
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Staff can expect parents with pupils learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful with all forms of communication

2.8 Bradgate Education Partnership (“the Trust”)

The Trust 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 the following individuals:

- Issues in setting work – talk to Head of Faculty/ Rachel Wright
- Issues with behaviour – talk to the Head of Year / Link SLT
- Issues with IT – talk to Dan Jenkins / Jordan Byers
- Issues with their own workload or wellbeing – talk to Your Line Manger
- Concerns about data protection – talk to Stuart Hindes / Tim Marston
- Concerns about safeguarding – talk to Helen Blythe or a Deputy DSL (Mike McHugh Hicks, Donna Anastassiades, Natasha Williams or Tim Marston)

4. Data protection

4.1 Accessing personal data

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

- Access personal data via SIMs and secure login to Microsoft Teams
- Use devices provided by the school

4.2 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.

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

See latest KCSIE 2020 and Trust safeguarding policy with COVID addendum. Please ensure you read the following sections:

Page 3 COVID 19 Safeguarding advice

Part 1

Annex C Online safety

There should be no online communication with students before 8am and after 5pm during the working week and no contact at all at the weekend. If a disclosure or a cause for concern is made between these times follow the school safeguarding policy using CPOMS to report this to DSL or DDSL.

6. Monitoring arrangements

This policy will be reviewed every 2 years (or sooner if required) by the Head Teacher. It will be approved by Trust Board.

7. 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
- ICT and internet acceptable use policy
- Online safety policy
- Guidance for safe and effective use of video conferencing

8. Appendix A

The Roundhill Academy Live Online Lessons Student Code of Conduct

At The Roundhill Academy, we understand the need to continually deliver high-quality education, including during periods of remote education. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all students have access to online lessons where required.

Below are our expectations for all students who participate in our Live Remote Learning classes.

• Students will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams ONLY! Students must not post meeting details or invitations on social media.

• Students will NOT be able to join lessons/video conferencing using webcams/video. Staff may be visible and Students will be able to interact by watching or by contributing by voice and written comments.

• Staff will see students' "profile" pictures that they have set for their school email account so students will ensure it is appropriate.

• Students should take lessons in a room with an open door and a parent/guardian or another trusted adult should be in the same premises while the lesson takes place.

• Students should not take your lesson in your bedroom.

• Present themselves as they would if they were in a face-to-face lesson: Speak appropriately for a school lesson, dress sensibly (School Uniform NOT compulsory!) and follow the behaviour expectations that we have in lessons.

• The lesson will be recorded and the recorded lesson is the sole intellectual property of the school and must not be reproduced by students without the permission of the school.