ABBEY VIEW SCHOOL

Policy: Remote learning policy

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Approved by: Principal

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1.Aims

This remote learning policy 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, Intervention Tutors, and Pastoral Support Workers

Teachers, Intervention Tutors, and Pastoral Support Workers must be available between 9.00am and 3.30pm on the days they currently work, or their contracted hours if less than this. 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 procedures, i.e. emailing staffabsence@abbey-view.org.uk between 7 and 7.30 am. Teachers are responsible for:

- Preparing individually tailored packs of work/learning activities for each student in their teaching groups who are not attending school because they are shielding but generally well in health and therefore able to access learning at home every week. This should follow the subject curriculum map. If required, coordinate with other teachers to ensure planning is consistent and sequential.
- Pupils who are themselves, self-isolating or who have a family member self-isolating and awaiting test results should be provided with learning materials, tutors should liaise with parents/carers on the day after their first day of absence to ascertain if they are well enough to complete work at home then co-ordinate collation of work from subject teachers. If the pupil is well, teachers will send work home within that week. If the pupil is unwell, work does not need to be sent home within that week but tutors must continue to email parents weekly until the pupil returns to school.
- Contacting pupils/parents in line with the SLT produced rota to offer individually tailored support to assist students in completing the learning activity/work provided.
- In the case of a bubble or whole school closure, remote learning will begin within the same week as the closure, unless this is a Friday in which case it will begin on the following Monday.
- Emailing tasks and homework activities home once a week linked to the long-term curriculum map.
- Identifying those families who do not have access to ICT/printers so that packs can be printed and sent home.
- Teachers should respond to any emails from parents/carers within 2 working days.
- Any issues that are received are to be dealt with professionally by the member of staff and the Principal should be 'blind copied' in the communication.
- Record all contacts with parents on the school's MIS within the Communication log and add any relevant actions. If there is a safeguarding concern, alert the safeguarding team immediately.
- Attending virtual meetings with staff and/or parents.

2.2 Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Coordinating contact rotas for teaching and mentoring staff to contact each student to support their access to the remote learning activities and work provided.
- 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.

2.3 Trustee Board

The trustee 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

2.4 Designated Safeguarding Lead

The DSL is responsible for: see separate safeguarding policy.

2.5 Pupils and Parents

Staff can expect pupils/parents to:

- 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.
- Make the school aware if their child is ill or otherwise can't complete work so alternatives can be offered.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

3.Who to contact

Staff should contact a member of the SLT if they experience issues with:

- Setting work
- Behaviour of pupils or parents
- IT
- Their own workload or well being
- Data Protection

Staff should contact a member of the safeguarding team if they experience issues with:

- Safeguarding

4.Data protection

4.1 Accessing personal data

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

- Use the list of contact details for a class provided by the school office.
- Use devices provided by the school.
- Record any parent contact or concerns about pupils, and store the records in staff share, as this is password protected. Do not allow access to the site by any third party.

4.2 Processing personal data

Staff members may need to collect and/or share data such as their class email addresses. Staff must ensure that they do not use personal email addresses to contact parents/carers. If staff are required to call a parent when not on the school site, they must ensure that personal telephone numbers are blocked/withheld.

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.

1. Safeguarding

Our obligations and responsibilities to safeguard students and staff remain unchanged and the main safeguarding policy lays out all such obligations and responsibilities along with appropriate procedures.

2. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by the Principal, SLT and our Board of Trustees.

3. Live and video teaching

We have considered the use of live and video teaching, but due to the needs of our pupils, we do not feel this is appropriate. Due to the diverse nature of our classes, often accommodating two or three-year groups, pupils in each class require a fully personalised curriculum tailored to their individual needs, and this method of delivering learning does not meet those needs. Teachers are skilled in providing well-differentiated learning tasks, practical activities and learning materials for each pupil in their class, which is why we have chosen to take this approach. However, teachers will, where appropriate, provide links to online learning materials for pupils, such as those found on the Oak Academy and BBC Bitesize.

4. Links to other policies

This policy is linked to the following policies and documents:

- Behaviour Policy
- Safeguarding Policy
- Data protection
- Acceptable use of ICT
- Curriculum Policy
- E-safety and online safety
- Staff Code of Conduct

5. Conclusion

This document sets out the response from Abbey View School in the event of a pandemic or other emergency triggering national government mandated shielding or self-isolation programme. It sets out expectation for all stake holders and explains responsibilities. National guidance for schools will continue to be monitored and changes in that guidance will trigger a review of this document. Outside of undated guidance for schools, this policy will continue to be reviewed by the SLT on a two-yearly cycle, with any updates being approved by the Principal and Trustee Board.