



Champion EDUCATION TRUST

REMOTE LEARNING POLICY

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A family of Schools

REMOTE LEARNING POLICY

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REMOTE LEARNING POLICY

AIMS

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school across the curriculum offers.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

ROLES AND RESPONSIBILITIES

Teachers and HLTAs

When providing remote learning, teachers must be available between 8:30am and 2:50pm. What about intervention sessions? Now we teach remotely also could possibly happen

If you unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should make contact with your line manager. Head of department, senior link via email before 8:00am so that suitable cover can be provided if required.

When providing remote learning, teachers are responsible for:

Setting work

- Teachers are to set work for all lessons they are responsible for delivering as per their timetable for this academic year.
- The amount of work set needs to be considered in terms of the time it would take a student to complete and the amount of adult support (either remotely from you or parent) to be considered. It must not exceed the amount of time allocated to the lesson.
- For work which is to be completed independently or followed with parent support then it should be issued to the student and parent BEFORE the end of the previous working day, 2:50pm. If students are expected to log in to Google Classroom for an online virtual lesson then the invite to this must also be sent on the previous working day where possible. Work set for Monday must be sent by end of day Friday.
- It is a teacher's responsibility to ensure that they are trained in how to utilise our remote learning platforms and are confident in effectively utilising them, if not they should highlight this as a training need immediately so that SLT and the designated Integrated Learning Lead can assist directly where required.
- It is expected that ALL students will have access to electronic devices and internet to complete remote learning. Teachers are responsible for collating this information for their classes and ensuring if this is not the case it is highlighted to the Head of Year and SLT so that it can be addressed.
- Progress tutors and pastoral staff/Teachers are to liaise with parents of their class/year-group to agree a suitable email address for parents to be CC'ed into any set work to support their child in completing remote learning successfully. This email address is to be stored safely following GDPR guidelines, please refer to our GDPR policy or see David Woodhouse if you are unsure in how to do this.

Feedback

- Feedback to all work completed must be provided to students on submission. Feedback is a crucial element to maintain engagement in learning and to monitor quality of completion, as well as understanding the learning achieved and the tracking of progress for each individual student remotely. This can be done, verbally utilising 'Mote', a Screencastify Video or by adding comments to work on Google Classroom.

Keeping in touch

- You are expected to make regular contact with all students as per your timetabled lessons and in addition as such if you are a progress tutor. If your remote teaching does not provide you with daily face to face contact then you must ensure that contact is made with students via feedback at least once a week. Furthermore,

addition sessions, intervention, may take place outside of the school timetabled hours via the agreed medium, Google Meet. These sessions must be agreed with the HOY's so co-ordination of sessions can occur.

- Progress tutors are expected to make weekly contact with their students or their parent via telephone or email to check on welfare of students.
- Teachers are only expected to respond to parents or students during working hours stated above.
- If any complaints or concerns are shared by parents or students then this must be passed onto your line manager/SLT link to address immediately. If it is a safeguarding concern, please alert the Designated Safeguarding Lead via email/phone and ensure that a CPOMS log has been made immediately, if they are unavailable the Headteacher.

Engagement to remote learning

- We must work together with our students and their parents to support the successful completion of remote learning, these relationships must maintain positive, if you are concerned about a specific student's engagement to remote learning, then you must highlight your concern to the Head of Year and Head of Department who can address any barriers to engagement and attempt to improve engagement moving forward.

Professional conduct during remote learning or working from home

- It is important that when attending virtual meetings with staff, parents and students a professional dress code is still adhered to and the location in which the call is conducted is within a quiet space with nothing inappropriate or controversial within the background.

Working with additional adults who support your students

- It is vital that you make daily contact with the teaching assistants to allocate work to support you and your students in their remote learning, it is to be agreed by SENDCo and with the class teachers how best to utilise additional adults.

If you are still attending work onsite but a student is working remotely please refer to the flowchart within the appendix to clearly understand when remote learning is to be provided to a student or not based on their specific circumstance.

The types of remote learning and who coordinates may differ if teachers/HLTA are still expected to provide face to face delivery within school. The approach/set up is to be decided on by the curriculum offer/class teacher and then agreed by SLT. This will be documented.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8:30am and 2:50pm.

If you unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should make contact with your line manager via email before 8:00am so that suitable cover can be provided if required.

When assisting with remote learning class teachers/SENDco will inform the teaching assistants of how they want them to effectively support students. This information is to be provided by 3:00pm the day before any expectation is required, ideally a few days/week before where planning is possible. Teaching assistants are responsible for supporting any students within their class and completing support under the guidance of any teacher that is leading their class.

Professional conduct during remote learning or working from home

- It is important that when attending virtual meetings with staff, parents and students a professional dress code is still adhered to and the location in which the call is conducted is within a quiet space with nothing inappropriate or controversial within the background.

If you are still attending work but a student is working remotely please refer to the flowchart within the appendix to clearly understand when remote learning is to be provided to a student or not based on their specific circumstance. The types of remote learning and who coordinates may differ and include teaching assistants if teachers/HLTAs are still expected to provide face to face delivery within school.

The approach/set up is to be decided on by the curriculum offer/class teacher and then agreed by SLT. This will be documented and teaching assistants will be informed clearly what is expected of them within the different scenarios

and curriculum offers they support. It is vital that there is a balance between administration support for the teacher/HLTA and student support from teaching assistants.

Heads of Department and Senior Leaders

Alongside any teaching responsibilities, Heads of department and senior leaders are responsible for:

- Co-ordinating the remote learning within their curriculum area.
- The monitoring of the effectiveness of remote learning will be done through staff meetings, regular weekly meetings with Heads of department and teachers and shared with SLT link, monitoring and reviewing work set, reaching out for feedback from students and parents and where possible through our usual quality assurance calendar of lesson observation, learning walks, work scrutinise.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Considering whether any aspects of a specific subject or curriculum offer needs to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate, consistent and of high quality.
- Working together to make sure work set remotely across all curriculum subjects is appropriate and consistent, and expectation remains high but realistic in terms of students' ability levels in working independently across the different offers, balancing adult support of parents and siblings where suitable.
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely.

Designated Safeguarding Lead

The DSL is responsible for supporting the teachers and pastoral leads in monitoring the safeguarding and wellbeing needs of all students. When school is open to ALL learners then the DSL will work within their normal roles and responsibilities remit. If school closes to a wide number of students then the support will be offered remotely by a wide range of people including the DSL, safeguarding team pastoral leads Achievement leads and class teachers.

We will continue to log concerns via CPOMS, this will be monitored daily and actioned remotely where required, liaising with external professionals when appropriate. The DSL through the SLT links and Achievement Leaders are responsible for monitoring the attendance for students, identifying our 'vulnerable' cohort. The DSL will work closely with AL and SLT to identify risks of students not engaging with remote learning and who are at risk of becoming isolated.

IT Support Staff

IT support staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Ensuring devices of staff and students have all the required programmes, applications and permissions for staff and students to successfully work remotely.
- Helping staff, students and parents with any technical issues they're experiencing.
- Highlighting any safeguarding concerns or risks to the DSL.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting students and parents with accessing the internet or devices.
- Monitoring the loaning of equipment to staff and students, including its safe return.

Students and Parents

Staff can expect students learning remotely to:

- Attend online learning lessons as consistently as possible.
- Complete work to the deadline set by teachers to the best they can.
- Seek help if they need it, from teachers, teaching assistants or adults within their home setting.
- Alert an adult if they're 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 can't complete work.
- Seek help from the school if they need it.
- Be prepared to provide some support to the child to successfully learn remotely at home, but if the expectation of support is adding pressure please liaise with the class teacher to agree how to move forward.

Governing Board and Trust

The governing board and 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.

WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work/curriculum expectations – Head of Department.
- SEND/Pastoral queries – SENDco, Head of Year, or Pastoral Manager.
- IT issues – email IT Support
- Google Education and Blended Learning initiatives – Email the Edtech Team: Mr Robertson, Mrs Ellahi, Miss Langford and Mr Farooq.
- Issues with their own workload or wellbeing – Head or Department or SLT link.
- Data Protection concerns – email Headteacher who will contact the data protection officer at LA.
- Concerns about safeguarding – DSL, Safeguarding team, Headteacher.

DATA PROTECTION

Accessing Personal Data

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

- Any data required for remote learning will be stored on the school server and google platform where appropriate with limiting access to staff only who require it.
- When working remotely staff must use the devices provided from school to liaise with students or parents, or to access documentation with sensitive data on.
- Communication with students and parents must be through email, Google Meet or Microsoft Teams or school mobiles where appropriate.

Processing Personal Data

Staff members may need to collect and/or share personal data such as email addresses, and contact numbers 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.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date – always install the latest updates.

SAFEGUARDING

All staff have been made aware and reserved training in of our safeguarding policy and procedures for this year. Please do refer to the policy and staff handbook for further guidance. If you are unclear on any matter regarding safeguarding please speak directly to the DSL, SLT or Headteacher immediately.

MONITORING ARRANGEMENTS

This policy will be reviewed termly during this academic year by the Assistant Headteacher (Who will be doing this). At every review, it will be approved by the Headteacher/Trust Leader.

LINKS WITH OTHER POLICIES

This policy is linked to our:

- Staff Handbook
- Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy

APPENDIX 1

REMOTE LEARNING FLOWCHART

APPENDIX 2

CURRICULUM OFFER REMOTE LEARNING APPROACHES

APPENDIX 3

CHAMPION TRUST LAPTOP/TABLET LOAN AGREEMENT

CHAMPION TRUST STUDENT AGREEMENT – LOAN OF TABLET DEVICE

The Champion Education Trust (Blackburn Central High School, Crosshill School and Lotus School) has agreed that a tablet device will be loaned to you during the period of emergency closure after which the device and any accessories including chargers must be returned in the condition they were received.

As a student to whom a tablet has been loaned you have read and agreed to the following terms and conditions:

- The equipment provided is the property of the Champion Education Trust and is for the sole use of assisting in the delivery of the school curriculum whilst the school remains closed
- I understand that this equipment may be used by other family members whilst supporting my education but must not be used for any other activities. I agree to ensure that:
 - I will treat the equipment with appropriate care and the device is maintained in good condition
 - The device is strapped into a carry case when transported and/or not in use
 - The equipment is not left unattended without being stored securely
 - I will avoid food and drink near the tablet device and all equipment associated with the tablet
 - I understand and agree that it is my responsibility to back-up my work
 - I agree to use only software licensed by the school, authorised and installed by the school's ICT Staff
 - I agree that Anti-Virus software (if applicable) is installed and must not be uninstalled
 - I agree that E-Safety software will monitor the use of the device and will be used to log and report any inappropriate access. I understand that follow up discussions may occur if the use of the device is deemed inappropriate
 - Should any faults occur, I agree that I will notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances will I, or anyone other than school ICT staff, attempt to fix suspected hardware or software faults
 - I agree that any telephone and/or broadband charges incurred by any user accessing the internet from any site other than school premises are not chargeable to the school
 - I will ensure that any internet access using the tablet device at home is for an appropriate educational purpose
 - I confirm that I have read and agree to adhere to the Acceptable use Policy contained within the student planner
 - I will return the device in its original condition to the relevant Champion Education Trust school within 14 days of being requested to do so

Student Agreement:

I have read and agree to be bound by the terms and conditions set out above.

Name of Student: Form

Signature of Parent/Carer Date:

Device Make

Device Model

Serial/Asset Number