



KING EDWARD VI SHELDON HEATH ACADEMY

Educational excellence for our City

Remote Learning Policy

Related Documents: -

- Behaviour for Learning Policy
- Special Educational Needs and Disability (SEND) Policy
- E-Safety Policy
- Safeguarding and Child Protection Policy

This policy reflects the requirements for academies to provide a broad and balanced curriculum as per the Academies Act 2010, and the National Curriculum programmes of study which the school has chosen to follow. It also reflects requirements for inclusion and equality as set out in the Special Educational Needs and Disability Code of Practice 2014 and Equality Act 2010, and refers to curriculum-related expectations of governing boards set out in the Department for Education's Governance Handbook. This policy also complies with the Academy's funding agreement and articles of association.



This policy was adopted by the Curriculum and Student Welfare Committee in September 2022. Next review due Autumn Term 2024, or earlier if the need arises.

1. Policy Aims

This remote learning policy for staff aims to:

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

2. Use of remote learning

All students should attend school, in line with our attendance policy.

The Academy will consider providing remote education to students in circumstances when inperson attendance is either not possible or contrary to government guidance. This might include:

- Occasions when opening the Academy is either not possible to do safely or is contradictory to guidance from local or central government.
- Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

3. Staff roles and responsibilities

When providing remote education, all staff must be fully compliant with the relevant safeguarding rules at all times.

Governors

The Local Governing Body is responsible for:

- Monitoring the Academy's approach to providing remote learning to ensure education remains of as high a quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Senior leaders

Alongside any teaching responsibilities, senior leaders should continue to use the Academy's digital platform for remote education provision and make sure staff continue to be trained and confident in its use. They should continue to overcome barriers to digital access where possible for students by, for example:

- Distributing school-owned laptops accompanied by a user agreement.
- Securing appropriate internet connectivity solutions where possible.
- Providing resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep students on track or answer questions about work.
- Having systems for checking on a daily basis, whether students learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern. They are also responsible for:
- Co-ordinating the remote learning approach across the Academy.
- Monitoring the effectiveness of remote learning, among other through:
 - meetings with teachers and subject leaders
 - reviewing remote learning curriculum
 - monitoring completion of work set
 - feedback from students and parents

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

Designated safeguarding lead (DSL)

The DSL is responsible for leading on Child Protection and Safeguarding whilst students are educated remotely, in line with the Academy's Safeguarding and Child Protection Policy.

SENDCO

The SENDCO is responsible for co-ordinating remote learning for children with SEND across the Academy; this includes co-ordinating the work of teaching and graduate assistants.

IT Staff

IT staff are responsible for:

- Fixing issues with systems required for the effective provision of remote education.
- Helping staff, students 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 students and parents with accessing the internet or devices.

Heads of Department

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring that the full curriculum in each subject area is delivered when teaching remotely and implementing any necessary changes in the curriculum so that it remains fully accessible to students learning remotely.
- 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.
- Alerting teachers to resources they can use to teach their subject remotely.

Teachers

When providing remote learning, teachers must be available between 08:30am and 15:10pm. Staff unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers should:

- Provide students with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners.
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely.

They are also responsible for:

- Teaching lessons remotely in line with their normal timetable.
- Setting work for all their students/classes where required (eg during a planned absence).
- Ensuring that students know where/how to access specific resources.
- Coordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject.
- Providing feedback on student work.

- Keeping in touch with students who aren't in the Academy and their parents, through approved platforms) to ensure that:
- Behavioural issues, such as failing to complete work are addressed.
- Any safeguarding concerns are promptly identified and reported using the Academy's reporting systems.
- Attending virtual meetings with staff, parents and students are required.

Teaching and Graduate assistants

When assisting with remote learning, teaching assistants must be available between 08:30am and 15:10pm. Staff unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

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

- Supporting students who aren't in school with learning remotely.
- Attending virtual meetings with teachers, parents and students – cover details like:

Students and parents

Staff expect students learning remotely to:

- Attend all remote education provided.
- Be contactable during the school day.
- Complete work to the deadlines set.
- Seek help if they need it, from teachers or teaching assistants.
- Act in accordance with normal and online behaviour rules.

Staff can expect parents with children learning remotely to:

- Engage with the Academy and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible.
- Make the Academy aware if their child is sick or otherwise can't complete work.
- Seek help from the Academy if they need it.
- Be respectful when making any complaints or concerns known to staff.

4. 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 the relevant subject lead or SENDCO
- Issues with behaviour – talk to the relevant Head of Year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

5. Data protection

The Academy will follow its data protection policy / privacy notice in terms of handling data. When accessing personal data for remote learning purposes, all staff members will:

- Will access data by using Remote Desktop Services and will ensure that their device is locked or logged off when not in use.
- Use Academy devices where possible to access data rather than own, personal devices.

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 devices are locked if left unattended.
- Not sharing the device with others.
- Installing antivirus and anti-spyware software (in place for Academy devices).
- Keeping operating systems up to date – always install the latest update (in place for Academy devices).

6. Safeguarding

Staff must refer to the Academy's Safeguarding and Child Protection Policy, available at the Academy's website.