



Chiltern Way Academy Trust

Turning Futures Around

Remote Learning Policy

Responsibility for this policy (job title): Deputy Head

Responsibility for its review: Director of Schools

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References to Microsoft Teams apply to Bierton Hill, Wendover and Prestwood campuses only. References to Microsoft teams should be replaced with Google classroom for the Wokingham campus, and Sarah Concannon should be contacted for support.

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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available when required between the hours of 9am and 3pm. If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure, which is to telephone your Head of Campus by 7.30am. This does not mean you need to be available for live teaching continuously within this time frame.

When providing remote learning, teachers are responsible for:

- › Setting work
 - You need to provide work for the classes you are normally timetabled to teach
 - The amount of work should be enough for students to achieve the learning objective, and appropriate for the age and ability of the students.
 - Work should be uploaded and set prior to the start of the lesson and not later than 30 minutes before.
 - Work should be uploaded to Microsoft Teams as demonstrated in training. Please refer to training materials provided or contact Sarah Andrews for support.
 - Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- › Providing feedback on work
 - Staff should interact regularly with students within their teams to encourage participation
 - Teachers should provide verbal feedback in live learning sessions and written feedback to all work uploaded to Teams
 - Teachers should share any written feedback on completed work not later than 1 week from submission.
- › Keeping in touch with pupils who aren't in school and their parents
 - Form tutors should make contact with parents/carers of students who are not attending school once per week, and this contact should be recorded on Behaviourwatch.
 - Staff are expected to respond to parent contact in a timely manner, ideally within 24 hours, taking in to account when parents are available, but ideally no later than 6pm.

- Staff should handle any complaints or concerns shared by parents and students sensitively but seek support from their line manager if required. For any safeguarding concerns, see later section.
- Behavioural issues, such as failing to complete work or interacting in an inappropriate manner should be followed through with contact to parents and be recorded on Behaviourwatch.
- Attending virtual meetings with staff, parents and pupils
 - Teachers are expected to be available online for a minimum of 3 live learning lessons each day, if working from home.
 - Staff are expected to be dressed appropriately at all times. Casual clothing is fine, but staff should take care to ensure clothing is modest and free from slogans. Loungewear and night clothing are not permitted.
 - Care should be taken to avoid areas with background noise and ensure there is nothing inappropriate in the background.
 - Staff working in school should live remote teach in a room where there is CCTV eg classroom.
 - Live lessons must be recorded where the member of staff is working from home **and** there is only one pupil in the lesson. The meeting should be arranged using Zoom so that only the member of staff can record the interaction. Seek support from you Head of campus or Sarah Andrews with this where required.
 - Where a live lesson is recorded, the recording will be stored securely locally (on the staff member's computer) and kept for 14 days, where after it will be deleted.

There may be some occasions where one or more bubbles within the school are working at home, with the other bubbles remaining in school. In these instances, the expectation is that staff will work in school to teach students in school and switch to remote learning at the timetabled times for the students learning from home.

2.2 Assistant and Senior Assistant Teachers

When assisting with remote learning, assistant and senior assistant teachers must be available as required during their usual hours of work.

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure, which is to telephone your Head of Campus by 7.30am. This does not mean you need to be available to support live teaching continuously within this time frame.

When assisting with remote learning, assistant and senior assistant teachers are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - This will be in conjunction with the classroom teacher, providing the opportunity to work in a separate breakout room on Microsoft Teams to support specific students identified by the teacher.
 - Creating resources to support online learning, in conjunction with the class teacher.
- Attending virtual meetings with staff, parents and pupils
 - Staff are expected to be dressed appropriately at all times. Casual clothing is fine, but staff should take care to ensure clothing is modest and free from slogans. Loungewear and night clothing are not permitted.

- Care should be taken to avoid areas with background noise and ensure there is nothing inappropriate in the background.
- Staff working in school should live teach in a room where there is CCTV eg spare classroom.
- Live lessons must be recorded where the member of staff is working from home **and** there is only one pupil in the lesson. The meeting should be arranged using Zoom so that only the member of staff can record the interaction. Seek support from you Head of campus or Sarah Andrews with this where required.
- Where a live lesson is recorded the recording will be stored securely locally (on the staff member's computer) and kept for 14 days, where after it will be deleted.

There may be some occasions where one or more bubbles within the school are working at home, with the other bubbles remaining in school. In these instances, the expectation is that staff will work in school to teach students in school and switch to remote learning at the timetabled times for the students learning from home.

2.3 Support Team

It is recognised that the support team will not play an active role in supporting online learning. In the event of support team members working from home, their role will be to support student welfare through home visits and assisting with the delivery of free school meal vouchers and food. They should also undertake any reasonable task to support the Academy and its staff and students, as directed by the Head of Campus or Director of Schools.

2.4 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 weekly team meetings using Microsoft Teams and checking samples of work set online.
- Alerting teachers to resources they can use to teach their subject remotely

2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, liaising with Sarah Andrews, member of staff with oversight of remote learning, to ensure provision is as good as it can be for our students.

- › Monitoring the effectiveness of remote learning –such as through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents. Records of this feedback should be kept to inform future decision making.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL is responsible for ensuring the Covid-19 arrangements for safeguarding and child protection policy is implemented. The policy is available on our website www.chilternway.org.

2.7 IT support 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 and SLT.
- › Assisting pupils and parents with accessing the internet or devices
- › Supporting SLT with technical advice and support when requested.

2.8 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
- › 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

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 respectful when making any complaints or concerns known to staff

2.9 Board of Trustees

The Board of Trustees 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:

- › Issues in setting work – contact the relevant subject lead
- › Issues with behaviour – contact the support team lead for their campus
- › Issues with IT – contact IT staff at itsupport@chilternway.org
- › Issues with their own workload or wellbeing – contact their line manager
- › Concerns about data protection – contact their Head of Campus

- › Concerns about safeguarding – Immediately contact a member of the DSL team for their campus.

4. Data protection

4.1 Accessing personal data

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

- › How they can access the data, such as on a secure cloud service or a server in the IT network
- › Which devices they will use to access the data – staff will be provided with devices, such as laptops, which staff should use rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share data such as school email addresses (not personal email addresses) as part of the remote learning system.

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 be supported by the IT support team to 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 and follow advice from the IT support team.

5. Safeguarding

All staff have their usual safeguarding responsibilities as outlined in the Safeguarding and Child Protection policy and the Covid-19 Safeguarding and Child Protection at CWA policies. These policies can be found on our website www.chilternway.org.

6. Monitoring arrangements

This policy will be reviewed termly by the member of staff with oversight of remote learning. At every review, it will be approved by the Board of Trustees via the Chair of the Curriculum Committee.

Academic Year 2020-21 – Member of staff with oversight of remote learning – Sarah Andrews

Academic Year 2020-21 – Chair of the Curriculum Committee - Reine Pryce-Jones.

7. 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy