



# Remote learning Policy

## PURPOSE

The policy outlines how online safety is outlined and addressed at Ark Burlington Danes

Date of last review:	May 2020	Author:	Principal
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Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	LGB
School:	Ark Burlington Danes Academy	Key Contact Name:	Principal

## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning	Behaviour Model
<input type="checkbox"/> Monitoring, Reporting & Data	
<input type="checkbox"/> Governance & Accountabilities	
<input type="checkbox"/> Teaching & Learning	
<input type="checkbox"/> Curriculum & Assessment	
<input checked="" type="checkbox"/> Culture, Ethos & Wellbeing	
<input type="checkbox"/> Pathways & Enrichment	
<input type="checkbox"/> Parents & Community	
<input type="checkbox"/> Finance, IT & Estates	
<input type="checkbox"/> Our People	

# Ark Burlington Danes Academy Remote Learning Policy

## Purpose

This remote learning policy is intended to provide clarity to stakeholders on the different ways in which our school will:

- 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 clarity around safeguarding and data protection in a remote learning context

As a school we are committed to providing continuity of education to our pupils and will always aim to provide all of our pupils with equal opportunities to participate in learning from home.

This policy will be reviewed at the end of the academic year when we will consider which elements of the policy will remain in future years.

## Definitions

**Remote learning** refers to the provision of work, teacher support, as well as assessment and feedback from teachers to pupils in the event that normal lessons cannot be delivered 'face to face' as normal.

**Ark SPArk** is the name of the learning portal for all Ark pupils, which provides work in most subjects across all year groups. This can support pupils to work independently at home.

## Types of school closure

The global pandemic continues to impact on schools and has the potential to periodically or for prolonged periods of time prohibit face to face learning. The Department for Education have set out four scenarios that we must be prepared for:

### Tier 1: Context

- During tier 1 the default position is that all schools are open fully to students.
- There may be situations where individual students or groups of students are sent home.

### School responsibility

- Ensure students and staff to wear face coverings in communal areas.
- Update the school behaviour policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Inform parents of changes to school attendance so that they are aware that it is statutory.
- Complete a daily summary of education provision to the DfE.
- Reduce provision of clubs before and after school to reduce mixing of students.

### Tier 2: Context

- Primary schools are fully open to students
- Secondary schools will operate an onsite / offsite rota system with 50% of students onsite at any one time.
- The secondary school has designed a timetable that can change whenever this is required.

### School responsibility

- Operate a one week on one week off timetable for all students in the Secondary apart from year 11 who will be in school full time.
- Review the school risk assessment.
- Issue meal vouchers for students with FSM.
- Students and staff to wear face coverings in communal areas.
- Update the school behaviour safeguarding policy with any relevant changes.

- Communicate policy and procedures clearly to parents.
- Inform parents of changes to school attendance so that they are aware that continue to be statutory.
- Complete a daily summary of education provision to the DfE.
- Provide provision of education for vulnerable students and children of key workers.
- Make adequate provision for cleaning between the groups.

### **Tier 3: Context**

- Primary schools are fully open to students
- Secondary schools will open for vulnerable students and children of key workers only.
- The secondary school has designed a timetable that can change whenever this is required.

### **School responsibility**

- Operate a complete educational provision through remote learning
- Provide education onsite for vulnerable students and children of key workers for secondary only.
- Review the school risk assessment.
- Issue meal vouchers for students with FSM.
- Update the school behaviour and safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Update website with interventions in place.
- Inform parents of changes to school attendance so that they are aware that it is statutory for the primary school.
- Complete a daily summary of education provision to the DfE
- Provide provision of education for vulnerable students and children of key workers.
- Make adequate provision for cleaning between the groups

### **Tier 4: Context**

- Primary schools will open for vulnerable students and children of key workers only.
- Secondary schools will open for vulnerable students and children of key workers only.
- The school has designed a timetable that can change whenever this is required.

### **School responsibility**

- Operate a complete educational provision through remote learning
- Provide education onsite for vulnerable students and children of key workers.
- Review the school risk assessment.
- Issue meal vouchers for students with FSM.
- Update the school behaviour and safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents
- Complete a daily summary of education provision to the DfE
- Provide provision of education for vulnerable students and children of key workers.
- Make adequate provision for cleaning between the groups,

The table below sets out the type of remote learning that we will offer now, if pupils are required to self-isolate.

	Primary Phase	Secondary Phase
School organisation	School arranged into year groups so there is no mixing between them. Each group has their entry, exit, break, lunch and toilet block. The students remain in their classroom so there is no mixing.	School arranged into year groups so there is no mixing between them. Each group has their entry, exit, start time, finish time, break, lunch and toilet block. The school is split into different zones so that students do not mix. The 6 <sup>th</sup> form operate as one group

Clubs and enrichment	There is a small social distanced breakfast club. After school provision is provided in class groups	At present there is no after school or breakfast club provision.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Staff will wear face coverings in communal areas.	Students and staff wear face coverings in communal areas whilst moving around the school.
Remote learning	If individual students have to self-isolate they are provided with work at home	If individual students have to self-isolate they are provided with work at home through Show my Homework
Risk assessment	Reviewed weekly by the Executive Principal.	Reviewed weekly by the Executive Principal.

The table below sets out the type of remote learning that we will offer in future, if we are required to close our school to some pupils. Further details on these will be provided if these scenarios are triggered by national government.

	Primary Phase	Secondary Phase
School organisation	School arranged into year groups so there is no mixing between them. Each group has their entry, exit, break, lunch and toilet block. The students remain in their classroom so there is no mixing.	Year 11 to remain in school full time Other year groups will operate a 50% one week on and one week off timetable. Each group has their entry, exit, break, lunch and toilet block.
Clubs and enrichment	There is a small social distanced breakfast club. After school provision is provided in class groups	No after school or breakfast club provision.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Staff will wear face coverings in communal areas.	Students and staff wear face coverings in communal areas whilst moving around the school.
Remote learning	If individual students have to self-isolate they are provided with work at home	Students working remotely will be taught their lessons on Microsoft Teams with additional resources provided on Show my Homework.
Risk assessment	Reviewed weekly by the Executive Principal in relation to tier changes.	Reviewed weekly by the Executive Principal in relation to tier changes.

## Roles and responsibilities

This part of the policy sets out the roles and responsibilities of all stakeholders, including pupils and parents, if our school has to move to a period of remote learning.

### 2.1a Teachers (who are self-isolating)

When providing remote learning, teachers must be available between 8.00am and 5.00pm

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.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Who they need to provide work for, including if they may need to cover for other classes
  - The amount of work they need to provide
  - When this work needs to be set
  - The work is uploaded to Show My Homework, teachers will provide a loom lesson or teach remotely via Teams where possible.
  - Teachers communicate with their Head of Department to ensure expectations are met.
- Providing feedback on work:
  - This will be completed through Show My Homework or directed specifically to individual students
- Keeping in touch with pupils who aren't in school and their parents:
  - Teacher would be in contact with classes through Microsoft Teams and phone calls where necessary
  - Students can email teachers but these will not be answered outside work hours (8.00am-5.00pm Monday to Friday)
  - Any issues that take place within the remote learning environment will be followed up through the school's behaviour policy
- Attending virtual meetings with staff, parents, pupils and external agencies.
  - Dress code should be suitable business dress
  - Locations should avoid areas with background noise, and other people in the background.

### **2.1b Teachers (in school providing remote learning to pupils at home)**

Teachers must still be available during the scheduled timetable lessons and are expected to provide a live lesson or remote support to pupils in their class.

When providing remote learning to pupils who are not able to attend school, teachers are responsible for:

- Setting work:
  - Work will set using Show My Homework
  - The work is expected to take 4 hours for the Primary and 5 hours for the Secondary
  - Work will be set before the start of the school day
  - Work will be set as booklets which are uploaded online, there will also be narrated PPTs for some lessons for students.
- Providing feedback on work:
  - Students submit work online or when they return to lessons, teachers will feedback at this point.
- Keeping in touch with pupils who aren't in school and their parents:
  - The school attendance team and Heads of Year
- Attending virtual meetings with staff, parents and pupils:
  - Dress code should be professional at all times
  - Locations should. avoid areas with background noise, etc.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.00 am and 4.00pm

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.

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

- Supporting pupils who aren't in school with learning remotely:
- Attending virtual meetings with teachers, parents and pupils:
  - Dress code should be professional at all times
  - Locations should. avoid areas with background noise, etc.

## **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 sampling Loom lessons, dropping into MT sessions, running reports on SMHW usage etc
- Alerting teachers to resources, they can use to teach their subject remotely (including Ark SPark).

## **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**

The DSL is responsible for the areas identified within the safeguarding addendum

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be available for learning during the school day for the first 20 minutes of each lesson
- Complete work to the deadline set by teachers on Show My Homework
- Seek help if they need it by contacting teachers

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 through their head of year
- Be respectful when making any complaints or concerns known to staff

### 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 the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of year or phase
- 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

### 4. Data protection

#### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will ensure that they are using an Ark Schools device rather than a personal device, if you have been provided with one.

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses for parents and pupils as part of your schools approach to setting up and accessing remote learning. 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing your work device among family or friends if they can access your school systems

Ark Schools devices will have updates installed automatically and security policies will be maintained. If you are using your own device you must install anti-virus software and ensure that operating systems are updated (by always installing the latest updates).

### 5. Safeguarding

The safeguarding policy has been updated with an additional addendum which is available on the school website.