

# **Hill Avenue Academy**

**In Association with:**

**Manor Multi-Academy Trust**



## **Remote Learning Policy**

## Hill Avenue Academy

### Remote Learning Policy

#### Intent

This policy is to ensure all staff at Hill Avenue Academy can facilitate effective, consistent remote learning in the event of any whole school or bubble closures.

At Hill Avenue Academy we believe that effective teaching will lead to effective learning. This is the case whether our children are in school or at home. We aim to provide the best education and opportunities even if we cannot teach on the school premise. This policy outlines what effective remote learning looks like in practice.

#### Aims

- 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

#### Implementation

##### Roles and responsibilities of staff

During remote learning, all staff have a responsibility to uphold the teacher standards and expectations of the Academy. These responsibilities will be outlined below. If any member of staff is 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 set in school.

Any staff attending virtual meetings with staff, parents and pupils should ensure:

- Dress code is to be in line with the School Staff Handbook. Appropriate, professional attire to be worn at all times.
- The background of your screen is appropriate. Kept to a plain wall where possible.

##### **Class teachers**

When providing remote learning, class teachers must be available between 8.45am and 3.15pm. Teachers are responsible for:

Setting learning by:

- Providing clear learning intentions and modelling of skills for each subject
- Providing differentiated, appropriate learning opportunities for all children in their class
- Setting an appropriate amount of learning per subject
- Setting learning opportunities in time for the school day (by 8am ready for the start of the school day)
- Sharing where learning should be uploaded to with parents/ carers/ guardians

Providing feedback on learning by:

- Accessing completed learning to assess during the school day
- Sharing feedback with children on successes and ways to improve

Keeping in touch with pupils who aren't in school and their parents by:

- Being aware of parent/child consent situations
- Sharing any complaints, concerns or safeguarding incidents immediately with a member of SLT or the DSL
- Recording attendance of sessions to keep a track of online engagement
- Making contact with parents/ carers/ guardians on a fortnightly basis via phone calls unless directed by the DSL to contact families more regularly
- Ensuring all other contact with parents/ carers/ guardians goes through the school's office first
- Pre-recording live lessons

### **Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.15pm.

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

- Supporting children who they would support in school by creating appropriate learning opportunities additional to the main class teacher's learning
- Providing support to class teachers in delivering and assessing learning

### **Subject leaders**

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject
- Monitoring the use and online distribution of materials and copyrighted content
- Alerting teachers to resources they can use to teach their subject remotely

### **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

### **Safeguarding**

Safeguarding is at the forefront of all our practice at Hill Avenue Academy. Any safeguarding issues are to be immediately relayed to the DSL as stated in the school's Safeguarding and Child Protection Policy 2020 as well as the school's E-safety Policy 2020. During remote learning, safeguarding and child protection will continue to be a priority for all staff.

### **Designated Safeguarding Lead (DSL)**

As taken from the school's Safeguarding and Child Protection Policy 2020:

The DSL is a member of the senior leadership team who takes lead responsibility for child protection and wider safeguarding. The DSL for Hill Avenue Academy is Mr. Hateley and Miss Kahlon.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns.

Email: ehateley@hillavenueacademy.com

Telephone: 01902 558750

Email: hkahlon@hillavenueacademy.com

Telephone: 01902 558750

When the DSL is absent, the deputy DSL will act as cover. If the DSL and deputy are not available, Mr Harvey - Assistant Headteacher - will act as cover (for example, during out-of-hours/out-of-term activities).

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly
- The DSL will also keep the Headteacher informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.
- The full responsibilities of the DSL and deputy are set out in their job description.

The Data protection officers are Mr E. Hateley and Miss H. Kahlon.

### **IT technicians**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Providing technical support to staff where necessary
- 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
- Assisting pupils and parents with accessing the internet or devices

### **Pupils and parents**

Staff can expect pupils who are 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 learning 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
- Be respectful when making any complaints or concerns known to staff

### **Governing board**

The governing 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

### **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, phase leader or SENDco
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their phase leader
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

### **Data protection**

#### **Accessing personal data**

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

- Be aware of how they can access the data through the school's secure cloud service and shared server
- Only use devices which have been provided by the school, such as: laptops or iPads
- Not use personal devices to access data or the school's information
- Not share any data or personal information on any platforms or social media

#### **Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses or pupil data 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

IT Technicians will ensure the following:

- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates by restarting the device regularly
- 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

### **Impact**

The expected impact of remote learning is that all children continue to be provided with the high quality education that they deserve. Staff will provide learning opportunities which build on prior learning and challenge children to continue their development even when away from the classroom. Hill Avenue Academy will provide their own bespoke learning opportunities, as would be case if the children were in school. As well as this, we will provide opportunities to access educational websites and apps such as: Education City, Times Tables Rockstars, Espresso Education and many more.

We aim to work with our families to ensure that our children continue to make expected or accelerated progress across all areas of the National Curriculum by accessing learning opportunities at home. As the world around us continues to evolve, we will strive to evolve with it and provide the best opportunities for our children.

### **Review**

This policy will be reviewed annually by members of SLT and school governors.