

## Bilthorpe Flying High Academy

### Remote learning policy



#### Aims:

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all 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

#### Content and tools to deliver remote learning:

- Online tools for EYFS, KS1 & KS2 (*Purple Mash, loom, TTRS, Spelling Shed*)
- Use of recorded instructional videos and assemblies
- Phone calls home
- Printed learning packs (where needed)
- Physical materials such as story books and writing tools

Use of BBC Bitesize, Oak Academy, White Rose Maths and other online resources as signposted by teaching staff.

#### Roles and responsibilities

##### Teachers

When providing remote learning, teachers must be available for their normal working hours.

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:**
  - If there is a full lockdown or the class bubble is sent home because someone in the bubble is displaying symptoms of Covid-19 then the teacher must provide home learning through the use of virtual learning grids uploaded on the class website.
  - If there is a child in their class who cannot attend school due to shielding or self-isolating then the teacher must ensure virtual learning grids are on the class web page.
  - The work for individuals needs to be planned and set during PPA of the previous week.

- The work set should follow the usual timetable and planning for the class had they been in school, wherever possible
- The work should be uploaded to the class page on the school website.
- They should adhere to the school action plan for remote learning to ensure consistency across school.

● **Providing feedback on work:**

- If a child is working from home, then they can send their completed work to the class teacher via email.
- Teachers will save (electronically or in paper form) any work shared by children during each week and will provide feedback at the end of each week to individual children.
- Saved work will be used to make an assessment of each child.

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

- Teachers need to make regular contact with any child who is working from home. If a full lockdown then teachers should remain contact via email or phone calls home.
- Teachers should be contactable between the hours of 9am and 3pm to support parents and children where needed.
- Any complaints or concerns shared by parents and pupils should be forwarded to a member of SLT.
- Concerns about non-completion of work should be referred to SLT.

**Attending virtual meetings with staff, parents and pupils:**

- Staff should make sure that they are dressed appropriately
- Staff should consider carefully the location (e.g. avoid areas with background noise, nothing inappropriate in the background)

**Teaching assistants**

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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:

**Responsibilities:**

Attending virtual meetings with teachers, parents and pupils:

- Staff should make sure that they are dressed appropriately

- Staff should consider carefully the location (e.g. avoid areas with background noise, nothing inappropriate in the background)

Providing pastoral support as required

### **Senior leaders**

Senior leaders are responsible for:

Rebecca Shewen is responsible for co-ordinating the remote learning approach across the school.

She will monitor the effectiveness of remote learning through regular meetings with teachers, 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.

Helping staff and parents with any technical issues they're experiencing (with the support of computing lead, Damon Brearley-Ince)

### **Designated safeguarding lead**

The DSLs are responsible for ensuring:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices; and
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils.

For further details please see the school Child Protection and Safeguarding Policy

### **Computing lead**

Computing lead is responsible for:

Supporting staff by fixing issues that support remote learning.

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

### **The SENCO**

The SENCo is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for those pupils.
- Identifying the level of support needed for other children on the SEND register.

### **Office staff**

The office staff are responsible for:

- directing parents to the BFHA Parents Guide when parents phone to inform school that their child is ill or self-isolating. In order to ensure that children continue with the learning that is happening in school they should be directed towards the virtual learning grid.

### **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.

Send completed work via email to the class teacher or upload to the appropriate website e.g. Purple Mash.

#### **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 – if you know of any resources staff should point parents towards if they're struggling, include those here.

Be respectful when making any complaints or concerns known to staff.

### **Governing Body**

The governing body 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:

Rebecca Shewen ([rshewen@bilsthorpefha.org](mailto:rshewen@bilsthorpefha.org))

## **Data protection**

### **Accessing personal data**

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

Access the data from the secure server on our IT network

Use devices supplied by the school rather than their own personal devices

### **Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses and telephone 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 hard drives are 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

## **Safeguarding**

The school Child Protection and Safeguarding policy has had an addendum to it. This can be found on the school website.

## **Links with other policies**

This policy is linked to our:

Behaviour policy

Child protection and Safeguarding policy and coronavirus addendum to this

Data protection policy

ICT and internet acceptable use policy

E safety policy

### **Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Rebecca Shewen