



**ENDEAVOUR**  
ACADEMY

# **Remote Learning Policy**

September 2020

# 1. Rationale and Aims

At Endeavour Academy we are dedicated to providing the best possible education to our pupils whether they are learning in school or at home. We recognise our legal duty to provide remote education for children who cannot attend school due to coronavirus. Where a class, group of pupils, or individual pupils need to self-isolate, or local or national restrictions mean pupils have to stay at home, we are committed to reducing the potential impact of this on pupils' learning and development through the provision of immediate access to remote education.

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 online between 9.00am and 3.00pm. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this between 7.00am and 7.30 am using the normal absence procedures.

When providing remote learning, teachers are responsible for:

#### › Setting work:

- Setting assignments so pupils have meaningful and ambitious work each day in a number of different subjects. This should reflect where reasonably possible the timetable and curriculum provision the pupils would be accessing if in school and be available to pupils via Microsoft Teams by 9am each day.
- Teaching a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what's intended to be taught and practised in each subject shared with pupils in familiar ways for example through WALTs and WILFs or rubrics.
- Providing frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality DfE recommended curriculum resources or videos e.g. White Rose Maths, BBC Bitesize or resources from Oak National Academy.
- Adjusting the pace or difficulty of what's being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Working as a key stage team to ensure the above work is planned and recorded weekly on a key stage timetable. Where applicable, this should also indicate how pupils with limited/no access to devices will be supported to still complete the work. Timetables must be e-mailed to the Key Stage Manager on the Thursday/Friday before the week the work commences for proof reading to ensure consistency.

#### › Providing feedback on work:

It is vital to provide regular, timely feedback to pupils to keep them motivated and help them understand what they are doing well and where they can develop. Teachers are responsible for:

- Checking and responding to work daily in order to gauge how well pupils are progressing through the curriculum.
- Providing feedback via the lesson's WALT and WILF through the assignment tab in teams.

- Showcasing pupils' work in a daily video message where groups of pupils or the whole class are learning remotely.
- Rewarding work and conduct with team points and school value's awards in the same way as in school.

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

- Teachers are to be available to pupils and parents between 9am and 3pm, Monday to Friday. Teachers are not expected to check for or respond to communications outside of these times. Teachers should communicate this clearly to pupils and parents at the start of each day e.g. on the noticeboard in the virtual classroom or via a message on teams where pupils are accessing work. (Please note: where teachers are fulfilling teaching responsibilities in school, responses will be after the class has been released for the day).
- Teachers are expected to make contact with all pupils in their class a minimum of once every 3 weeks via telephone call when in school or from a withheld number. Contact details can be accessed through SIMs. Please ensure you log off and do not share information with a third party. Contacts with parents and pupils should be recorded on CPOMs with any actions added. If there is a safeguarding concern telephone and alert any member of the safeguarding team (Jaice Tetlow, Elizabeth Hill or Carol Rhodes) without delay. (Please note: where teachers are fulfilling teaching responsibilities in school contact will be via teams.)
- Any issues that are received are to be dealt with professionally by the class teacher and responded to within 48hrs of them being received. The Headteacher must be made aware of the communication and outcome. If required, teachers should contact their Key Stage Manager or member of SLT for advice before responding.
- Teachers should contact parents of pupils who are failing to complete work to establish reasons for this and make any adjustments necessary to ensure school has done all it can to support pupils to complete work. Contact and actions should be recorded on CPOMs as before and the Headteacher and Key Stage Manager alerted.

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

- All virtual meetings lead by school will be via the Microsoft Teams platform only. Staff can attend meetings and/or training arranged by other professionals via Skype and Zoom but should not conduct any meetings themselves via these platforms.
- Teachers are expected to adhere to the principles of the staff code of conduct dress code when attending virtual meetings (e.g. slogan free tops, appropriate necklines etc.)
- Locations for attending meetings should be appropriate, for example, avoiding areas with background noise, ensuring the appropriateness of things in the foreground and background etc.

Where teachers are required to self-isolate at home but are themselves well and their class bubble is still attending school, they will provide live streaming of lessons via teams to their class in school to ensure continuity of learning for pupils. Teaching Assistants will be allocated to the class to ensure the safety and well-being of its pupils.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 3pm Monday to Friday. 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 between 7.00am and 7.30 am 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:**

- Continuing to provide group interventions as per the in-school timetable where possible e.g. making use of DfE approved resources (e.g. NCETM catch up videos, BBC Bitesize etc)

- Supporting pupils under the direction of the SENDCo and/or class teacher e.g. scaffolding tasks and adapting resources etc.

#### › Supporting teachers:

- Creating resources for learning remotely,
- Contacting pupils under the direction of the class teacher

#### › Attending virtual meetings with teachers, parents and pupils:

- All virtual meetings lead by school will be via the Microsoft Teams platform only. Staff can attend meetings and/or training arranged by other professionals via Skype and Zoom but should not conduct any meetings themselves via these platforms.
- Teaching Assistants are expected to adhere to the principles of the staff code of conduct dress code when attending virtual meetings/training (e.g. slogan free tops, appropriate necklines etc.)
- Locations for attending meetings should be appropriate, for example, avoiding areas with background noise, ensuring the appropriateness of things in the foreground and background etc.

In addition, teaching assistants are expected to check work e-mails and be available when called upon to attend school.

## 2.3 Subject leads

Alongside their teaching responsibilities as outlined above, subject leads are responsible for:

- › Working with teachers teaching their subject remotely to make sure where reasonably possible all work set shows fidelity to school's curriculum documentation (e.g. unit plans, agreed practices, intent and end point statements, progressions, etc).
- › Monitoring the remote work set by teachers in their subject by reviewing the work set weekly on teams.
- › Monitoring the work set by teachers in their subject by reviewing work set via teams.
- › Alerting teachers to ideas and resources they can use to teach their subject remotely.

## 2.4 SENDCo

Alongside their teaching responsibilities as outlined above, the SENDCo is also responsible for:

- › Co-ordinating remote learning provision for children with SEND across school.
- › Completing, implementing, reviewing and updating risk assessments for identified pupils e.g. pupils with EHCP's.
- › Maintaining weekly telephone contact with parents and pupils with EHCP with contact and actions (if any) recorded on CPOMs.
- › Monitoring the remote work set by teachers for SEND pupils by reviewing the work set weekly on teams.

## 2.5 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 key stage leaders, reviewing work set by teachers weekly, reviewing feedback from subject leaders and teachers, reviewing work submitted via teams etc.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.6 Designated safeguarding lead

The DSL is responsible for:

- › Creating, sharing and monitoring the implementation of the safeguarding action plan.
- › Co-ordinating the work of the safeguarding team to include maintaining contact (teams and safeguarding team e-mail), collating, passing on information and responding to any concerns.

(see also the COVID-19 amendments to the Safeguarding Policy)

## 2.7 IT 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 (Julie Carrington)
- › Assisting pupils and parents with accessing the internet or devices
- › Ensuring the hard drive of devices issued to staff is encrypted.

## 2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the hours of the school day (9am-3pm) – although we recognise 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. Staff should direct parents to the home learning page of the school website for useful links and learning and contact key staff on parents' behalf for support and advice.
- › Be respectful when making any complaints or concerns known to staff

## 2.9 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

## 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/Key Stage Leader/SENDCo/Headteacher
- › Issues with behaviour – talk to the Key Stage Lead/ Behaviour Lead (Lisa Cantrell)/Headteacher
- › Issues with IT – talk to IT Technician (Sam Taylor)
- › Issues with their own workload or wellbeing – talk to Key Stage Leader/Headteacher
- › Concerns about data protection – talk to the data protection officer (Julie Carrington)

- › Concerns about safeguarding – talk to the safeguarding team (Jaice Tetlow, Elizabeth Hill, Carol Rhodes)

All staff can be contacted via school e-mail addresses. In an emergency please contact the Headteacher using the normal procedures.

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- › All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- › Teachers are able to access parent contact details via SIMs using a secure password. Do not share any details with third parties and ensure SIMs is logged off.
- › SLT have the ability to locate personal details of families when required through securely accessing SIMs. SLT are not to share their access permissions with other members of staff. SLT must ensure SIMs is logged off.
- › School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers and emails as part of the remote learning system. This processing of personal data is necessary for the school's official functions and does not require explicit permissions.

Whilst this processing may be necessary, 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 the device among family or friends
- › Using devices in line with Enquire Learning Trusts Acceptable Use and Information Governance policies

## 5. Safeguarding

All staff are responsible for:

- › Alerting the safeguarding team (Jaice Tetlow, Elizabeth Hill or Carol Rhodes) by telephone without delay if there is a safeguarding concern. **IF STAFF BELIEVE A CHILD TO BE AT IMMEDIATE RISK OF HARM THEY SHOULD TELEPHONE 999**
- › Familiarising themselves with the addendum to the Safeguarding policy entitled “COVID-19 school closure arrangements for Safeguarding and Child Protection at Endeavour Academy” which is available on the school website and in the ‘Policies’ folder on the staff shared drive.

## 6. Monitoring arrangements

This policy will be reviewed when updates to home learning are provided through the Enquire Learning Trust ‘Maintaining Provision’ document and Government updates by Carol Rhodes (Headteacher). At every review, it will be approved by SLT.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection Policy (and coronavirus addendum to said policy)
- Information Governance policy and privacy notices
- Acceptable use policy
- Online safety policy