



# **Neale-Wade Academy Remote Learning Policy**

**January 2021**

<b>DOCUMENT NO:</b>	<b>NWA001</b>
<b>Lead author/initiator(s):</b>	J Rowland
<b>Contact email address:</b>	<a href="mailto:jrowland@neale-wade.org">jrowland@neale-wade.org</a> <a href="mailto:governors@neale-wade.org">governors@neale-wade.org</a>
<b>Developed by:</b>	J Rowland
<b>Approved by:</b>	
<b>Approval Date:</b>	5 January 2021
<b>Review Date:</b>	31 March 2021
<b>Version No:</b>	1
<b>Review Timetable:</b>	
<b>Review:</b>	The document should be reviewed by a nominated member of staff and updated annually if required; after ratification or earlier if there is any new local or national guidance, changes in process, curriculum or legislation.
<b>Purpose of Document:</b>	To give guidance on remote learning activities and to insure high standards are maintained.
<b>Implementation:</b>	The procedures will be accessed via the Staff Share on the V Drive and accessible on the Neale-Wade Academy website
<b>Dissemination:</b>	The procedures will be available to all staff, teaching and non-teaching as well as on the school website for review by the public.

## Statement of intent

At Neale-Wade Academy, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address how the school intends to deliver learning remotely when a pupil is not able to access school due to the COVID-19 pandemic.

Our aim is to:

- Minimise the disruption to pupils' education and the delivery of the curriculum in the event that pupils are absent from school due to COVID-19.
- Ensure provision is in place so that all pupils have access to high quality learning resources and teaching support
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Enable teachers to ensure that their workload is managed and that they are suitably trained and experienced in the delivery of remote learning platforms.
- Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

## Safeguarding

At Neale-Wade Academy, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.

All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies. Staff will at all times work within the schools Code of Conduct for Adults.

Adults must also ensure that any digital resources made available to families, or returning completed tasks, are safe and do not compromise the professional conduct or standards expected at Neale-Wade Academy. Adults recording teaching input and explanation videos from home should be dressed appropriately and should ensure that the background setting is suitable (e.g. not in a bedroom area)

All communication between children and adults, whilst pupils are learning at home, should take place via school email accounts or Google Classroom/ Microsoft Teams only. Adults should not communicate with pupils via their own personal social media accounts and no images of pupils should be emailed.

Any breaches must be immediately reported to our Designated Safeguarding Lead Hilary Hitch by emailing [hhitch@neale-wade.org](mailto:hhitch@neale-wade.org) with brief details.

## **Philosophy**

Neale-Wade Academy is committed to working in close partnership with families and recognises each family is unique. This plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#) and offers remote learning opportunities for all children. We acknowledge that some households have limited access to devices and will require hard-copies of work and resources. Neale Wade Academy will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Remote learning will be provided when a child is absent due to Covid-19 related reasons, these include:

1. A child who is absent because they are; displaying COVID symptoms, awaiting COVID test results, part of a household which is required to self-isolate.
2. A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
3. The school is closed to all pupils as part of government wider lockdown measures.

<b>Response Level</b>	<b>Remote Learning Offer</b>	<b>Safeguarding</b>	<b>Free School Meals</b>
<p><b>1. School response when a child is absent because they are; displaying COVID symptoms, awaiting COVID test results, or are part of a household which is required to self-isolate.</b></p> <p><b>Attendance officer to send Self-isolation instruction letter to parents.</b></p>	<p>Subjects will provide a weekly menu of learning opportunities that are aligned to the topics, skills and knowledge that is being taught in school.</p> <p>These will be accessible Foldr and Microsoft Teams.</p> <p>Pupils will be provided with login details MyMaths, and GCSE-pod.</p> <p>Exercise books and pens will be provided if requested by parents/carers. Requests to be directed to year office and resources made available for collection.</p>	<p>Progress Leader/ Pastoral Assistant/ Attendance officer to make contact on the telephone with the pupil every 2 days in order to check in on wellbeing and engagement with home learning activities.</p> <p>Any concerns to be passed to the DSL.</p>	<p>A weekly voucher to be provided for any child who is entitled to free school meals.</p> <p>Parents to notify the academy Finance team on day 3 of the student's absence.</p>
<p><b>2. A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19 or</b></p>	<p>Staff will deliver lessons virtually via Microsoft Teams to their classes following the timetable as planned.</p> <p>Lessons will include the taking of a register, directed teaching, setting of tasks and task completion time along with verbal feedback when appropriate. Students will be</p>	<p>Any concerns shared by parents or pupils reported to the class teacher or class teaching assistant should be recorded on MyConcern along</p>	

<p><b>3. The school is closed to all pupils as part of government wider lockdown measures.</b></p>	<p>expected to submit their work electronically to their class teacher. Where a teacher is unable to take the lesson, work will be available in the <b>'Files'</b> section of the class Teams page. Live lessons will be recorded and saved to the class Teams page.</p>	<p>with the follow up action/resolution. Significant safeguarding concerns should be reported to the DSL/ DDSL.</p>	
--	--	---	--

### **Roles and Responsibilities when a whole class or bubble is closed and children are at home**

#### **Teachers:**

- Will all be provided with a Laptop for use at home to assist them in the preparation and delivery of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Microsoft Teams.
- Where they are 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 Neale-Wade Academy staff absence procedures (See appendix 1) and confirm with the Curriculum Leader that work for the lesson is available for all classes that they are due to teach that day/ or provision has been made for Live lessons, to be delivered by another member of the department.
- Will be expected to be available for their full normal contact hours with core online learning activities taking place between 8.50am- 3.10pm on each of their normal working days.
- Prepare lessons to be delivered remotely, to be delivered via Microsoft Teams for the majority of pupils.
- Provide feedback for pupils, on work submitted by 3.30pm, at the end of each day via Microsoft Teams. Work which is completed and submitted after 3.30pm will be marked and feedback offered the following day.
- Direct the class teaching assistant in supporting the work and learning of pupils who are working remotely.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead DSL: Hilary Hitch or DDSL: Mark Loveday, Aynsley Welling and Gina Brown.

#### **Teaching Assistants/ Learning Support Assistants:**

- Will all be provided with a Laptop for use at home to assist them in supporting the delivery and preparation of remote learning education for the pupils in their class.
- Will have access to ongoing support and appropriate CPD to ensure they are confident with delivering remote education via Microsoft Teams.
- Will be expected to be available for their normal contracted working hours with core online learning activities usually taking place between 8.50am-3.10pm on their working days to respond to questions from children and or parents via Microsoft Teams/ school email account.
- Where they are unable to work for any reason during this time, for example due to sickness absence, they should report this using the normal Neale-Wade Academy staff absence procedures (See Appendix 1).
- Join and support the teacher in Microsoft Teams check in sessions daily with pupils from the class
- Support the preparation of lessons to be delivered remotely.

- Be available to assist in providing written and verbal feedback to pupils, to make contact with parents and where any concerns arise offer support and record on My Concern, as directed by the class teacher.
- Report any significant safeguarding concerns immediately to our Designated Safeguarding Lead DSL: Hilary Hitch or DDSL: Mark Loveday, Aynsley Welling and Gina Brown

#### **Senior Leaders:**

- Be responsible for coordinating our Remote Learning offer including daily monitoring of engagement.
- Where a teacher or teaching assistant is absent, liaise with curriculum leader to ensure continuation of appropriate provision is made for the class.
- Monitoring and quality assuring the effectiveness of our Remote Learning Offer, through regular 'meetings' with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Liaise with the Designated Safeguarding Lead DSL: Hilary Hitch or DDSL: Mark Loveday, Aynsley Welling or Gina Brown regarding any significant safeguarding concerns.
- Monitor the security of remote learning systems, such as GDPR and safeguarding considerations

#### **IT Systems Manager / Digital Learning / Virtual School Leader:**

- To maintain and update the main Neale-Wade Academy Central Logins and passwords for Microsoft Teams and ensure the Central Record is kept updated.
- To issue new passwords to pupils in the event that a child locks their account.
- To manage access to class accounts in the event that a teacher is off sick or has locked their account.
- Admin Email: e.g. [Name@neale-wade.org](mailto:Name@neale-wade.org) / Password: Management1234

#### **IT Support team Local / ALT Central:**

- Fixing issues with systems used to set and collect work
- Helping staff 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

#### **SENDCO**

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Liaising with class teachers to ensure that pupils with EHC plans continue to have their needs met while learning remotely.
- Liaising with the Principal, and other organisations, to make any alternate arrangements for pupils with EHC plans if necessary
- Monitor the quality and appropriateness of education provided for pupils with SEND and or an EHCP.

#### **Designated Safeguarding Leaders**

Our DSL and DDSL are responsible for managing and dealing with any safeguarding concerns in line with the procedures set out in our Safeguarding and Child Protection Policy.

### **School Business Manager**

- Ensuring value for money when arranging the procurement (under£1000) of equipment or technology or working with Trust Procurement lead in alignment with Trust policy and advice.
- Ensuring that Neale-Wade Academy has adequate insurance to cover all remote working arrangements as covered by RPA

### **Pupils and Parents**

Staff can expect pupils learning remotely to:

- ✓ Complete work to the deadline set by teachers
- ✓ Seek help if they need it, from teachers via email in the first instance.
- ✓ Alert teachers via email - 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 using the 01354 606000 phone number.
- ✓ Seek help from the appropriate member of staff - if they need it
- ✓ Be respectful when making any complaints or concerns known to staff

### **Governing Body.**

The Governing Body is responsible for:

- Monitoring Neale-Wade Academy's approach to providing remote learning to ensure education remains as high quality and accessible as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Home and School Partnership**

- Class teachers will ensure that our children are familiar with and can confidently use Microsoft Teams and their school email account.
- We encourage parents to support their children's work by providing a safe, appropriate place to work and by encouraging them to work with good levels of concentration and best efforts.
- We would encourage children who are learning remotely, to follow the structure of a school day in line with their normal timetable
- Staff will ensure that work is uploaded to Foldr and/or Microsoft Teams
- Parents can contact class teachers via email, should they experience any difficulties.
- All children sign an Acceptable Use Policy at school which includes e-safety rules and this applies when children are working on computers at home.
- A Chromebook / laptop may be loaned by the school to a pupil where parents/ carers agree to take responsibility for the care and acceptable use of the device.

### **Resources and tools used to deliver the Remote Learning Plan.**

Resources include:

- Online tools for KS3-5 (*Microsoft Teams; GCSE-Pod, MyMaths, BBC Bitesize, Oak Academy etc*)

- Use of recorded video for lesson instructions and assemblies
- Telephone calls made to pupils and parents at home
- Books, pencils, pens, resource sheets and pupil logins and passwords for all platforms made available for collection from the office when needed.
- Physical materials such as story books and writing tool

### **Software and online platforms**

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching and teaching assistant staff need to be familiar with them):

For example

- Microsoft Teams
- GCSE-pod
- MyMaths
- School email accounts

Data Protection Impact Assessments will be undertaken where personal data will be uploaded to learning and teaching web based and cloud platforms to ensure compliance with the GDPR and the Data Protection Act 2018. Further to ensure that there are robust data security mechanisms in place to protect an individual's privacy of their personal data from unauthorised access.



## **Appendix 1: Neale Wade academy staff absence procedures.**

### **Planned Absences:**

- Blue/yellow form completed and signed by line manager at least 5 days in advance of cover
- Cover set and saved in staff area on v drive (Cover Work)
- Please attach seating plan to cover work for each lesson

### **Unplanned Absences:**

- **Call absence line before 7:00am –01354 606012**
- Give details: ill, personal or co-vid related. No other detail is necessary
- Please ring on each day of absence or to confirm you are returning to work
- **Please inform your curriculum leader that cover work has been saved in the 'Files' section on Teams for all of your classes for that day.**

### **Unplanned Absences- Cover:**

- Ensure all up to date seating plans for each class and room you teach in are on the Cover Work folder
- Send cover work into absence line where possible with attached seating plans
- Copy in curriculum leaders