"Let your light shine before others"
Matthew 5 v 16

The following policy is reflective of our deeply held Christian Vision and Values.

Vision

We are committed to creating a safe, happy and enriching environment where we all aspire to thrive, achieve and celebrate success together.

Our aim is to promote the dignity and well-being of every child and staff member and ensure they flourish in the course of their journey with us.

Values

Our core Christian values of Hope, Wisdom, Community and Joy underpin all that we strive to achieve to enable our 'light to shine before others' Matthew 5 v 16

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1. Aims This Remote Learning Policy aims to:

- Ensure consistency in the school's approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Please note that this policy has been created regarding advice and guidance received from Department for Education (DfE).

2. Roles and responsibilities

Teachers ideally are available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation. Underpinning this approach is an understanding for flexibility as to when teachers can be available. If 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 absence procedure.

Teachers are responsible for:

- Setting work: Class teachers will aim to provide online learning approximately equivalent in extent to that taught in school. Work will be uploaded to the school website and/or through Google Classroom within 24 hours of notification of absence from school.
- Teacher's will provide periodic feedback on relevant work that has been returned to them, through platforms such as Google Classroom.
- Teacher's will monitor engagement with the work being set and will communicate with parents as appropriate.
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent).
- Where families do not have access to technology or the internet, printed work will be made available on request
- Teachers will also use aspects from the Oak Academy https://www.thenational.academy/ and BBC Bitesize https://www.bbc.co.uk/bitesize/this-terms-topics and will also use other web-resources as appropriate.
- Subject leaders will coordinate with teachers and the DHT to ensure consistency of approach and to try and ensure that pupils with limited access to computers/devices can still complete the work.
- Live teaching or pre-recorded lessons will be undertaken as appropriate and when it is necessary to support learning.

Responding as appropriate to parents:

- No additional regular contact with parents is expected other than through periodic contact by the tutor.
- The home learning that is offered allows work to be tracked through online platforms such as Google Classroom.
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address);
- Parents should note that the government does not expect them to perform as teachers nor expect a school's lockdown offer of remote learning activities to be 'education as normal but from home'.
- While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges and there is therefore no expectation that work will be completed and certainly not to the standard that teachers would normally expect in class.

Teaching Assistants:

- Teaching assistants should be available during their normal working hours on the days they are normally required in school.
- If 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 absence procedure.
- Teaching assistants may:
  - Work in school or at home for specific tasks as required by the Headteacher
  - Undertake remote and/or online CPD training;
  - Attend virtual meetings with colleagues.

Faculty Leads

- Alongside their teaching responsibilities, as outlined above, Subject Leads may: Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent;
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other;
- Monitor the work set by teachers in their subject;
- Alert teachers to resources they can use to teach their subject.

SENCO

- The SENCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy.
- During a period of enforced school closure, the SENCO will continue to:
  - Lead on liaison with SEND pupils at home and their families;
  - Ensure completion of necessary SEND paperwork and/or applications;

Senior Leadership Team (SLT)

- Alongside any teaching responsibilities, senior leaders are responsible for:
  - Coordinating the remote learning approach across the school.
  - Monitoring the effectiveness of the remote learning activities for example through contact with teachers and faculty leaders and reviewing the work set.
  - Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery.
  - Responsibility and oversight of data protections regulations compliance.
  - Oversee the ongoing wellbeing and CPD of all staff.

Designated Safeguarding Lead (DSL)

- The DSL's responsibilities are identified within the school's Safeguarding Policy.
- Ensure that additional welfare contact is undertaken with designated families as appropriate

Pupils and Parents

Staff can expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis.
- Do some reading (or listen to some reading) every day.
- Seek help if they need it from adult(s) at home or from teacher's through online platforms like Google Classroom.
- Adhere to the school's behaviour expectations as set out below.
- Have fun.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Confirm that they are happy for their child's work to be uploaded to the school website or shared in the school newsletter.

Trust Board

- The Trust Board is responsible, including as advised by the DfE, for: Supporting staff and pupil wellbeing.
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only.
- Keeping monitoring to a minimum by focussing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils.
- Directing any approaches by parents made to them directly or indirectly to the school via email to selwoodacademy@educ.somerset.gov.uk
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:

Exclusions

- DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.
- Complaints - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed.
- If a school is closed during the enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

3. Who to contact

- If staff have any questions or concerns, they should contact the following individuals:
    - Issues in setting work – contact the Faculty Lead or Deputy Headteacher
    - Issues with behaviour – contact the Pastoral Team Leader or Assistant Head Teacher
    - Issues with IT – contact the IT technician
    - Issues with their own workload or wellbeing – contact their line manager or Headteacher
    - Concerns about data protection –contact the School Business Manager who will liaise with the data protection officer
    - Concerns about safeguarding – contact the DSL or DDSLs as set out within the school's Safeguarding policy.
- If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher or a member of SLT

4. Data protection

- Accessing personal data When accessing personal data, all staff members will:
    - Only use their official school email account and never use personal messaging systems;
    - Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

Sharing personal data

- Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online.
- Google Classroom is to be used for teaching and learning purposes only.

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 the work with sensitive information is saved on the school server.
- Making sure the device locks if left inactive for a period of time.
- Installing antivirus and anti-spyware software; Keeping operating systems up to date – always install the latest updates.

5. Safeguarding

- The school's Safeguarding Policy has been updated to reflect the current situation.

6. Monitoring arrangements

- This policy will be reviewed annually by the Headteacher.

7. Links with other policies

- This policy is linked to the school's following policies:
- Behaviour Policy
- Safeguarding
- GDPR Data protection policy and privacy notices
- ICT and Acceptable Use Policy

For pupils:

- You should only contact staff through Google Classroom
- As with ICT use in school, users of Google Classroom and the Google Suite Apps must follow the schools Acceptable Use Policy (AUP).
- Your G Suite account is not private and is monitored by the school. For this reason, you must not upload or share inappropriate, harmful, or illegal content.
- When using G Suite, pupils must always behave appropriately.
- Follow-up tasks will be in Google Classroom – you can ask questions of your teacher there.

Live Lessons:

- find a quiet space
- use headphones if you can
- place your device so the camera doesn't show too much of your home (to protect your privacy)
- behave in the lesson as you would be expected to in school
- be kind and considerate of others
- The microphone should be switched off unless otherwise instructed- for example if the teacher asks a question. Then the microphone only should be switched on.
- You do not need to have the camera on. This is optional.
- You can ask to speak, using the hands-up icon.
- You should always be suitably dressed for the lesson – no pyjamas.
- If you are taking part in the lesson, make sure you are in a family space rather than your own bedroom.
- Your family must be made aware when you are taking part in an online lesson.
- The teacher can mute you and can remove you from the class stream/Meet session (and future sessions) if it is felt that your behaviour is not appropriate.
- All live sessions are recorded. You must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then you may be blocked from future sessions. All concerns will be reported using the usual behaviour management procedures in school.

For parents:

- Help your child find the best place to work (if possible, not a bedroom)
- Be on hand, if you can, to help if needed
- Parents should not get involved in the lessons, but please talk to your child about them afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school weekly.