





REMOTE LEARNING POLICY

2019-2020

Named person with designated responsibility for this policy

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| --- | --- | --- | --- |
| Academic Year | Designated Senior Person | Nominated Governor | Chair of Governor |
| 2019-2020 | Miss Tassawar | Raheem Gul | Andra Iordache |
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Review of Policy

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| --- | --- | --- | --- |
| Review Date | Changes made | By whom | Date shared to Staff |
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| Date ratified by Governors | Review Date |
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Blackwater Academy

Remote Learning Policy

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# Aims

This remote learning policy for staff 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

# 2. Roles and responsibilities

**Head of Teaching and Learning: Miss Sameera Tassawar**

* To ensure that all staff are aware of their individual responsibilities for teaching and learning. This includes teaching staff ensuring that work is prepared for learners who are attended Blackwater Academy and for learners who are working from home.
* To ensure that all learners are provided with learning materials tailored to their individual needs which includes students with SEN needs and an EHCP.
* To ensure that SENCO’s are strategically involved in planning learning for students with SEN and an EHCP.

**Mentor: Mr Bilal Knight**

* To ensure that all learners who are entered into the mentoring programme are spoken to on a weekly basis which includes phone calls, home visits and on-site counselling support.

**Pastoral Leads**

* To support families and students needing additional support through phone calls, home visits and on-site counselling support.

2.1 Teachers

Teachers must be available between 9:00am and 2:30pm. 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.

Absence should be reported prior to 8:30 so that senior management leaders are able to re-structure staffing in accordance to the skeleton rota and to ensure that student staff ratios are met.

Teachers are responsible for:

* Setting work for students who are learning from home
* The amount of work that needs to be covered.
* Ensuring that work created is in line with previous knowledge and is structured to enable students to progress in their learning and to effectively transition into the next stages of their learning.
* Ensuring that work is set on a weekly basis with details of deadlines and assignments provided.
* Work is emailed across to all parents and students.
* Communicating with parents/carers to ensure that work given is tracked and students are clear in the tasks that are given. This will be done through emails and phone calls.
* Any communication between teaching staff and parents will be expected to occur during the school hours.
* Ensuring that any complaints or concerns shared by parents and pupils are to be handled in accordance to the school’s complaints policy.
* Ensuring that all safeguarding concerns are handled in accordance to the schools Safeguarding and Child Protection which include Covid-19 Addendum.
* Ensuring that meetings are attended with parents, students and staff.

The roles and responsibilities for teaching staff will continue to apply to all staff who are on a rota system on the days that they are in, but the roles will continue to be overseen by Senior Management on a daily basis.

2.2 Teaching assistants

Teaching assistants must be available between 9:00 to 2:30pm. 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

Teaching assistants are responsible for:

* Supporting pupils with learning remotely
* They will support pupils with learning difficulties whilst on site at School.

cover details like:

* + Which pupils they’ll need to support
  + How they should provide support

2.3 Subject leads

Head of Teaching and Learning and Subject leads will co-ordinate learning in order to support students who are working from home and students who are attending the school on site. This will also incorporate the role of the SENCO officer who is integral to ensuring that the co-ordinated learning taking place is in line with the needs of students with SEN and an EHCP.

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

* Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
* Working with teachers teaching their subject to make sure work set is appropriate and consistent
* Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
* Monitoring the work set by teachers in their subject through virtual meetings.
* Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

* Coordinating the remote learning approach across the school
* Monitoring the effectiveness of remote learning – explain how they’ll do this, such as 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
* Monitoring the health and safety of all staff, students and parents.

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring the health and well being of all of our students and staff. During COVID-19 there will be an on-site Safeguarding Lead at all times and another DSL participating in the home visits.

The DSL can be contacted by both the parents/guardians of students on-site but also for students that are staying home due to the pandemic.

2.7 Pupils and parents

**Staff can expect pupils to:**

* Be contactable during the required times – 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

**Staff can expect parents 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

2.8 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 systems are appropriately secure, for both data protection and safeguarding reasons

# 3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

* Issues in setting work – Miss Sameera Tassawar
* Issues with behaviour – Mr Kyle Morrison and Mr Bilal Knight
* Issues with their own workload or wellbeing – Senior Management.
* Concerns about data protection – Data Protection Officer Mr Tom Morris
* Concerns about safeguarding – talk to the DLS Mr Kyle Morrison.

# 4. Data protections

4.1 Accessing personal data

When accessing personal data, all staff members will:

Explain:

* How they can access the data, such as on a secure cloud service or a server in your IT network
* Which devices they should use to access the data – if you’ve provided devices, such as laptops, make staff use these rather than their own personal devices

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn’t require explicit permissions.

While this 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)
* 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
* Making sure the device locks if left inactive for a period of time
* Not sharing the device among family or friends
* Installing antivirus and anti-spyware software
* Keeping operating systems up to date – always install the latest updates

# 5. Safeguarding

This policy has been reviewed and updated in accordance to Keeping Children Safe in Education 2019. This policy update has been reviewed by the board of governors. This can be accessed on the school website.

The Child Protection Policy has been updated with the addition of the Coronavirus governmental strategic plan produced through the Birmingham City Council website.

# 6. Monitoring arrangements

This policy will be reviewed in accordance with any new changes updated by senior Management and Government authority. At every review, it will be approved by the Governing body.

# 7. Links with other policies

This policy is linked to our:

* Behaviour policy
* Child protection policy and coronavirus addendum to our child protection policy
* Data protection policy and privacy notices
* ICT and internet acceptable use policy
* Online safety policy