Waterfront UTC

Remote Learning Policy

Policy Scope:	**Waterfront UTC**
Responsibility:	**Local Academy Board**
Date Adopted:	**January 2021**
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Review Date:	**January 2022**

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1. Aims

At Waterfront UTC we are committed to ensuring pupils have access to high quality lessons whilst encouraging independence, responsibility and ownership. All work for pupils is set, on a daily basis, via ClassCharts. ClassCharts activities may include using MathsWatch or MS Teams but most will include reading through lesson resources, watching pre-recorded videos made by our teachers and other professionals, and completing activities and projects. As well as students being able to email their class teachers for support at any time, teachers will be available for the start of every timetabled lesson via MS Teams to offer support and advice on the work set. Work set will be engaging and challenging for all.

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

Ofsted – *"remote education curriculum should be aligned to the classroom curriculum as much as possible, and carefully sequenced to ensure pupils obtain the building blocks they need to move on to the next step. **It suggests that whether learning is delivered through worksheets, textbooks, or via an online platform, it is a good idea to keep resources simple and straightforward to use.** And feedback and assessment are still as important remotely as they are in the classroom."*

2. Roles and responsibilities

It is the responsibility of each Class Teacher to set work in a timely fashion, in line with normal timetabled lessons. The activities will engage, embed and challenge learners.

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 3:30pm on Monday through to Thursday and 8:30am to 1:10pm on a Friday – term time only. Teachers will be available via MS Teams for the start of every lesson to offer support.

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:

- o For all timetabled classes

- o At least enough work to cover the period of the lesson/s

- Ready for the morning of their timetabled lesson
- Provide clear instructions on how to access the work and how to submit work for feedback

> Providing feedback on work:
- Pupils should email all completed work to their Class Teacher who will endeavour to respond with feedback within TWO weeks, the feedback will provide clear guidance on how to improve work.

> Keeping in touch with pupils who aren't in school and their parents:
- Any pupil not interacting with Remote Learning needs to be contacted by the class teacher in the first instance.
- Teachers should answer any queries from parents or carers in a timely fashion.
- Any issues raised by parents, carers or pupils, should be dealt with by the class teacher in the first instance, and then the issue needs to be raised with the relevant member of staff – Head of Year, SLT, SENCO etc – all Safeguarding issues need to be raised with the Safeguarding Leads and logged on CPOMS.

> Virtual lessons/ meetings with staff, parents and pupils:
- Dress code – appropriate to the occasion
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background). Backgrounds blurred where possible

2.2 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 teachers and subject leaders
- reviewing work set
- feedback from pupils and parents

> Provide effective training for Data Protection and GDPR

2.3 Designated safeguarding lead

The DSL is responsible for maintaining regular contact with vulnerable pupils and alerting the relevant authorities as to any safeguarding issues.

2.4 Pupils and parents

Staff can expect pupils learning remotely to:

> Join every MS Teams meeting at the start of every lesson. This is to ensure students are marked in on a register and are able to complete set work

> Be contactable during the school day

> Complete work to the deadline set by teachers

> Seek help if they need it

> Alert teachers if they're not able to complete work

> Email all completed work to teachers

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

> Be respectful when communicating with school staff

2.5 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Communication with Home

Vulnerable Group - the safeguarding team will endeavour to make contact with children who are recognised as vulnerable, at least once a week.

All students - Company Time Tutors will endeavour to make contact with all members of their Company, at least once every three weeks.

These communications will be focused on wellbeing, engagement with work and support.

3.1 Concerns with engagement of work

If teachers are concerned with the level of engagement with Remote Learning activities, they will follow this three-stage process:

Stage 1 - teacher recognises a student is not engaging with the work - teacher makes contact with home.

Stage 2 - weekly monitoring of Remote Learning activity
Weekly checks will be carried out to see who has not engaged with the Remote Learning activities.
The Head of Year will contact home with any concerns.

Stage 3 - continued lack of engagement
Any student who continually fails to engage with the Remote Learning activities, despite being contacted by teachers and Heads of Year, will be contacted by a member of SLT.

4. Who to contact

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

> Issues in setting work – Senior Vice Principal

> Issues with behaviour – Head of Key Stage

> Issues with IT – Senior Vice Principal

> Issues with their own workload or wellbeing –Line Manager

> Concerns about data protection – Senior Vice Principal

> Concerns about safeguarding – DSL

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will only use the schools secure MIS (Arbor) and NOT download any personal information about pupils, parents or other staff members.

5.2 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. It is advisable, to ensure security, that any work needing to be accessed from home is uploaded to OneDrive.

> 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

6. Safeguarding

Pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. Any questions or concerns about safeguarding should continue to be raised to the Designated Safeguarding Lead.