Remote Learning Policy

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Remote Learning Policy

Procedure management log

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Madani Schools Federation

REMOTE LEARNING POLICY 2023 – 24

The policy should be read and complied with in conjunction with the following and other referenced documents. The policy reflects current legislation, accepted best practice and complies with the government guidance. They should be read and complied with in conjunction with the referenced documents and the Leicester Safeguarding Children Partnership Board procedures (https://llrscb.proceduresonline.com).

- 2023 -24| MSF Policy | Staff Code of Conduct (inc Remote Learning Code of Conduct)
- 2023-24| MSF Policy | Low Level Concerns
- 2023-24| MSF Policy | Attitude to Learning & Anti- Bullying Policy
- 2023 -24| MSF Policy | Child Protection
- 2023 - 24| MSF Policy | Attitude to Learning
- 2023 | DfE | Keeping Children Safe in Education (2023)
- 2015 | HMG | Counter-Terrorism and Security Act (2015)
- 2018 | DfE | Working Together to Safeguard Children (2018) inc Update December 2020
- 2018 | DfE | Information Sharing (2018)
- 2015 | Ofsted | Inspecting safeguarding in maintained schools and academies (2015)
- 2019 | Ofsted | Inspecting safeguarding in early years, education and skills settings (2019)
- 2011 | DfE | Teachers' Standards (inc Update 2013)
- Other related school policies
- Forthcoming statutory guidance and legislation

Governor Lead: H Suleman, Chair of Governors

Headteacher: R Laher

1. Aims

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

> To ensure continuity of learning in the following 'approved' cases where:

  o it is not possible, or is contrary to government guidance, for some or all pupils to attend school

  o where there is a school closure resulting in students not being to attend school in person

> Remote Learning will only take place where this has been authorised and permitted by the school and approval has been given for one of the following:

  o For 'live' lessons to take place

  o For Assignments to be set for students – *no 'live' lessons to take place*

> The following staff are involved in this process:

2.1 Teachers

When providing 'approved' remote learning, teachers must be available between usual school hours.

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.

Where you are absent and are able to still work from home, if remote learning has been approved by the school, then remote learning teaching should still continue from home

When providing remote learning, teachers are responsible for:

> Planning for those on the Expected Absences list (due to isolation, shielding or otherwise):

  o Lesson planning must also cater for the individuals or small groups absent

  o Planning must ensure that learning is as closely as possible aligned with in-school provision

  o Any students without access to technology must be provided with paper-based resources (following the handling procedures set out by the school, i.e. allowing for 72 hours to pass before handing any paper-based work to students)

> Where whole classes are in isolation of in the event of a school closure or a local lockdown resulting in school closure and 'live' lesson delivery is approved:

  o Allowing for remote learners to join the live lesson and partake in learning:

    ▪ Ensuring that the following are expectations are factored into lesson planning:

      • New content/learning is delivered unless the lesson is a revision lesson

      • teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

      • provide frequent, clear explanations of new content, delivered by a teacher in the school

      • providing opportunities for interactivity, including questioning, eliciting and reflective discussion

      • providing scaffolded practice and opportunities to apply new knowledge

- enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate

- using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge

- For pupils with SEND, their teachers are best-placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress

- Activities are to be set via Microsoft Teams – Assignments allowing students to hand-in assignments using this method

❯ Providing feedback on work for those remotely learning:

   o Absent students or those remotely learning (individuals or full classes) are to submit work via Microsoft Teams

   o Work submitted must be visually checked and feedback provided in line with existing assessment and feedback policy

❯ Keeping in touch with pupils who are absent due to long term absence and their parents:

   o Follow up **call** to be made by each subject teacher every 3 weeks to check progress and where required provide support

   o Any emails received from students must be responded to using the staff members school email account – staff must not use any personal email accounts, social media accounts, etc to communicate with students. Individual contact should only be made via student email and via phone call (using parent contact details from Bromcom)

   o Any complaints received from students or parents must be passed onto the staff members line manager/subject lead for follow-up – for any safeguarding concerns, please see the relevant section below

   o Behavioural issues must be followed up as per the schools A2L policy (lesson behaviour or home learning related)

If teachers are teaching live lessons from home (where relevant and approved by the school), then the staff code of conduct relating to remote lessons must be adhered to.

➢ For individuals self-isolating or are absent during :

   o Teachers are to set assignments via Microsoft Teams – Live lessons must not take place

   o Assignments must **only be set** for those on the Expected Absences list – NOT for the entire class

   o Assignments must be set via Microsoft Teams – work **MUST NOT** be emailed to students

   o The assignment must have a clear title [e.g. Geography – 31/8/2021 (P5)]

   o The assignment must have detailed instructions for the work that is to be completed

   o Assignments must be issued from the **2nd day after appearing on the expected absences list** and thereafter on **each morning of absence** (this can be pre-scheduled to go out on each morning of absence)

   o Where needed, assignments **should** include a **video/voiceover** explaining the content (this can be from external providers such as Oak National Academy, GCSE Pod, etc)

   o Tasks and associated **high quality resources** to be included in the assignment – **the work set must be equivalent in length to a normal lesson in school** – work set must be as close as possible in-school provision

   o A **reasonable deadline** for completion must be set – assignments can be **scheduled** to go out on a particular day but **MUST NOT be sent out in advance**

   o There must be **flexibility** for work to be completed **digitally** or by **submitting a photo of work completed** in exercise books – Work must be submitted via Assignments and MUST NOT be emailed to teachers

2.2 Tutors

Tutors will continue to provide Tutor Time in the event whole classes/bubbles are required to self-isolate.

It is the responsibility of the tutor to oversee pastoral care for tutees which also includes registering, providing notices/key messages and delivering the tarbiyah programme.

2.3 Learning Support Assistants (LSA's)

When assisting with remote learning, Learning Support Assistants must be available during usual school hours.

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 assisting with remote learning, LSA's are responsible for:

> Supporting pupils who aren't in school with learning remotely:

  o Allocated students must be supported via a follow up call after the lesson content has been delivered or during the lesson via the use of breakout rooms

  o Provide clarification and tailored support to allow the student to meet the learning outcomes

  o Liaise with the teacher in terms of knowing the lesson content and objectives for each lesson and also providing feedback after the lesson

2.4 Subject leads

Alongside their teaching responsibilities, 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 remotely to make sure all work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the remote work set by teachers in their subject – e.g. through regular meetings with teachers or by reviewing work set

> Alerting teachers to resources they could use to teach the subject remotely

> Quality Assuring the Remote Learning procedures and expectations

2.5 Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – Imran Esat will oversee Remote Learning at Madani Schools Federation

> Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, gauging feedback from key stakeholders, regular review of procedures

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL is responsible for:

Refer to the Child Protection Policy and Addendum

2.7 A2L Manager

The A2L Manager will monitor the absences of key vulnerable students and those at risk from a safeguarding perspective. Attendance to lessons will also be monitored and will be reviewed by the A2L Manager and followed up as required.

2.8 Quality of Education (QoE) Admin Officer/Pastoral Admin Officer

The QoE admin officer is responsible for the tracking of attendance to remote lessons of those isolating, shielding and otherwise absent due to COVID (in the event of whole classes isolating or if there is a local local lockdown resulting in school closure). They will log attendance and make contact where required to parents/students to ensure attendance to lessons. They will liaise with the Pastoral Admin Officer who provide updates (as and when relevant) of students absent for the above reasons.

In the event of individual students self-isolating or absent due to COVID, the QoE admin officer will make daily calls to monitor engagement with the work and ascertain if any support is required.

2.9 IT Support Team

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

> Assisting pupils and parents with accessing the internet or devices

2.10 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although consider they may not always be in front of a device the entire time

> In the event of whole classes isolating or if there is a local lockdown resulting in school closure:

    o   Ensure they attend every lesson remotely as per their usual timetable

    o   Ensure attendance to remote lessons is punctual

> In the event of individual students self-isolating:

    o   Engage with and complete all assignments set

> Ensure adherence to the student code of conduct and lesson expectations/remote learning shared with them

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or other relevant staff

> 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

> Be respectful when making any complaints or concerns known to staff

2.7 Heads of House

The Heads of House will make regular calls to students isolating, shielding, or otherwise absent due to pandemic or otherwise related reasons. They will liaise with the Pastoral Admin Officer and the A2L Manager updating them on contact made and to discuss feedback any issues pertaining to relevant students

2.8 Governing Body

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. 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 subject lead

> Issues with behaviour – talk to the relevant Head of House

> Issues with IT – talk to the IT Support team

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer (Business Manager)

> Concerns about safeguarding – talk to any DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

> Use online web-based platforms to access personal student data:

  o Bromcom

  o Office 365 (Email, SharePoint, etc)

Refer to the Privacy Notice with regards to the accessing and processing of data and information.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [such as names and email addresses] as part of the remote learning system. All student data will be collected and processed in line with the Code of Conduct, as long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen, however, the school will share information in line with the school Child Protection Policy (+ Addendum) and DfE Guidance: DfE 2018 Information Sharing, Advice for practitioners providing safeguarding services; DfE 2018 Working together to safeguard children and DfE 2023 Keeping Children Safe in Education.

However, 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 all data is only saved to the school OneDrive system and not personal hard drives/storage

> Ensuring you lock your workstation or device when away from it

> When you are no longer using the school system, ensure you are logged out

> When Office 365/Email/Microsoft Teams/Bromcom or any other school related online platform are not in use, ensure you have logged out

> 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

Refer to the Child Protection Policy and Addendum

6. Monitoring arrangements

This policy will be reviewed regularly by the Remote Learning Lead and the Leadership Team. At every review, it will be approved by the Governing Body.

7. Links with other policies

This policy is linked to our:

> A2L Policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

8. Appendices

> The following documents are to be read in conjunction with this document:

- o Remote Learning Procedures

- o Adapting your lessons for remote learning

- o Using Forms within Teams