



## **Remote Learning Policy**

**June 2020**

### **Policy Consultation & Review**

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children are referred to the Beacon of Light School.

The policy is provided to all staff (including temporary staff and volunteers) at induction.

This policy should be read in conjunction with school the Addendum to the Child Protection Policy, Behaviour Policy, Safeguarding Policy and E-Safety Policy

This policy will be reviewed in full by the Trustees on a monthly. This policy was last reviewed and agreed by the Trustees June 2020.

Signature

Principal

Date:

Signature

Chair of Trustees    Date:

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## **1. 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**

### **2.1 Teaching Staff**

Teachers must be available during working hours and by available for students via email. 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 –

- Initial work packs to be created by each subject area to provide student home learning for the remainder of the Summer term.
- Packs will be distributed to parents/carers home address prior to closure of Beacon of Light School. Delivery of work packs to students to be logged.
- Material set should cover subject content specific appropriate to each year group.
- Staff are responsible for providing DHT AF with subject specific links to share with parent/carers to continue students learning online in the Summer term.
- Material should include online learning activities that can be accessed independently.

Feedback-

- Staff must be available to provide guidance and feedback within the subject specific hours.
- All staff must use their Beacon of Light School work email to receive work completed by students and provide feedback. This should not be done via any personal email or telephone discussion. This includes social media accounts.
- Work returned from students should be provided with an emailed response within 24 hours and feedback/marking of per work following schools marking policy within 48 hours.

- Subject staff are not required to provide feedback however outside of working hours. This is to ensure staff work life balance during closure.

#### Complaints-

- Any parent/carer feedback on work set shared direct via email with staff or during pastoral phone calls should be logged in ISAMS and shared with SLT immediately as per Beacon of Light School policy.
- SLT will then follow up correspondence as per complaints procedures.

#### Behavioural Concerns-

- In the instance where work provided by students is in breach of Beacon of Light behaviour policy please share concerns with LH directly.

#### Staff Professional Development-

- As per Beacon of Light School CPD calendar, staff will continue to be provided with weekly professional development linked to the Teaching Standards and Beacon of Light School development plan.
- Weekly tasks will be shared with guidance via Sharepoint with staff each Monday.
- Staff are responsible to ensure activities are completed and return to AF Quality if Education and LH SEND, Behaviour and Pastoral.
- Should staff health or wellbeing prevent completion of CPD weekly tasks, this must be reported as per staff illness policy.

#### Attending virtual meetings with staff-

If you are required to attend virtual meeting meetings this must be first authorised by a member of the SLT

- Please wear clothes which you would normally wear to school
- The meeting should take place in a quiet and private area of your home to maintain confidentiality
- Please ensure the background you are sitting in front of is as plain as possible and does not reveal to the members the contents of you home

- Please ensure that the meeting is conducted in an area of your home which will not be needed by any other members of your family for the duration of the meeting, such as your children
- Please ensure you wear your staff ID lanyard during the meeting

If you are concerned about your capacity to participate in a virtual meeting please contact the SLT

## **2.2 Support staff and Tutors**

Support staff must be available between during working hours and available to be contacted via email as stated in the timetable in Appendix 1. 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.

Support staff and tutors are responsible for:

- Completing the daily safeguarding calls to their tutees parent/carer each morning
- Calls made on personal devices must be doing so using 141 or ensure that the phone number is hidden from the caller. Any financial implications for using personal devices can be claimed back in following the usual claims procedure
- Logging this information on the COVID19 Attendance register
- Referring any concerns which result from these calls to the DSL
- Working through the weekly tasks set by the SLT
- Attending virtual meetings with staff, parents/carers and students:
- If you are required to attend virtual meeting meetings this must be first authorised by a member of the SLT
- Please wear clothes which you would normally wear to school
- The meeting should take place in a quiet and private area of your home to maintain confidentiality
- Please ensure the background you are sitting in front of is as plain as possible and does not reveal to the members the contents of you home
- Please ensure that the meeting is conducted in an area of your home which will not be needed by any other members of your family for the duration of the meeting, such as your children

If you are concerned about your capacity to participate in a virtual meeting please contact the SLT

## **2.3 Subject leads**

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

- Updating curriculum development plans prior to reopening of Beacon of Light school.
- Updating whole school development plans linked to professional development targets.
- Directly support their subject team to ensure work set is complete, appropriate and consistent.
- Ensuring their subject area is knowledgeable regarding government updates to teaching and learning.
- Providing commissioning schools with guidance and support regarding moderation process of predicted GCSE grades.

### **2.3 Deputy SENDCo**

Support staff must be available between during working hours, following the normal working pattern and available to be contacted via email as stated in the timetable in Appendix 1. 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.

The Deputy SENDCo is responsible for:

- Supporting the safeguarding checks on the students which fall into the vulnerable category over periods deemed as holidays when pro-rotta staff are unable to work
- Work on the weekly tasks as directed by SLT
- Complete the weekly tasks set directly by the SENDCo
- Continue to work on the EHCP applications agreed prior to closure due to the COVID19 lockdown
- Complete Post 16 Year 11 Transition Plans

### **2.4 Administrative staff**

- Create and monitor the COVID19 Attendance Register on a daily basis
- Send a text from a school mobile if contact with the parent is not made by the tutor by 11am
- Mark this cell on the register as red until positive contact is made
- Refer to the SLT when contact has not been made for three days
- Act as a point of contact by picking up call made to the main school number as calls will be diverted through to a school mobile
- Act as a point of contact by made through emails
- Ensure points of contact (ie email, address, phone, etc) are current and accurate

## **2.5 Attendance Support Officer**

The Attendance Support Officer will provide additional support by:

- Supporting staff with the safeguarding calls for the difficult to react students. This will be parents who have not answered a call for 3 days, or those highlighted by the SLT
- Communicating via letter to remind parents who we have not made contact with for three days of their responsibilities

## **2.6 Business Manager**

In addition to the normal role. The Business Manager will be responsible for:

- The monitoring of the FSM Voucher system

## **2.7 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Quality assuring the safeguarding checks through monitoring the COVID19 Attendance Register
- Coordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- 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 students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Continue to complete requirements to support students with SEND and LAC status
- Monitor and support staff well-being
- Create a manageable workload for staff to complete each week, taking into consideration the fact that some staff will have additional personal responsibilities brought about through school closures and lock-down
- Complete risk assessments for SEND students as requested

## **2.8 Designated safeguarding lead and Deputy Designated Safeguarding lead**

The DSL and DDSL is responsible for:

### **Designated Safeguarding Leads and Deputies**

Off Site: While our school site is closed during these unprecedented circumstances, the

**Designated Safeguarding Lead and Deputy are Denise Taylor and Lindsay Howells** and continue to be our Designated Safeguarding Lead/Deputy due to their level of training and skill.

## **Mrs Lynda Brown remains the named Trustee with responsibility for safeguarding.**

While we are closed our tutors will continue to remain in daily contact with those children who we deem are vulnerable or have a multi-agency statutory plan in place to safeguard them. The Beacon of

Light School has made the decision to contact all student homes every day during the period of closure.

All staff will continue to follow child protection and safeguarding policies during school closure and ensure concerns are passed on immediately to either the DSL or DDSL named above.

However, if there is an IMMEDIATE safeguarding concern and the Designated Safeguarding Leads are unavailable please seek immediate support via the Integrated Contact and Referral Team (0191 520 5560) or 561 7007.

Please refer to the Addendum to the CP Policy due to COVID 19

## **2.9 ICT Curriculum Lead with responsibility for E-Safety**

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 systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices
- E-safety Policy, Remote Learning Policy and subsequent updates

### **2.1a Pastoral Manager**

- As teaching staff
- To collate and analyses of weekly student voice responses
- Sign post additional support to families based on the responses each week
- Complete additional tasks related to the role as directed by the SLT

### **2.1b Students and parents**

*See updated home/school agreement issued to parents/carers 11.06.20*

Staff can expect students to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or support staff



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

Staff can expect parents to:

- Be contactable during the required times each day– although consider they may not always be in front of a device the entire time
- 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

### **2.1c The Trustees**

The Trustees are 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 – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant tutor or contact the SLT on the numbers provided at the point of closure
- Issues with IT – talk to ICT support provided by The Foundation of Light
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL/DDSL

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data, all staff members will:

- Use SharePoint or isams as you would do when onsite
- Devices you should use to access the data should be done using your work laptop and not a personal device, unless approval has been given by the SLT due to an extenuating circumstance

## **4.2 Sharing personal data**

Staff members may need to collect and/or share personal data such as work email address 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. Monitoring arrangements**

This policy will be reviewed monthly by the SLT to reflect the situation. At every review, it will be approved by the Chair of Trustees.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and the Addendum to the CP Policy COVID-19
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-safety safety policy