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# REMOTE LEARNING POLICY

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Public

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## Summary

This policy outlines :

- When remote learning may be used at our academies
- Why we would implement remote learning
- Operational guidance and tips for remote learning
- How to get help
- Academy specific information

### 1 Introduction

In the event of a school closure, the Trust is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which an academy is closed for an extended period of time, but a high proportion of students and teachers are healthy and able to work as normal from home. This policy does not normally apply in the event of short-term academy closures (e.g. as a result of inclement weather) or a short-term student absence.

Remote learning may also be appropriate in situations when students, in agreement with the individual academy, have a period of extended absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are asymptomatic. The following information will need to be amended depending on the exact number of staff and/or students who are absent and the ability of all parties (in terms of health) to engage. In all instances, families/students will be contacted with details of what work will be offered as soon as this is possible to minimise any lost learning.

There is no obligation for the academy to provide continuity of education to students who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This will be the case if, for example, parents choose to take students on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with an academy, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

This policy is for the whole Trust, but each academy will manage its own remote learning arrangements on a case-by-case basis. Further academy specific details can be found at the end of this policy in the appendices.

## 2 Aims

This policy aims to

- Ensure consistency in the approach to remote learning for students 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

In the event of an extended school closure, each academy will provide continuity of education in the following ways:

- a) Regular direct instruction from teachers, with the ability for learners to ask questions online
- b) The setting of work electronically, that learners complete in a variety of formats
- c) The assessment of specific assignments/tasks that are submitted to teachers electronically and on which feedback is provided. Students and teachers are expected to have access to the internet whilst at home; where this is not the case, the academy will endeavour to either provide the means/equipment for a student to access the internet or, where this is not possible, to provide paper copies of any work/tasks set. The Trust recognises that many families may not have home printers and will therefore not require the printing of material. The Trust does not expect learners to have access to any specialist equipment that would usually be provided by the academy (e.g. science or art).

Work set in the first 2 days may not reflect the full offer which will be made available from day 3 of any extended closure or partial closure, although this will change on a case by case basis depending on how much notice the academy has had prior to moving to remote learning, the availability of staff and the circumstances of the particular incident. Where possible, the curriculum offered virtually will follow that which a student would experience in a face to face classroom. In the case of practical subjects, adaptations will be made to accommodate the move to virtual learning. As no two cases of closing/partial closure will be the same, parents can expect to be updated by the appropriate Principal as to what their child's timetable will look like no later than the end of the second day of moving to virtual learning.

The primary platform the Trust will use to deliver continuity of education is Microsoft Teams: accessed via the relevant app or desktop application, or via the following URL:

<https://teams.microsoft.com>

The Trust have created a dedicated email address for **parents** to use if they have specific issues with Microsoft Teams (its use or its installation).

[microsoftteamsparentsupport@isleeducationtrust-iet.co.uk](mailto:microsoftteamsparentsupport@isleeducationtrust-iet.co.uk)

There is also a dedicated **staff** email address that can be used for support with Microsoft Teams

[TeamsHelp@isleeducationtrust-iet.co.uk](mailto:TeamsHelp@isleeducationtrust-iet.co.uk)

These addresses will be monitored regularly, but do not have dedicated staff and so some delay in response time should be expected.

Other academy specific platforms used will be evidenced in the individual academy protocols in the appendix of this document.

Parents/carers who are experiencing difficulties with access to laptops/internet etc should contact the appropriate academy's admin email address explaining what the issue is so that a solution can be found. This may be the provision of printed work, the loan of a device or similar.

The extent to which different methods of instruction are employed is likely to be determined by the length of any closure and the ability of both students and teachers to participate in remote learning. The Trust reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

Each academy will monitor the engagement of students with remote learning in a variety of ways including by the class/subject teacher, the form teacher and or the pastoral team. Where there are concerns that a student has not engaged with work (and the academy has not been informed by the parent/carer of an illness or extenuating circumstances) this will be followed up initially by a message being sent to a parent/carer. If the situation continues for any period of time, the academy in question will offer support and advice for the family. In cases where there is a concern for the health, safety or wellbeing of a child, other external partners may be informed as appropriate to the individual case to offer more specialised or bespoke support. Students with SEND will be supported through the academy's SENDCo and pastoral team with individual support provided as necessary, including regular conversations via Teams.

### **Live Sessions**

Academic subject areas **may** also arrange for teachers to deliver content in a 'live' manner (either by text or audio and/or visual means). **There is no expectation of teachers to carry out live sessions.**

Microsoft Teams allows for resources to be shared, teachers to provide exposition, and students to ask questions in 'real-time'. Students will be provided with session details, and will be expected to participate in them if they are asked and able to. Live sessions allow

communication between students and teachers, with students able to respond to teachers' questions (and ask them) via the chat functionality in Teams.

In a live session, there is no need for teachers or students to broadcast audio or video, unless they wish/are invited to do so as the chat (conversation) function is adequate.

Students will use their academy email address to avoid any issues regarding GDPR.

## **Assessment**

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to students on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the academy employ remote learning.

Tasks/assignments that are to be assessed will be set with clear due dates given to students for completion, thereby helping students to organise their time.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Possible methods may include:

- Providing whole class feedback on Teams rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research
- Using the "Comments" function on online documents on google or Microsoft
- Providing feedback directly to individual students on Teams

## **Expectations of Students**

Assuming that a student is healthy and well enough to work, they will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability. Students and parents will be expected to read and respond to communication from their academy (students using Teams and parents using the appropriate admin email address) on a regular basis.

If students have any questions about the nature of specific tasks set, these should be directed towards the relevant teacher. If there are questions about a student's overall workload (e.g. a

student feels they are overwhelmed or falling behind), these should be directed to the student's class/subject/form teacher in the first instance.

In the event of an extended school closure, teachers will endeavour where possible, to continue to deliver content in line with existing schemes of work once the school is reopened; if any student misses significant parts of the content, they will be able to view material posted online and the school will give consideration to the practicalities of helping students to catch up once the school reopens.

Parents will be expected to advise the academy in the normal way if their child is ill and cannot access remote learning.

### **Expectations of teachers (and subject areas)**

Teachers should ensure they have effective internet and a phone connectivity at home. If this is not available for any reason, teachers can request a school device. If there are IT related issues while remote working, teachers should log these using the online helpdesk

The setting and assessment of remote learning tasks will take place in accordance with academy and subject area policies/normal practice. Under normal circumstances, subject areas take different approaches to the setting and assessment of students' work – for example, the frequency of substantive tasks set, and the regularity of written assessment provided – and subject area policies will be applied in the event of remote learning.

In order that we are providing a consistent approach, subject leaders and/or SLT are responsible for overseeing the nature and frequency of tasks set and assessed within their subject areas. All teachers should pay due care to the nature of tasks set, so that students have a range of activities to complete at home and are not exclusively working on a screen.

Teachers are responsible for providing constructive feedback to their students in a timely manner. Subject leaders are responsible for overseeing the form and regularity of feedback.

In the event a teacher is unwell during a period of remote learning, they must inform the academy in the normal way, in the standard timeframes. In this circumstance it becomes the responsibility of the line manager to ensure work is set for their classes.

Teachers/staff are expected to:

- Plan and deliver learning as outlined in this document, predominantly through the use of Microsoft Teams

- Respond to reasonable amounts of communication from students via Teams, and from emails sent through the admin email address from parents and unless there are exceptional circumstances within 48 hours of receipt of any correspondence
- Be able to set and mark assessed work promptly, in line with academy policies, returning it to students electronically (or after the period of remote working for written and project work)

Teachers/staff are NOT expected to:

- Respond to parents or students outside of normal working hours, unless they choose to do so
- Respond to parents using Teams (unless this is at KS1/2 where students may need support from parents)
- Respond to emails from colleagues outside of normal working hours unless there is a safeguarding issue, unless they choose to do so. Staff sending emails should not expect colleagues to respond to emails out of normal school hours

Teachers should be available to contact parents if needed, by email or phone (when phoning from personal devices, dialling 141 before the number will ensure the teacher's own number is kept anonymous). If contact is deemed excessive the line manager will be able to support and, if necessary, escalate to SLT.

For those who are on part-time contracts, communication is expected only on the days on which they would usually work.

Communication must always occur via official school channels, and not through personal accounts or other websites. Permitted methods are:

If parents ask for additional work beyond that set as part of the requirements above, subject areas should have a bank of general resources available such as interactive websites and support activities (e.g. Oak Academy), and direct students and parents to these.

In order to ensure teachers are able to perform the minimum expectations outlined above; the academy will provide a range of training opportunities that teachers should have access to



before any **planned** school closure. Teachers should ensure that they have looked through specific instructions, watched walkthroughs, and attended teacher training sessions. If teachers require support with any aspects of remote learning, they are encouraged to consult their line managers in the first instance.

## **Data protection**

### **Accessing personal data**

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

- Use academy allocated laptop to access Arbor and/or SMID

### **Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

### **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure in line with the Acceptable Use Policy. 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

### **Who to contact**

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

- Issues in setting work – contact subject leader
- Issues with behaviour – contact the relevant PAL
- Issues with IT – email IT helpdesk
- Issues with their own workload or wellbeing – contact line manager
- Concerns about data protection – contact the IET data protection officer
- Concerns about safeguarding – contact the academy's DSL

### **Support for students with SEND, EAL and other specific learning enhancement needs**

Teachers should ensure that work is differentiated as required for all learners when setting online tasks. Profiles are available for SEND students and advice can be sought from the SENDCo, PAL or pastoral team. In addition, the SENDCo, PALs and Pastoral team will maintain contact with students on their lists requiring regular support, by email or phone with parents/students and feed back to teachers via email if required.

### **Pastoral care during a school closure**

In the event of an academy closure, the primary responsibility for the pastoral care of a student rests with their parents / guardians. However, form/class teachers (under the guidance of the SLT) should check in regularly with their tutees/students to monitor both academic progress and their general wellbeing. Form teachers/class teachers will be expected to pass on feedback to PALS, particularly if there are concerns or a lack of communication.

### **Safeguarding during a school closure**

In the event of an academy closure, students, parents and teachers are reminded that the academy's Child Protection and Safeguarding Policy still applies to all interactions between students 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 with the Designated Safeguarding Lead details of who can be found in the appropriate academy's appendices at the end of this document

### 3 Appendices

General online safety for live remote teaching for staff - a summary:

This should be read in conjunction with any academy specific information at the end of this document and alongside the relevant Safeguarding Policy.

- Turn off notifications in Teams on your phone.
- If students call you, you do not need to answer (unless this is something that you have been asked to do/a pastoral call etc.). If you are making a call to a student, only do so in normal school hours (these will differ depending on the academy you are working for)
- Only respond to “chats” etc. only through the teams set up on Teams by the academy.
- If a student messages to say they have a problem, you can always message and ask what’s wrong. **If this is not subject related, alert the DSL and appropriate academy Principal immediately.** Follow the Safeguarding Policy and most current Keeping Children Safe in Education document at all times
- Always be professional, other people may be in the room with the student.
- Think about your surroundings. Use a background if you do not want to share your surroundings
- Report any abuse or concerns to your DSL and principal immediately

## Coritani Appendix

### Team Coritani – Remote Learning Protocol

The information below is intended as a guide in how we will support students in the circumstances outlined in this document

#### The Academy Day

Lesson times should run for students as per the usual academy day.

Staff should set work for each lesson on teams for students who are isolating. JB can support with this (see guidance below)

#### Curriculum work:

Work will be set on century tech for Maths, English and Science each day.

- 1) Learning set for offsite must match that which is going to be taught in school. Following the same curriculum content.
- 2) Teams should be used to put instructions on for the lesson.
- 3) There must be an input from a teacher. This can be a video you create or a video of another teacher – e.g., Oak Academy. It is also possible to use audio to support slides/worksheets and give feedback
- 4) Students must submit some evidence of learning
- 5) Feedback and support should be given through Teams if students ask questions.
- 6) Century Tech can manage this process for a number of subjects and should be used alongside other resources.
- 7) Each class should have a live lesson with a teacher or Assistant Teacher each week. JB is free to support this for staff and students if we are not all in isolation at once.

#### Pastoral

Friday 11am quizzes for all students that are isolating. JB to run this

TAS to speak to allocated students (see below) at least once a week online. If students do not answer Tas to contact parents to setup a meeting online with the students

JB – Y11

CJ – KS3

NS – Y10

JN to speak to KS4 families if students are not maintaining contact daily

JC to speak to KS3/4 families if students are not maintaining contact daily

NP to speak to all families once a fortnight to see if needs are being met and students are happy.

Please record communications with students on ARBOR.

### **Staff Communication and Development Work (if you are not on the Coritani site)**

Keep an eye on the Team Coritani – Staff team, as we will use this for staff briefings.

Staff briefings on Monday 8:30am

Staff meeting Wednesday 2:40pm

### **Links:**

<https://www.thenational.academy/>

<https://app.century.tech/login/>

<https://www.youtube.com/learning>

### **Assessment of BTEC programmes**

In order to ensure the smooth delivery of BTEC programmes all academies will:

- Ensure that teaching/delivery/assessment is timetabled to support blended learning (mixing face to face and online activities) when learners are working remotely. It may be necessary to review the assessment plan and deadline if current units/assignments require group activities or the learning outcomes are not suitable for remote delivery.

- Ensure there is a process to manage feedback on assignments, questions are constructively answered, and feedback is provided in a timely manner.
- Ensure the setting of assignments is undertaken in the face-to-face sessions and that deadlines are clear – this should be done and recorded on TEAMs.
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner.
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement

Public

## South Axholme Academy Appendix

The following information applies when the entire academy is working remotely. It is not possible to offer all of the following if the academy is still operating some face to face learning.

If a part and part approach is in place, staff will liaise with their SLT link and/or the Principal to agree and establish what is possible and how remote learning will work in their specific circumstances.

### Teachers

When providing remote learning, teachers must be available between 8.40am -3.30pm. If staff 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.

When providing remote learning, teachers are responsible for:

- Setting work – Teachers should set their classes work via their class on Microsoft Teams. Where possible this work should be available to students at the time of their lesson.
- Providing feedback on work – Upon return to normal working teachers should check the work completed by students and if appropriate provide feedback or acknowledgement.
- Keeping in touch with students who are not in school:
  - All contact with students must be made via Microsoft Teams. Teachers should not answer emails from students or parents.
  - Any emails from parents should be sent via the academy's admin email account.
  - Teachers are not expected to answer student posts after 4.00pm
  - Any complaints received from parents should be discussed and shared with subject leader or line manager.
  - Any safeguarding concerns should be reported using the usual procedure – safeguarding policy.
  - Concerns about students not completing work should be documented on the academy's tracking system. Continued concerns should be discussed with Subject Leader and/or PAL before contact is made with home.

### Assistant Teachers

When assisting with remote learning, assistant teachers must be available between 8.40am – 3.30pm. 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. When assisting with remote learning, assistant teachers are responsible for:

- Supporting students who are not in school with learning remotely

- Guidance will be provided by SENDCo in terms of which students need support and the type of support to be provided.

Attending virtual meetings with teachers, parents and students –

- Wear professional dress code
- Ensure a formal background and avoid areas with background noise.

### **Subject Leaders**

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 leaders 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 – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

### **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- T&L Lead - Providing professional learning to enhance the quality of remote learning as deemed appropriate
- Monitoring the effectiveness of remote learning – 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

### **Students and parents**

Staff can expect students learning remotely to:

- Be contactable during the school day – 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 are 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 cannot complete work
- Seek help from the school if they need it because their child is struggling to engage



## Epworth Primary Academy Appendix

Minimum expectations are given with additional options also identified for a number of situations. This list is not exhaustive and staff are welcome to introduce other ways of working, but should check with the Principal first to ensure all pupils have an equitable offer for remote learning. All situations presume that those self-isolating are well enough to work remotely.

### **Situation 1 - Teacher self-isolating but the class are all in:**

If the teacher is isolating:

- Planning is to be sent into school on a daily basis for the class
- Catch up call with the cover staff daily to ensure that correct work can be planned to maintain learning continuity in the class. (This could be either the cover staff emailing notes through to the class teacher, a Teams call or a phone call at the end of the day)
- Subject leader activities to be undertaken
- Video check in with the class.
- Support for other teachers where required. (This could include a range of activities from responding to questions from children self-isolating, to providing feedback for children self-isolating, to checking in on children who have been self-isolating)

Possibilities:

- Teach via video from home
- Carry out 1:1 / small group intervention groups via video
- Support teach other students that are also isolating to allow class teacher to concentrate on their own class. For example, this could mean that some small group teaching to support children who have been isolating for a longer time period as intervention.
- On line marking for pupils and feedback for teachers still teaching in school
- Calls to check in with those children isolating. (These could be completed by the teacher or support staff and should be during the normal working day)
- Parallel class teacher to video teach both classes to support input with support staff to monitor behaviour.

**Situation 2 – Some students self-isolating but majority of class in school along with the teacher:**

Work for those isolating to be put on Teams

- Activities/PowerPoints/teaching videos from class to be uploaded to Teams so that self-isolating children access the same work as those in class
- Examples of modelling taken from Bitesize / Oak National Academy or similar if available
- Daily check-ins with the self-isolating children. This could be a pre-arranged 5-minute call on Teams with all isolating children together. This could be done during register time with AT/ support staff taking register and teacher checking in.

Possibilities

- Teach those isolating at the same time as the rest of the class
- Use Zoom to record screen and audio for modelling activities
- Parallel teacher to input for different sessions and TA's to support

**Situation 3 - Class and teacher all self-isolating, OR whole class isolating but teacher in school:**

Day 1:

- Morning register / check in with a summary of the days expectations
- Activities that would have been planned already for that day. Videos modelling work possibly missing – work to be the same as parallel classes
- Feedback on thread to any questions asked
- Respond to parental queries. This should be done through emails/calls to admin and the teacher responding to these. Teachers should not be responding to questions about technical difficulties. This should be done through IT support

Day 2 onwards:

- Daily morning register / check in with a summary of the days expectations
- Work set daily on Teams
- Modelled audio instructions for each piece of English / Maths / wider curriculum – Loom / Oak Academy (if appropriate to lesson) or similar
- Work to be in line with any parallel classes' to ensure that work is covered and children don't fall behind.
- Feedback provided on work in line with marking policy

- 10 minute online check in at the end of the day to pick up any issues the children had to ensure work / support adapted for the following day.
- KS1 daily work should be
  - 4 a day
  - Phonics
  - English
  - Maths
  - 1 wider curriculum subject
  - Spelling test/maths test where appropriate
- KS2 daily work should be
  - 4 a day
  - SPAG
  - English
  - Maths
  - 1 wider curriculum
  - Spelling test/maths test where appropriate

#### Possibilities

- All lessons have videos with Loom audio modelling rather than Oak
- Small group teaching/intervention for children that are unsure
- Whole class teaching / modelled input for each session
- Where 2 parallel classes are both isolating one teacher to lead both classes in a modelled session other teacher to support.
- Recorded video teaching for lessons
- Split inputs for different year groups
- Different rooms set up to support different children with teacher and teaching assistant input and support

There will be a letter sent out to parents reminding them that any lessons / discussions should not be recorded for staff and child protection reasons, and also to remind the parents that the classes are

IET reserves the right to make amendments to this policy at any time without notice.

End