



Rationale

In the event of any full or partial school closure, Woodlands Academy is committed to providing continuity of education to our pupils through a process of remote (online) learning.

Woodlands Academy are fully aware that these are exceptional times and appreciate that each pupil and family are unique and because of this, will support the home learning of pupil's in a way which suits their individual needs.

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

Roles and Responsibilities

Ultimate responsibility for the schools Remote Learning Provision sits with the Headteacher. This is to ensure colleagues are tasked effectively and have the tools to deliver a range of face to face, online or blended learning as appropriate.

The Headteacher will be supported in this by the Senior leadership team who will support the delivery but also monitor the effectiveness and impact of this provision.

Teachers

When providing remote learning, teachers must be available between 9.00 am and 3,30 p.m. 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 for their class which is both adapted and in line with the child's prior learning and next steps. The work should be planned in accordance with the schools Medium Term Plans and topics to ensure continuity of learning when the child returns to school. Due to the additional needs of our pupils we must recognise that for most of our pupils they will need

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support from home to complete tasks so it is important that we work in partnership with parents to set a realistic expectation of what can be achieved.

- The school does have provision to deliver online learning through Microsoft Teams. We recognise that our pupils may need support in accessing this at home and teachers will therefore use teams whilst teaching in school to ensure pupils can use this effectively.
- Providing feedback on work – as we anticipate any closure being short term we would request that work covered at home is sent back in to school on the child's return so it can be reviewed and recorded appropriately. The teacher will provide feedback in the most appropriate way for the pupil, this may be in the format of; video blog, individual feedback via email to parents or telephone calls.
- Keeping in touch with pupils who aren't in school and their parents/carers:
 - Welfare calls to parents are made weekly by the class teacher or in their absence a member of the Senior Leadership Team (SLT). The calls are used by the school to better understand how parents are coping through a closure and if work is appropriate.
 - The Welfare call is recorded on SchoolPod which is then monitored by the SLT with any concerns flagged for a follow up call. If the teacher feels the child or family present a more immediate concern this should be instantly raised with the Designated Safeguarding Lead, or a member of the SLT in their absence, who will assess the situation and consult other services such as Social Care.
 - If a parent is unable to be contacted for more than a day then a home visit will be conducted by a member of the SLT
- Attending virtual meetings with staff, parents/carers and pupils –
 - Staff will be appropriately dressed as per the school's dress code
 - If Teams calls are made from a home setting then the staff members location within the home should be professionally appropriate with nothing personal on display.
 - To safeguard children, staff and parents the Teams recording facility should be used so a record of the interaction exists with all parties appropriately informed of this before the session starts. The recording of such sessions will be stored on the school's secure server. If the recording facility is not available, multiple staff members must be present throughout the Teams interactions.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9.00 am – 3.30 p.m. 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, teaching assistants are responsible for:

- Preparing materials, resources and activities to be sent home, co-ordinated by the class teacher.

Subject Leaders

Alongside their teaching responsibilities, teachers are also responsible for:

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- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning or wider curriculum development.
- Working with colleagues to support remote learning or 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
- 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
- Monitoring the effectiveness of remote learning 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
- Liaising with the Trust's Strategic Lead for Technology to assess the technology needs of the pupils including the provision of technology devices
- Sourcing support in order to assist pupils and parents/carers with accessing the internet or devices

Designated Safeguarding Lead (DSL)

The responsibilities of the DSL are outlined in the school's Child Protection Policy, underpinned by Keeping Children Safe in Education and is responsible for following all statutory safeguarding procedures. The DSL, or Deputy Designated Safeguarding Lead (DDSL) in the absence of the DSL, will make weekly telephone contact with all pupils/parents/carers throughout their duration of remote learning. This contact will be increased in order to provide additional pastoral support for pupils/parents/carers when necessary. The DSL, and DDSL in their absence, will remain in regular contact with all stakeholders working with a pupil/parent/carer.

The DSL, and DDSL in their absence, will be contactable for all staff, and parents/carers between the hours of 08.00am and 06.00pm.

Pupils

Staff can expect pupils learning remotely to:

- Complete all work set by teachers to their best ability
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Talk to school staff if they have any concerns

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Parents/Carers

Staff can expect parents/carers with children learning remotely to:

- Be contactable during the school day, or provide contact details for a named person responsible for the pupil if parents/carers are unavailable
- 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 courteous and considerate when corresponding with staff

Data Protection

Accessing personal data

When accessing personal data for remote learning purposes, this will be done through a school owned device using the schools agreed learning platform.

Processing personal data

Staff members may need to collect and/or share personal data such as an email address or telephone numbers as part of the remote learning system. 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, 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. 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 any external storage devices, such as memory sticks, are 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
- Keeping operating systems up to date – always install the latest updates
- Adhering to the Trust's 'Acceptable Use of Internet', 'Code of Conduct' and 'Mobile Device' policies.

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Safeguarding

All safeguarding concerns should be managed in line with school Child Protection & Safeguarding Policy.

All staff will follow the protocols for live lessons outlined in the government's 'Safeguarding and Remote Education during Coronavirus Guidance', and the South West Grid for Learning's 'Safe Remote Learning'.

Monitoring

This policy will be monitored by the Senior Leadership Team throughout any period of remote learning and annually by the headteacher. All information/changes regarding remote learning will be discussed at weekly staff meetings.

Other Relevant Policies

This policy links a range of other policies, for instance:

- Child Protection Policy
- CIT - Acceptable Use of Internet Policy
- CIT – Code of Conduct
- CIT - Mobile Device Policy