



Remote Learning

2021-22

At Cromwell Learning Community Multi Academy Trust we believe that learning without limits means we do not put a ceiling on children's achievement.

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Rationale

During these unprecedented times there has been a challenge to provide continuous learning that has not been disrupted by school closure. In the event of a school closure, it is incumbent upon schools to ensure the attainment gap is not widened between different groups of pupils. CLC MAT is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning.

Remote learning is when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. Another relevant instance would be if, following an infectious disease outbreak, learners are self-isolating at home but are not suffering with relevant symptoms.

In order to ensure equality of opportunity and fair access, we at CLC MAT have completed a survey of technological access in order to gain foresight of possible challenges for families and enable us to make quick timely solutions for the survey of need and accessibility of technology and equipment.

The purpose of this policy is to provide a framework for the safe and effective use of ICT for remote teaching and learning during a school closure. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

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

Name	Role	
Rubina Darr	Executive Head	DSL Staff absence reporting
Julie Fisher	Head of School (Bordesley Village)	DSL Staff absence reporting
Sophie Harris	Assistant Head (KS2)	Deputy DSL Phase Lead
Eleanor Karwowski	Assistant Head (KS1)	Deputy DSL Phase Lead
Fareedah Razzaq	Assistant Head (EYFS)	Deputy DSL Phase Lead
Jo Walkley (Lead) Laura Prosser Ruth Rainsford	SENDCO	Supporting and monitoring the provision of SEND/Vulnerable pupils
Nick Scott	Computing Lead	E-Safety CPD for staff Parental links – support and awareness
Dean Boothe (EdIT)	EdIT technician support (Tuesday – Friday)	Technical and hardware support

2.1 Teachers

When providing remote learning, teachers must be available between 8.50-3.40

If they're unable to work for any reason during this time, they should report this using the normal absence procedure.

If you are unwell please contact school **from 7 am and no later than 7.30am**. If your absence continues, please inform school **by 2:30pm** stating whether you will be available for work the next day

For Cromwell School please telephone the Executive Head: Rubina Darr
via the Office Manager on 0121 464 2434
or mobile 07795611870

For Bordesley Village School please ring Head of School, Julie Fisher
via the Office Manager on 0121 675 1392
or mobile 07979750184

When providing remote learning, teachers are responsible for:

- Setting work:

- Teachers must provide lesson PowerPoints/videos and supporting worksheets for each core subject (Writing, Maths and Guided reading) and one non-core subject daily. The resources must be provided for their designated class.
 - Staff can upload 8-minute videos and submit worksheets through ClassDojo portfolio
 - All work must be uploaded by 9am and deadlines set for completion.
 - Work will be uploaded to the school's remote learning platform
 - Teachers must co-ordinate with year group partners to ensure there is consistency across the year group.
 - Pupils who cannot access work remotely should be posted a hard copy of the work for the week on Monday of that week with parents called and notified it has been posted.
- **Marking and feedback:**
- Staff will receive pupils completed work through the ClassDojo portfolio.
 - Feedback will be provided through the portfolio in line with the amended policy. Feedback should be positive and include closing the gap prompts or further support where needed.
 - Feedback should be completed once work has been submitted in line with feedback and marking policy.
- **Keeping in touch with pupils who aren't in school and their parents**
- Weekly phone calls must be made to families and recorded on the call log. SLT must be alerted to any pupils who is not responding or submitting work.
 - Staff can be contacted through ClassDojo between the hours of 8.30-4.30. Quiet hours must be set individually <https://classdojo.zendesk.com/hc/en-us/articles/207359446-How-to-Set-or-Edit-Quiet-Hours#web> outside of these hours.
 - Any complaints or concerns shared by parents or pupils must be dealt with swiftly, seeking advice from SLT/Phase leaders. Any safeguarding concerns should be referred to the DSL immediately.
 - In the instance of incomplete work or a failure to submit, teachers in the first instance should contact parents directly and phase leaders notified. If the issue continues Phase leaders may contact parents/ arrange a home visit to discuss the barriers to remote learning.
- **Attending virtual meetings with staff, parents and pupils:**
- School expectations for dress applies.
 - Staff are asked to attend virtual meetings with the following considered, avoiding areas with background noise and nothing inappropriate in the background.
 - Professional behaviours at all times in line with teacher standards
 - Be punctual, log on and be in the waiting room early to ensure the interactive session can start on time
- **Blended model** (where some pupils are attending and some joining remotely)
- Staff will be given designated time to upload and monitor the remote platform.
 - Staff have access to email and Office 365, in particular Microsoft Teams, and ClassDojo has been set up.
 - Staff will receive training to make them familiar with the main functions of Microsoft Teams
 - **Staff will make weekly phone calls to parents**

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their contracted hours.

If they're unable to work for any reason during this time, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - TA's will be designated specific groups to work with remotely using the training they have to best effect
 - Support will be provided through the remote learning platform
- Attending virtual meetings with staff, parents and pupils:
 - School expectations for dress applies.
 - Staff are asked to attend virtual meetings with the following considered, avoiding areas with background noise and nothing inappropriate in the background.
 - Be punctual, log on and be in the waiting room early to ensure the interactive session can start on time
 - Professional behaviours at all times in line with teacher standards

2.3 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
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and by monitoring and reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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 monitoring of ClassDojo, meetings with teachers and subject leaders, reviewing work set and gathering feedback from pupils and parents
- Monitoring pupil and parental engagement
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Well being for pupils and staff
- Behaviour support

2.5 Designated safeguarding lead

The DSL is responsible for:

The DSL or a deputy DSL will be available on site at all times the school is open. In the event that this is not possible (every effort will be made to ensure that such occasions are rare), the DSL or a deputy DSL will be readily accessible via telephone or online video contact, e.g. when working from home.

All staff will be provided with contact details in order to be able to contact a DSL without any difficulty and will be informed about which members of the DSL team are available on each day that the school is open.

The DSL team will meet weekly to discuss the welfare and status of each child on the register/ database of vulnerable children. The DSL team will liaise with CASS, Social Services, Family Support Workers and other key safeguarding partners as normal, whether working in school or working remotely. When working from home, DSLs will be accessible via access to their school e-mail account and mobile telephones.

The DSL team will continue to attend – either in person or virtually – child protection conferences; core group meetings; strategy meetings; child in need meetings; and early help meetings

All referral paperwork is accessible through the school OneDrive account and must be sent through an identified password to the DSL.

2.6 IT technician and Computing Lead

IT technician and Computing Lead are responsible for:

ICT Technician responsibilities	Computing Lead
<ul style="list-style-type: none">➤ Fixing issues with systems used to set and collect work➤ Assisting staff with technical support for devices➤ Supporting staff with connectivity issues➤ Preparing offsite back ups➤ Fixing issues with certificates and security	<ul style="list-style-type: none">➤ Directing support of IT Technician➤ CPD for staff on remote learning software and equipment➤ 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➤ Support with logging in and issues on ClassDojo

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline sets by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- To behave appropriately and within school rules when using the learning platform
- Pupils should only use technology at home with the permission of their parents or a guardian.
- Pupils should try to maintain some structure to their day.
- Check ClassDojo to see any new posts or any new assignments for each subject.
- Complete the work that has been set and save it to their portfolio for a member of staff to mark.
- Use ClassDojo to communicate with their teachers and ask questions if they do not understand a task or require help.
- Never reveal their password to anyone.
- Be responsible for their behavior and actions when online.
- If a pupil comes across offensive material they should report it immediately to their teacher or parent.
- Pupils must not record or take photos of classmates or teachers during video conferencing sessions, nor share lessons publicly.
- Pupils should understand that these rules are designed to help keep them safe online and that if they are not followed, school sanctions will be applied and parents contacted.

Staff can expect parents with children learning remotely to:

- Report to the school any incidents of sickness in line with school procedure that impacts on their ability to complete remote learning

- Seek help from the school through appropriate channels to address any Early Help needs
- Be respectful when making any complaints or concerns known to staff
- Contact advice@cromwell.bham.sch.uk or the school office where needed.

2.8 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. 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 relevant subject lead or SENDCO
- Issues with behaviour – talk to the relevant Phase Lead or SLT
- Issues with IT – talk to N.Scott or D.Boothe nscott@cromwell.bham.sch.uk or <https://editltd.freshdesk.com/support/tickets/new>
- Issues with their own workload or wellbeing – contact Phase Leaders
- Concerns about data protection – contact Head of School
- Concerns about safeguarding – contact DSL: R. Darr, J. Fisher or in their absence Deputy DSL: S. Harris, F. Razzaq, E. Karwowski

Staff member	Phone number	Email
Rubina Darr	07795611870	r.darr1@cromwell.bham.sch.uk
Julie Fisher	07979750184	j.fisher@bvcs.bham.sch.uk
Sophie Harris	07799667565	s.harris@cromwell.bham.sch.uk
Eleanor Karwowski	07790486355	e.karwowski@cromwell.bham.sch.uk
Fareedah Razzaq	07853838204	f.razzaq@cromwell.bham.sch.uk
Nick Scott	07834033840	nscott@cromwell.bham.sch.uk
Dean Boothe	EdIT 03301271888	dean.boothe@editltd.co.uk

4. Data protection

4.1 Accessing personal data

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

- Use Teams and Office 365 to share any documents containing personal data in line with our data protection policy.
- Use school and personal devices in line with the school data protection, computing and acceptable usage policies.

4.2 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 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.

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. Safeguarding

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

Our Safeguarding and Child protection has been updated to include interim measures to be implemented during this time. This policy can be found <https://bvcs-bham.co.uk/important-policies/> and stored on the staff shared drive.

6. Monitoring arrangements

This policy will be reviewed periodically and updated in line with Government guidance by the Senior Leadership Team. At every review, it will be approved by the Trustees.

7. Links with other policies

This policy is linked to our:

- Discipline and Behaviour policy
- Data Protection Policy
- Safeguarding and child protection policy and coronavirus addendum to this policy
- Computing Policy including e-safety
- ICT and internet acceptable use policy