Remote Education Policy

If the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19, students will be educated remotely. In addition, remote education will be put in pace for any individual or small group of students who are required to self-isolate but are otherwise fit and healthy and are able to continue with their education.

Abbey Manor College has always strived to be creative, innovative and support our parents/students in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

Aims
This Remote Education Policy aims to:
- Ensure consistency in the approach to remote learning for all students (Including SEND) who aren't in school through the use of quality online and offline resources and teaching videos.
- Provide clear expectations to the members of the school community with regards to delivery high quality interactive remote learning.
- Include continuous delivery of the school curriculum, as well as the support of Motivation, Health and Well-Being and Parent support.
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher).
- Support effective communication between the school, families and emphasis on attendance.
- Provide appropriate guidelines for data protection

Who is this policy applicable to?
- All students if the school is forced to close due to government or public health guidelines.
- Small groups of students who are not permitted to attend school because they, or someone in the group that they have close contact with, have tested positive for Covid-19.
- Any student who awaiting test results and the household is required to self-isolate. The rest of the school is attending school and being taught as normal.

Roles and responsibilities
The responsibilities below relate to when the majority of students are learning remotely. These may differ when the ratio of students learning in school compared to learning remotely changes.

Teachers
Abbey Manor College will provide a refresher training session and induction for new staff on how to use Microsoft Teams and other technological platforms that we use. When providing remote learning, teachers must be available between 8.45am and 4.00pm. 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 standard absence procedure.

When providing an education to students remotely, teachers are responsible for:

- Setting work
    - The work set should follow the usual timetable for the class had they been in school, wherever possible (Identified timetable available).
    - The time needed for students to complete the work set should be equal to the normal lesson time.
    - Work should be uploaded onto Microsoft Teams before the start of the scheduled lesson.
    - For online lessons, teachers need to email invites to the students who are expected to attend.
    - Where students do not have digital access, or have limited digital access, printed work packs must be sent home at least once per fortnight. The amount of work sent home should be appropriate for the period that it is set to cover.
    - Where there is more than 1 teacher for a subject, the teachers should collaborate regularly to ensure that there is consistency with the work set for students.
- Providing feedback on work
    - The usual assessment policy applies, and has been updated to include remote learning.
    - Work must be marked at least every 2 weeks. Work set on Teams can be accessed instantly by teachers for marking. For other formats, students can email their work directly to their teacher. For paper-based work, students can post their work to school, drop it to reception or take photos of it and email it to their teachers.
    - Feedback must be provided to students about their work. For work completed on Teams, the feedback function can be used. Work that is emailed can either be marked on the computer (using a different colour font) or be printed off. Paper copies of work sent in should be marked in the usual way. Work that is marked on the computer can be emailed to students. Work that is marked on paper could be emailed back as a photograph. If email is not available, feedback should be provided by phone.
- Keeping in touch with students who aren't in school and their parents
    - Students who aren't in school will be contacted each day by their tutor. If the tutor is not able to make contact with the student, they will be referred to the attendance team. Records of attendance and contact made with home must be kept up to date.
    - Parents will be contacted where students are not engaging with the remote programme to ascertain whether any support is required.
    - Any complaints or concerns shared by parents or students should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL.

- Attending virtual meetings with staff, parents and students
  - o The normal dress code for staff applies for online lessons and virtual meetings, regardless of whether they are being conducted in school or from home.
  - o The background should be professional. Staff must take care to ensure that there is no information on display that could be a breach of data protection policies. There should also not be anything inappropriate on display and background noise must be kept to a minimum.
- Reporting any IT issues to the Senior Leadership Team.
- Seeking support where needed if they are having difficulties with any aspect of remote learning.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 4.00pm. 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 standard absence procedure.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT. These may include:
- o Supporting students in their online lessons with the rest of their class.
- o Giving small group support to students.
- o Supporting with preparing work packs to be sent home to students.
- o Contacting parents regarding attendance or engagement.

When attending virtual meetings with staff, parents and students
- o The normal dress code for staff applies for online lessons and virtual meetings, regardless of whether they are being conducted in school or from home.
- o The background should be professional. Staff must take care to ensure that there is no information on display that could be a breach of data protection policies. There should also not be anything inappropriate on display and background noise must be kept to a minimum.

Senior Leadership Team

Alongside any other responsibilities, senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning
  - o through regular meetings with teachers relating to student engagement.
  - o reviewing work set.
  - o requesting feedback from students and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Leads

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy, including the additional Covid-19 Update.

IT Technicians

IT technicians are responsible for:
- Fixing issues with systems used to set and collect work
- Helping staff 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 students and parents with accessing the internet or devices

The SENCO

Liaising with the IT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for students with EHC plans.
- Identifying the level of support.

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.
- Dress appropriately for online lessons - students should wear uniform or appropriate plain clothing – no offensive slogans. Pyjamas must not be worn.
- For online lessons, the background should be professional. Staff must take care to ensure that there is no information on display that could be a breach of data protection policies. There should also not be anything inappropriate on display and background noise must be kept to a minimum.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers.
- 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 ill 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.

Management Committee

The Management Committee is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.

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- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Content and Tools to Deliver the Remote Education Offer
Resources to deliver this Remote Education Offer include:
- Microsoft Teams
- Seneca Learning
- SAM Learning
- Printed learning packs
- Physical materials such as storybooks and writing tools
- Use of BBC Bitesize and other any other subscriptions

The full remote learning offer can be found on our school website under the Remote Learning tab.

Home and School Partnership
Abbey Manor College is committed to working in close partnership with families and recognises each family is unique. Because of this, remote learning will look different for different families to suit their individual needs.

Abbey Manor College will provide a refresher online training session and induction for parents on how to use Microsoft Teams and Seneca Learning as appropriate and where possible provide personalised resources.

Where possible, it is beneficial for students to maintain a regular and familiar routine and each 'school day' maintains structure.

We would encourage parents to support their child's work, including finding an appropriate place to work and, to the best of their ability, encouraging them to stay focus and engage in the lesson.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly, and alternative solutions may be available. These will be discussed on a case-to-case basis.

All students sign an 'Acceptable Use Policy' at school, which includes e-safety rules, and this applies when students are working on computers at home.

Data Protection

- When accessing personal data for remote learning purposes, all staff members will:
    - o Access the information using our secure OneDrive platform.
    - o Ensure that any devices used are password protected so that no one else can access any information.

- Processing personal data:
    - o Staff members may need to collect and/or share personal data such as email addresses and contact numbers for parents 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:
    - o 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).
    - o 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.
    - o Making sure the device locks if left inactive for a period of time.
    - o Not sharing the device among family or friends.
    - o Installing antivirus and anti-spyware software.
    - o Keeping operating systems up to date – always install the latest updates.

Safeguarding

An addendum has been created to the Safeguarding Policy to include Remote Learning. This can be found on our website in the Key Documents section, in the safeguarding section.

Staff Workload

Staff workload has been considered when designing our Remote Learning Offer. Staff have the same amount of contact time with students regardless of the mode of teaching. Where staff are teaching face-to-face and online lessons, there is no expectation to plan something different for the online lesson. Staff are encouraged, where appropriate, to plan one set of resources that can be used for face-to-face lessons, online lessons and can also be printed for students who require work packs.

Tracking of student attendance, engagement and progress has been designed to only collect data that is necessary and is quick and easy to complete.

Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour Policy
- Child protection Policy
- Data protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy
- End-User Agreements for Microsoft Teams, Seneca Learning and other platforms.

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