Remote Education Policy

Status	Optional/Statutory
Reviewed by	Local governing body/Principal
Frequency of Review	Bi-Annually
Date of Approval	March 25
Date of review	March 27
Author	Vice Principal - Quality of Education

Statement of intent

At Etonbury Academy, we understand the need to continually deliver high-quality education, this remote education policy is for use when the school site is inaccessible due to exceptional circumstances and should only be used as a last resort for educational provision for students.

Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Maintain the highest quality of education provision for students who are receiving a remote education.
- Ensure consistency in approach for providing remote learning for students
- Set out expectations for all members of the school community with regards to remote learning
- Provide guidance for data protection, safeguarding and work setting.

Roles and Responsibilities

Teaching staff

When providing remote learning, all staff must be available for their usual working hours.

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, teaching staff are responsible for:

Setting work –

- Work will be provided for all timetabled lessons following the normal school timetable.
- Work will be set on Google Classroom or other approved apps
- Completed work from pupils should be marked and feedback provided via Google classroom using the school marking and feedback approach.
- If individual students are away from school information about how to access work is sent to parents/carers once the school is informed of the start of the students isolation period.

Providing feedback on work –

- Teachers will ask students to submit responses on Google Classroom
- Teachers will give feedback on the work via comment boxes on Google Classroom, using a virtual stamp, self-marking tasks or comments
- Teachers should give feedback on each task set within a reasonable time frame in accordance to their department marking and feedback guidelines.

Keeping in touch with pupils who aren't in school and their parents –

- Teachers will only contact students via their school email account or through Google classroom comments. Teachers will contact parents via their school email only if contacted by the parent.
- There will be a virtual form time slot available for students to attend each week should they wish to touch base with their pastoral connection
- Within working hours teachers are expected to respond to parents within 48 hours.
- If a safeguarding concern is raised to a teacher this should be referred immediately to the safeguarding team in the usual way. If a different issue is raised this should be raised with the member of staff responsible in that area- please see the staff handbook for details.
- Teachers are not expected to issue consequences for failure to complete work on compassionate grounds.

Attending virtual meetings with staff, parents and pupils –

- Dress according to the usual dress code for virtual meetings
- Where possible meetings will take place from within the school building- if this is not possible meetings should take place in a quiet space with no external disturbance or interruption. Meetings should not be overheard by people outside of the organisation.

Heads of Departments (HOD)

Alongside their teaching responsibilities, HODs 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 HODs and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being considerately and in a timely manner.
- Monitoring the remote work set by teachers in their subject via Google Classroom and through virtual moderation meetings.
- 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 line management meetings with HODs.
- Reviewing the work set and reaching out for feedback from all stakeholders.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Pupils and parents

Staff can expect students learning remotely to:

- Log on ready for learning at the usual times of lesson one for Primary and Secondary pupils and be contactable during these times.
- Follow the online learning rules of the school which they are reminded of each lesson
- 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 - the parents first point of contact would be their child's form tutor for any pastoral concerns and their subject teacher for any academic concerns.
- Be respectful when making any complaints or concerns known to staff

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

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any software issues they are experiencing, such as resetting passwords
- 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 on school provided devices

- The school will ensure that parents have the appropriate contact details to report these issues in the event of a whole school closure.

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 HOD or SENCO Miss I Phillips
- Issues with behaviour – talk to the relevant head of year initially
- Issues with IT – raise a ticket with Partnership Education using the ETA landing page
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Mrs H Sparrow)
- Concerns about safeguarding – log via CPOMS or if urgent talk to the DSL (Mrs T McErlean)

Data protection/Staying safe online

Accessing personal data

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

- Access data and materials via Bromcom or Google Drive.
- School devices should be used to access the data.

Processing personal data

- Staff members should not collect additional personal data beyond that already held on Bromcom other than assessment data. Such data should be held for the purpose for which it is gathered only and stored on Google drives only.
- 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)
- Making use of two factor authentication for Google and Microsoft applications
- 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

Staying safe online:
Staff should only make use of cameras if the following conditions are met:

- They feel comfortable in the use of their camera.
- They are in a location that can be shared without distractions/personal information on display.
- They are able to blur the background of their image on screen.

Individual cases where a pupil is unable to attend school but is able to learn

The school is aware that there should only be limited circumstances where a pupil is unable to attend school but is able and well enough to continue their education remotely. These circumstances should only involve a short-term absence and might include pupils:

- Recovering from short-term infectious illnesses
- Preparing for or recovering from some operations
- Recovering from injuries where attendance might inhibit recovery.

Where these circumstances arise, and after the pupil's absence from school has been established, the school will consider providing remote education on a case-by-case basis, as part of a plan to reintegrate back to school.

Children in receipt of Free School Meals/Pupil Premium

The school acknowledges that children in receipt of free school meals or who qualify as pupil premium may have less access to technology and therefore may not be able to make use of the provision as described above without additional support.

In order to address this, each case will be viewed on a case-by-case basis with additional support being offered via our Vice Principal who has strategic oversight for this area of the school. Additional support may include the loan of a Chromebook or similar device to access online/remote learning, provision of internet access via USB dongle or similar device or other means of support.

Monitoring arrangements

This policy will be reviewed bi-annually, and if required sooner, by the Principal Mrs Joanne Young. At every review, it will be approved by the full governing body.

Links with other policies

This policy is linked to our other policies, please refer to these on the website HERE.