



**Embrace**  
*Learning for Life*

# Remote Learning Policy

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member academies. Based upon our shared values and ethos, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Signature: ..... Date: .....

Printed Name: ..... Position: .....

|                  |                                 |
|------------------|---------------------------------|
| Date of Review   | October 2020                    |
| Next Review      | February 2021                   |
| Approval By      | Trust Leader                    |
| Review Frequency | Termly or following DfE changes |

This policy applies to support staff, teachers and headteachers based within Embrace Multi Academy Trust, to individual academies and to the Embrace shared service team. It should be read in conjunction with associated policies.

## **1. Aims**

- 1.1 In the event of any child being absent due to the current global pandemic, all Embrace schools are committed to providing continuity of education to all pupils.
- 1.2 Remote learning will be provided through a process of remote (online and/or offline) learning.
- 1.3 Remote learning may also be appropriate in situations when pupils, in agreement with the school, have a period of 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, assuming pupils are able to complete school work at home.

## **2. Remote learning for individual pupils**

- 2.1 Assuming an absence has been agreed with the school and the pupil in question is healthy enough to work from home, the school will provide work for pupils who are unable to attend in person, due to coronavirus related absence.
- 2.2 The pupil's teacher(s) will make work available to the pupil in line with the school approach. This may involve offline and/or online resources.
- 2.3 If a significant number of pupils are absent from school, but the school remains open, the headteacher/principal will decide whether the method of remote learning operating will take the form outlined here, or as outlined below in section 3.

## **3. Remote learning in the event of extended school closure**

- 3.1 In the event of an extended school closure for one or more year groups, due to coronavirus, each school will provide continuity of education to that year group in the following ways:
  - Regular work and resources from members of staff via an online system
  - The availability of work offline, should this be required
- 3.2 Access to the internet whilst at home is ideal for providing continuity of education. However, all schools recognise that many families may not have online access and will therefore support offline remote learning.

#### **4. The setting of remote learning work**

- 4.1 Work will be provided broadly in line with each pupil's in-school timetable.
- 4.2 Tasks will be set in accordance with existing schemes of work, designed to allow pupils to progress through schemes of work at the same pace as if they were in school, where possible.
- 4.3 The nature of tasks set will allow pupils to learn independently as far as possible. However, we appreciate that the specific support of an adult at home will be required for younger children in particular and the support of all parents/carers is an advantage, where it is available. Again, we are aware that this is not always possible.
- 4.4 Unless there is a good reason not to, work will be set for individual classes.

#### **5. Live sessions**

- 5.1 Should circumstances require whole classes or year groups to remain at home, schools may also arrange for members of staff to deliver content in a 'live' manner (either by text or audio and/or visual means). There is however no expectation for members of staff to lead live sessions.
- 5.2 Schools will use a platform such as Teams, Onedrive, Google Classroom or Class Dojo that allow resources to be shared, to provide teaching and to allow pupils to ask questions.
- 5.3 Pupils will be provided with details of these sessions and will be expected to participate in them if they are asked and have access to technology. Live sessions can be particularly helpful as they replicate the classroom and allow a form of interaction with members of staff for pupils.

#### **6. Assessment**

- 6.1 Providing timely and helpful feedback is an embedded feature of teaching and learning within Embrace schools. This is clearly more challenging with remote learning, but members of staff will endeavour to provide regular feedback to pupils should whole classes or year groups have to remain at home. Under normal circumstances, not all pieces of work are formally assessed by members of staff and this would continue to be the case.
- 6.2 Members of staff are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.
- 6.3 Possible methods may include:

- Providing whole class feedback 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
- Providing feedback within from previous work set when providing further work
- Sending a direct email or online message to pupils with specific feedback/targets
- Feedback provided via a website/piece of software
- Issuing oral feedback during live lessons

## 7. Data Protection

- 7.1 Data protection policies and GDPR continue to apply during the period of the pandemic and apply equally to remote learning.
- 7.2 Confidential data to allow communication with those in the school community is accessible to members of staff for communication purposes only. This information must not be recorded/printed from the school management system (Bromcom), without direct permission from the headteacher/principal.
- 7.3 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 (eg 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.
- 7.4 If you have any concerns regarding data protection, please speak to a senior leader at the relevant academy
- 7.5 Support on delivering online remote education safely is available from:
- Safe remote learning published by SWGfL <https://swgfl.org.uk/resources/safe-remote-learning>
  - Online safety and safeguarding, published by LGfL <https://www.lgfl.net/online-safety/default.aspx>

- The National Cyber Security Centre, which includes which video conference service is right for you <https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations> and using video conferencing services securely <https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely>
- Safeguarding and remote education during coronavirus (COVID-19) <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Annex C of keeping children safe in education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **8. Expectations of pupils**

- 8.1 Assuming that a pupil is healthy and well enough to work, they will be expected to participate as fully as possible in the remote learning process (online and/or offline), attending relevant live sessions, completing independent work and submitting any assessed tasks promptly and to the best of their ability. Pupils may also be expected to read and respond to communication from the school.
- 8.2 In the event of extended class, year group or school closure, members of staff will continue to deliver content in line with existing schemes of work. If any pupil misses significant parts of the content, they will be able to view material posted online and the school will consider how to help pupils to catch up once the school reopens.
- 8.3 If there are questions about a pupil's overall workload (eg a pupil feels they are overwhelmed, falling behind or cannot access work), these should be directed to the pupil's class teacher in Embrace primary schools or to the head of year or pastoral manager at Embrace secondary schools.
- 8.4 Pupils should have basic resources at home that will include exercise books/folders from school and writing equipment. The school does not expect pupils to have access to any specialist equipment that would usually be provided by the school (eg science or art).

## **9. Expectations of members of staff**

- 9.1 Members of staff are expected to plan and set remote learning work to support both individuals and classes that are absent due to coronavirus or the effects of coronavirus.
- 9.2 The delivery of 'live sessions' is encouraged, but not compulsory, when a class of pupils is working from home due to the effects of coronavirus.

- 9.3 Members of staff should ensure they have effective internet access at home and/or at school. If there are IT related issues while remote working, members of staff should utilise the IT helpdesk.
- 9.4 The setting and assessment of remote learning tasks takes place in accordance with school policies and in line with The Education Endowment Foundation (EEF) research, that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom, which include:
- Ensuring pupils receive clear explanations
  - Supporting growth in confidence with new material through scaffolded practice
  - Application of new knowledge or skills
  - Enabling pupils to receive feedback on how to progress.
- 9.5 If there are any concerns around the setting and assessment of work, members of staff should discuss this with their line manager.
- 9.6 All members of staff should pay due care to the nature of tasks set, so that pupils have a range of activities to complete at home and are not exclusively working on a screen.
- 9.7 Members of staff must work on the assumption that pupils will not necessarily have the full range of books and equipment that they would usually have in school. However, if advance notice is possible, members of staff will instruct pupils to take relevant books and equipment home.
- 9.8 Members of staff are responsible for providing constructive feedback to their pupils in a timely manner. Subject/key stage leaders are responsible for overseeing the method and regularity of feedback, liaising with senior leaders to ensure consistency.
- 9.9 In the event a member of staff being unwell during a period of remote learning, it becomes the responsibility of the line manager to ensure work is set to their classes. Please note that arrangements for reporting and for support with sickness absence during this period should be conducted in line with current school policies.
- 9.10 There is an expectation that members of staff respond to reasonable amounts of communication from pupils, parents/carers and colleagues. (If phoning from personal devices, dialling 141 before the number will ensure the private number is kept anonymous).
- 9.11 Email communication must always occur via official school channels, and not through personal accounts or other websites.

- 9.12 If contact is deemed excessive, the line manager will be able to support and, if necessary, escalate to senior leaders. Members of staff should ensure that communication with pupils and parents/carers takes place during usual office hours.
- 9.13 There is no expectation for colleagues to read or respond to emails after 4pm, although responses should be made within three working days in normal practice. For those who are on part-time contracts, communication is expected only on the days on which they would usually work.
- 9.14 In order to ensure members of staff are able to support the minimum expectations outlined above, schools will provide training opportunities.
- 9.15 Members of staff should ensure that they are prepared to deliver remote learning prior to potential class, year group or school closure. If members of staff require support with any aspects of remote learning, they should discuss this with their line manager, IT specialist or senior leader.

## **10. Expectations of senior leaders**

- 10.1 Senior leaders are responsible for the remote learning policy, as it applies to their school.
- 10.2 In order that we are providing a consistent approach, senior leaders are responsible for overseeing the nature, frequency and effectiveness of remote learning tasks set and assessed. This may include regular contact with teachers and subject/key stage leaders, reviewing work set or taking feedback from pupils and parents/carers.
- 10.3 As part of monitoring arrangements, senior leaders will take a wider view of the curriculum being offered to pupils and ensure that it is broad and balanced and reflects, as far as possible, the school day.
- 10.4 Senior leaders will monitor the security of remote learning systems, including data protection and safeguarding considerations.
- 10.5 Senior leaders will share, via the headteacher/principal, successes and failures in relation to remote learning, with other school leaders within the trust.
- 10.6 Senior leaders will advocate for those pupils that do not have online access by seeking to apply for laptops through the DfE scheme (contact the IT strategic manager to make an application) or through ensuring that offline material is accessible to pupils.

- 10.7 In the event that a whole class or year group is required to work from home, senior leaders are responsible that effective communication channels are in place across the school community. The primary aim will be maintaining contact with families, with the safeguarding and wellbeing of children in mind.

## **11. Support for pupils with SEND, EAL and other specific learning needs**

- 11.1 Members of staff should ensure that work is differentiated, as required for all learners when setting online tasks.
- 11.2 Advice on supporting specific pupils can be sought from the school SENDCo.
- 11.3 The SENDCo and their team will maintain contact with specific pupils requiring regular support.

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

- 12.1 In event of a school closure, the primary responsibility for the pastoral care of a child rests with parents/carers. However, all schools will have a system for pastoral monitoring remotely. This will be to check upon the wellbeing and safety of pupils, as well as to monitor academic progress.
- 12.2 Feedback will be provided to senior leaders, particularly if there are concerns or a lack of communication with any family.

## **13. Safeguarding during school closure**

- 13.1 In the event of pupil, class, year group or whole-school absence, Keeping Children Safe in Education and the school's Child Protection and Safeguarding Policy still apply to all interactions between pupils and members of staff.
- 13.2 Any questions or concerns about safeguarding should continue to be raised immediately with the school Designated Safeguarding Lead.

## **14. Monitoring Arrangements**

- 14.1 This policy will be reviewed termly and/or following changes made by the DfE.