Remote Teaching & Learning Policy

March 2020

For information and guidance.

It forms part of the portfolio of policies designed to keep children safe in Education and links to the HR guidance for all staff.

Status: Draft – pending Board approval

CLF REMOTE TEACHING AND LEARNING POLICY

Policy Title	Remote Teaching and Learning Policy
Function	For information and guidance. It forms part of the portfolio of policies designed to keep children safe in Education and links to the HR guidance for all staff.
Status	Draft – due to COVID-19 – pending approval from CLF Board
Audience	Students, Parents, Councillors, Principal, Teachers, Support Staff, CLF Board.
Ownership / Implementation	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
Implementation Date	
Review period	
Last Reviewed	March 2020

1. Introductory Statement

This policy is to ensure the ongoing education of Summerhill Academy students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to Academy closure from illness, epidemic, extreme weather, power loss, etc. It also covers the ongoing education of students who cannot be in the Academy but are able to continue with their education when the Academy remains open.

2. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Summerhill Academy. We would expect that there will be future benefits to putting these plans into place.

Summerhill Academy and the CLF team will be proactive in ensuring that:

- Staff have access to Home Access, Microsoft Outlook, SIMS, CPOMS, Class Dojo, Seneca, SENSO and other online platforms as necessary for each individual.
- Students within classes have access to Home Access, Seneca, Class Dojo and Microsoft Outlook or other learning platforms as applicable to each Academy.
- Students and parents/carers will receive support in accessing IT Systems and platforms where possible, including refreshers and reminders on how to log on, how to reset passwords and who to contact for support.
- Staff are familiar with the main functions of all our online platforms.
- Staff have the ability to upload lessons and learning to Class Dojo, WordPress and other sites as applicable.
- Staff laptops all have Senso/Impero as a function on laptops, which helps monitor student activity
- Parents/Carers and students are made aware in advance of the arrangements in place for the continuity of education.
- Students are aware that general safeguarding emails have been set up to allow them to contact the Academy should they need to.

Summerhill Academy should ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time.
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period if possible. **This links to the HR Guidance outlined in F1 Working from home guidance.**

Staff should ensure that:

- They have received appropriate training required in order to support remote learning. This training is likely to be ongoing and linked to the Trust wide distance learning strategy.
- They have read and understood the guidance outlined in the Data Protection policy and the Information security for staff policy and linked Nimble training and that the do not download and store personal data on home devices.

- Their computer- based teaching resources are available outside of the Academy (on OneDrive or OneNote).

- They have access to key resources not available online at home e.g. key textbooks.

- They have access to a suitable device for home use and if this is not the case then staff should alert the Senior Operations Manager or CLF IT Team.

- They apply the same data protection and confidentiality safeguards as they would when working on site within their Academy

3. Continuity of Education in the Event of a Closure

Summerhill Academy will make provision for remote contact with students on a daily basis in two forms:

- Students will have access to work that allows them to continue progress while at home.

- Students will have the opportunity for interaction with their class teacher on a regular basis on Class Dojo, in as far as is possible.

Summerhill Academy should attempt to replicate the timetable that students follow through the course of a normal Academy day, whilst recognising that distance learning, supported by families, may not follow the typical routines. Teachers will need to make themselves available as part of the distance learning strategy during their normal working hours. These arrangements are part of the Academy schedules and rotas and will need to be determined locally, with reference to the **CLF HR guidance outlined in the Working from home guidance.**

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic.

- Some subjects and activities do not lend themselves well to remote learning.

4. Remote Learning Practice and Principles

We recognise different Academies/Departments/Year groups may use different platforms for Remote Learning interactions.

Remote Learning interactions may take the format of a 'webinar', in which teachers broadcast lessons to children. Teachers are therefore unable to see students and students are unable to see each other. Recorded videos uploaded to an Online Platform are also permissible. Remote learning interactions must be planned in accordance with the **Safeguarding risk assessments shared with Academies and as agreed by the Principal and Safeguarding team.**

Principles: Please see HR and Safeguarding guidance for further details.

- Staff must wear suitable clothing and should be the only individual in the webinar or video.

- Any computers used should be in appropriate areas; for example, located in appropriate and suitable spaces, and where possible, be against a neutral background.

- Any requests to produce a webinar or videos should be sent to the Principal/Safeguarding Team/Vice Principal, where details of how to sign in to the webinar will be shared with SLT and the Safeguarding Team.

- Any videos should be recorded and backed up safely and securely, so that if any issues were to arise, the video can be reviewed. These videos can then be made available to students who may have been unable to view the contents until a future date and time. **See Information Security for Staff and Data Protection guidance for further details.**

- The webinar or video should be kept to a reasonable length of time.

- Language must be professional and appropriate.

- Any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event, staff and students should rely on Class Dojo, Seneca and Hegarty Maths to provide content and using their staff/student email.

Some families may not have internet access at home and Summerhill Academy will seek to provide lesson content for its most vulnerable students if given adequate notice prior to any Academy closure.

5. Information for parents

Parents/Carers will find the following useful information already on Twitter, looking for updates on the Summerhill Academy Website and Class Dojo:

- Email contact details for their child's teachers.

- Information on work set.

- Up to date information on Academy closure.

6. Summary

The primary purpose of this policy is the continuity of education for students at Summerhill Academy. Using existing Academy systems (Microsoft Office Outlook) means this provision can be put into place quickly and students only need their existing login details of Academy email and password for much of their content.

If webinars or videos of lesson content are able to be provided on an online platform, students will be informed via their student email/Academy communication routes.