Remote Learning/Communication Policy – Torre C of E Academy

VISION: We *"Live life in all its fullness."* John 10:10.
"Our mission at Torre is to create an environment where God's children have the right to grow, learn, feel safe and be happy. We respect and look after each other in the way that God has taught us."

VALUES: *Pray, Praise, Potential, Pride, Persevere*

To grow and develop our children's characters, we focus on: Resilience, Service & Volunteering, Gratitude, Compassion, Self-Discipline and Creativity

What our vision means to pupils:	'A safe place where we can learn as a team and be happy, knowing who we can talk to if there is a problem. We should take every opportunity we are given to learn as much as we can and to help us to live our lives the best way we can.'
What our vision means to parents:	'Our children grow to be happy and confident individuals in a caring environment, by focusing on their academic goals and developing their character strengths. They can contribute to society, respect each other's individuality and treat each other with kindness.'
What our vision means to staff and governors:	'Our school is a welcoming, friendly and thriving working and learning environment for all. Everyone's opinions are heard and contributions acknowledged. People are treated equitably, and their performance is managed effectively.'

Approved by:	Caroline Milner (by email)	**Date:** 13th May 2020
Last reviewed on:	13th May 2020	
Next review due by:	Autumn 2020	

Contents

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning

- 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

2.1 Teachers

Teachers must be available to contact between 8.50am and 3.10pm. 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 normal absence procedure.

Teachers are responsible for:

- Being in school on a rota basis when they are able

- Setting work

  - Work needs to be set for pupils they are responsible for teaching. This may include work for other year groups if needed and the teacher is not able to be in school at the moment.

  - Work needs to be set daily for maths and reading or writing. There will always be two morning lessons plus extras. In the afternoons children have three compulsory tasks plus some others they can choose to do. Optional tasks may also be included.

  - The work needs to go 'live' by 8am on the day of the lesson at the latest.

  - Work will be uploaded to Tapestry (EYFS) or Google Classroom for the rest of the school. Parents will be sent an email via Teachers2Parents to signpost or give any further instructions if needed.

  - Teachers will be responsible for providing an alternative for any pupils not able to access online learning.

- Providing feedback on work

- Work submitted on Google Classroom will be responded wherever possible, although this may not always be in line with the school marking policy.

- Pupils and parents may ask questions via Google Classroom which teachers will respond to.

● Keeping in touch with pupils and parents

- Teachers can be reached by the temporary team email addresses at all times between the hours of 9am and 3.30pm. These emails will be responded to quickly.

- Teachers can be contacted via the Google Classroom by pupils.

- School staff will telephone all of the children in their class at least once half termly to check-in.

- Any complaints or concerns shared by parents and pupils will be referred to the most appropriate SLT member. For any safeguarding concerns, see the section below.

- If pupils are not engaging and are failing to complete their work, teachers will make contact with the parents to see what support is needed.

● Attending virtual meetings with staff, parents and pupils

Video calls/meetings and live lesson streams will be conducted using Google Meet / Hangouts from the teachers' own school accounts to the pupils accounts.

Parent forums/meetings will be conducted on a Google Meet/Hangout if the parent has a Google account, or alternatively on Zoom.

Google Meet Protocol

Google Meets can only be used during the school day School day is defined as between (8:50am to 3:10pm)

Pupil Expectations

1. Pupils are to present as though attending school in the classroom environment.
   ● Wear sensible clothes (no pyjamas!).
   ● Use a desk/table/workspace.
   ● Check what is in the background of your camera before joining a class.
2. Respect other people that are on the Google Meet and be kind.
3. No calling out - pupils will be muted or removed if they do not stick to the expectations.
4. No screen recordings/photos are to be taken.
5. The Google Meet should only be joined using one device (e.g. just from a ChromeBook and not from a mobile device at the same time).
5. Pupils are expected to join the class at the time we have said.
6. What to do if the call is disconnected?
   ● Continue to work through the classwork that has been shared with you.
7. If a pupil breaks the agreement, his/her account may be suspended.

Staff Expectations

1. Staff do not engage in one to one video calls - there will always be another member of staff present - either in the Google Meet or in the room.
2. Use Google Meet in a 'class environment' or with a safe background only.
3. Staff to be in 'suitable dress code' to be working with students.
4. Check your surroundings to make sure no confidential data is visible to the students on the Google Meet.

Using Zoom with parents

You may have read a lot about problems with video calling software. Zoom has improved its security settings recently. Our school account has settings that will limit problems with the following issues that you may have heard about:

- Zoom-bombing
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

To protect yourself further, Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.

If a Parent/Carer forum on Zoom is going to be recorded, you will be informed of this.

2.2 Teaching assistants

Teaching assistants must be available during their normal working hours. If they are on the rota to be in school, this may be for longer than their normal hours, with the expectation that they will take this time back on a day that they are not in school. 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 normal absence procedure.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely
    - Contacting pupils by telephone at the request of the class teacher or family support worker.
    - Responding to comments on the Google Classroom on the day they have been requested to do this.

⬜ Ensuring that opportunities for online CPD are taken where possible.

● Attending virtual meetings with teachers, parents and pupils

Video calls/meetings and live lesson streams will be conducted using Google Meet / Hangouts from the teachers' own school accounts to the pupils accounts.

Parent forums/meetings will be conducted on a Google Meet/Hangout if the parent has a Google account, or alternatively on Zoom.

⬜ Staff, parents and pupils will be given guidance about dress during a live stream/meeting.

⬜ There must be a minimum of 2 staff present for the longevity of the Google meet call. Staff to log on 5 minutes before inviting students to ensure they are both in attendance.

⬜ There must be a parent present in the room where the child is taking part in a Google Meet/Hangout.

⬜ Staff must complete the call in a suitable working room (not bedroom).

⬜ Any pupils misbehaving will be warned and then told to leave.

⬜ Pupils must be in a communal area e.g. living room NOT allowed in bedroom.

⬜ Pupils should not be using more than one device during a video call (e.g. a mobile phone as well as the ChromeBook broadcasting the meeting/lesson.

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2.3 Subject leads/Middle leaders

Alongside their teaching responsibilities, as outlined above, subject leads/middle leaders are responsible for:

● Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.

● Working with teachers teaching their subject to make sure work set is appropriate and supporting where needed.

● Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

● Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.

● Alerting teachers to resources they can use to teach their subject.

- Supporting with mental health and wellbeing (Pastoral Lead and Mental Health Lead)

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Meeting regularly with teams remotely to support and trouble shoot.

2.5 Designated safeguarding lead

The DSL is responsible for:

Adhering to and supporting others in adhering to the Covid-19 Chid Protection & Safeguarding Policy in accordance with the full Child Protection and Safeguarding Policy.

Key excerpts from this policy relating to remote learning are:

Online safety in schools and colleges

Torre C of E Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college
It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Torre C of E Academy code of conduct.

Torre C of E Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider if the school decides to deliver virtual lessons, especially where webcams are involved:

- No 1:1s – at least two members of school staff will be 'present' in the Google Meet/Hangout
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate.
- Staff must only use platforms provided by Torre C of E Academy to communicate with pupils
- Pupils should not be using more than one device during a video call (e.g. a mobile phone as well as the ChromeBook broadcasting the meeting/lesson.

Supporting children not in school

Torre C of E Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

The plan, entitled 'Vulnerable Families Family Support Teacher Contacting Families During Covid-19' details which families will receive regular contact from the pastoral team. Families will be contacted by phone.

Torre C of E Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Records from conversations are recorded on a Meeting Log on School Pod and the communication plan is also updated.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Torre C of E Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Torre C of E Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Torre C of E Academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. If needed, this will be bespoke to each child and recorded on School Pod.

2.6 IT/Computing lead

IT lead is responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the required times – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work with the support of their parents.

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Inform the school if they do not have advice to access the online learning.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead, SENCO or Team Leader.
- Issues with behaviour – talk to the Team Leader.
- Issues with IT – talk to IT Lead.
- Issues with their own workload or wellbeing – talk to their Team Leader, the Pastoral Lead or a member of the SLT.
- Concerns about data protection – talk to the school DPO contact or the DPO.
- Concerns about safeguarding – talk to the DSL.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Use a school device to access personal data wherever possible.

4.2 Sharing personal data

Staff members must ensure that if they have no option but to use a personal mobile device to make calls, that their number is blocked. Staff must not send any communications out to parents from their school email address. They should use either the Teachers2Parents email account, or the 'Temp' team email accounts.

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

Covid-19 Child Protection & Safeguarding Policy, Child Protection and Safeguarding Policy, E-Safety Policy and Acceptable Use Policy.

6. Monitoring arrangements

This policy will be reviewed termly by Suzanne Julyan (Headteacher/DSL). At every review, it will be approved by Fiona Washbrook (Chair of Governors) and Caroline Milner (Safeguarding Governor).

7. Links with other policies

This policy is linked to our:

- Covid-19 Child Protection & Safeguarding Policy.

- Child Protection and Safeguarding Policy

- E-Safety Policy

- Acceptable Use Policy

- Data protection policy and privacy notices

- ICT and internet acceptable use policy