



High Point Academy

Remote Learning Policy

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Policy Information:

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Date approved	11 th October 2022	Approved by	Local Academy Council
Policy owner	Headteacher	Date of next review	October 2024

Updates made since the last review:

Review date	Changes made	By whom

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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 between 9am and 3.00pm. 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 normal absence procedure.

Teachers are responsible for:

- › Setting work:
 - For their own classes/subject areas and other classes as required
 - Appropriate for the pupil's needs and circumstances
 - Giving pupils adequate time to complete work according to their needs and circumstances
 - Informing pupils/families how the work is to be returned for marking or assessing if this is required
 - Ensuring consistency across key stages/phases and making sure paper copies are provided for pupils with limited access to devices.
 - By delivering virtual/online lessons where this is suitable. When delivering lessons by video call, staff should:
 - Teach groups only, no 1:1s
 - Wear suitable clothing
 - Use computers in a quiet place where there are no disturbances, have a plain or blurred background and where confidentiality can be maintained.
 - Record live classes so that if any issues were to arise, the video can be reviewed.
 - Deliver online teaching following the principles as set out in the High Point Academies Code of Conduct
 - Record the length, time, date and attendance of any sessions held.

- Only use platforms provided by High Point Academy to communicate with pupils and parents/carers.

➤ Providing feedback on work:

- Verbally, via email or digitally
- Staff will develop further systems to access to completed work from pupils
- Working with other staff to provide consistent methods of feedback across phases.

➤ Keeping in touch with pupils and parents/carers:

- Once a fortnight via email, phone calls or pre-arranged class video lessons on Zoom or Teams. Video calls and emails must be accessed through platforms provided by school only.
- Ensuring there is always a parent/carer available during online video lessons.
- Responding to all emails from parents/carers/pupils during school hours. There is no expectation for staff to respond to emails outside of their normal working hours.
- Referring any complaints or concerns shared by parents/pupils to line managers and logging any safeguarding concerns on CPOMS. Urgent safeguarding concerns must also be followed up immediately with a 1:1 conversation with the lead DSL on duty.

➤ Attending virtual meetings with staff, parents and pupils:

- Adhering to onsite dress code as stated in the Staff Handbook
- Choose a quiet place where there are no disturbances, a plain background and where confidentiality can be maintained.

During times where a part-time rota is in operation for school staff, staff may be required to work with pupils in other classes. The details of this will be explained at that time and may be subject to changes.

2.2 Teaching assistants

Teaching assistants must be available between 9am and 3.00pm. 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 normal absence procedure.

Teaching assistants are responsible for:

➤ Supporting pupils with learning remotely:

- Provide support for pupils as directed by line managers
- Prepare activities and tasks for pupils as required

➤ Attending virtual meetings with teachers, parents/carers and pupils:

- Adhering to the school dress code as stated in the Staff Handbook
- Choose a quiet place where there are no disturbances, a plain background and where confidentiality can be maintained.

During times where a part-time rota is in operation for school staff, staff may be required to work with pupils in other classes. The details of this will be explained at that time and may be subject to changes.

2.3 Middle leaders

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

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers to make sure work set is appropriate for individual learners and there is some consistency across key stages/bases
- Monitoring the work set by teachers through regular meetings or by reviewing work set

- › Alerting teachers to resources they can use to teach their subject

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 – 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

2.5 Pastoral and safeguarding team

The pastoral team are responsible for:

- › Contacting pupils and pupils and families who are vulnerable or need extra support
- › Following up referrals from staff
- › Supporting pupil's mental health and wellbeing
- › Providing a strategies to support learning
- › Signposting to and/or engaging with other services available where needed
- › Following safeguarding guidance when supporting pupils

2.6 Designated safeguarding lead

The DSL is responsible for:

- › Ensuring all remote learning activities are carried out in line with the school Safeguarding Policy and
- › Following up on any safeguarding concerns reported by staff remotely and onsite

2.7 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times and attend pre-arranged virtual/online lessons.
- › Complete work set by teachers
- › Seek help from teachers with work set if they need it
- › Alert teachers if they're not able to complete work
- › Wear suitable clothing during video calls
- › Choose a quiet place where there are no disturbances and a plain background when on video calls, not in bedrooms.
- › Keep language appropriate

Staff can expect parents to:

- › Make the school aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it
- › Be available and support pupils to take part in online video lessons
- › Be respectful when making any complaints or concerns known to staff
- › Keep language appropriate
- › Wear suitable clothing

2.9 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 Phase Leader or subject specific teachers
- › Issues with behaviour – talk to Phase Leader or SLT
- › Issues with IT – contact Computeam and inform SLT of difficulties
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – record all incidents on CPOMS and talk to DSL for urgent or persistent concerns namely Kelly-Leigh Doody or Ashleigh Pain

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- › Ensure they are not overlooked by unauthorised users such as family members.
- › Ensure the device is locked with a secure password every time it is left unattended.
- › Use school IT equipment where available.
- › Password protect personal devices used to access school online systems.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as, email addresses, as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Staff must be mindful to B.C.C. all recipients in group emails to parents/carers and other external email addresses, to avoid sharing private contact information.

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
- › 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

The Safeguarding Policy still applies while working or teaching remotely and will be adhered to.

All staff are required to read and follow the guidance contained in all safeguarding policies and documents.

6. Monitoring arrangements

This policy will be reviewed every year by Mr L Wilkes. At every review, it will be approved by Headteacher Kelly-Leigh Kulyk.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Data protection and privacy notices
- › ICT and internet acceptable use agreement
- › Staff code of conduct