

GNSA Multi Academy Trust

Remote Learning Policy

SECONDARY PHASE

2020 - 2021



Updated	Next Review	Reviewed By	Ratification
January 2021	July 2021 In line with Guidance	Senior Leadership Team	Senior Executive Team

This policy should be read in conjunction with the 2020/21 MAT Safeguarding and Child Protection Policy.

Content Table

Statement of Intent 2
1 - Legal Framework 2
2 - Roles and Responsibilities 3
3 - Resources and Learning Materials 8
4 - Online Safety 9
5 - Safeguarding 10
6 - Data Protection 10
7 - Health and Safety 11
8 - School Day 11
9 - Communication 12
10 - Monitoring and Review 12

Statement of Intent

At Guru Nanak Sikh Academy, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or for identified groups. Where we recognise the importance of maintaining high expectations, in all areas of school life, remote learning is not a substitute for in person / in school learning. Our aim is therefore to ensure that in any given situation where remote learning is advised or deemed as the only possible alternative solution to keeping students, unable to attend school in person, engaged and resourced to be able to access remote learning. This will include ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2011
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2020) 'School attendance'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

1.3. This policy operates in conjunction with the following school

policies: Safeguarding and Child Protection Policy

- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy 2020
- Accessibility Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Online Safety pupil, parent and teacher guides
- Staff Code of Conduct
- Staff Handbook
- Staff absence management policy

2. Roles and responsibilities

In the event of the need to revert to remote learning, all staff will be expected to be available to work during their normal 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 by contacting HR. Those staff who normally support learning will also be expected to be supporting teachers deliver lessons remotely and offering feedback to learners. More details can be found below.

When providing remote learning, teachers must be available between 7:45am and 3:15pm.

Guru Nanak Sikh Academy will provide two remote learning offers in the Secondary phases;

- When an individual child is required to self isolate due to a possible viral infection
- When a child is required to be in isolation (other non medical reason) due to identified behaviour infringement
- When a child has an identified and approved reason for non attendance (in extreme and compassionate grounds approved in advance)
- When a child is taken into hospital as part of a long term treatment plan (continued learning in line with the hospital education plan to ensure a healthy today and a healthy and brighter tomorrow)
- Isolation following a possible exclusion (in these circumstances access rights will be controlled and limited)

In these circumstances the student will be sent the google classroom code for all of their identified lessons and classes. The student will be required to log into each of their lessons LIVE but not all lessons will necessarily be LIVE.

If a teacher is themselves absent, or unwell and a suitable replacement for the live lesson is NOT available, alternative facilitated work on google classroom or an alternative online learning platform be made available.

Form Tutors will continue to touch base with the student through form time (dependant on home learning situation) and make weekly wellbeing and touchbase phone calls home.

Progress leaders will continue to monitor any long term absence and review the offered provision from time to time.

Subject leaders through classroom teachers will continue to monitor course completion and the provision of suitable feedback to enable progress to be continually monitored during the period of absence.

- When a class bubble or whole school is closed, remote learning will be provided for all lessons.

This will be accessed through Google Classroom and other identified approved virtual learning platforms. Google Classroom will always be the HUB from which other identified work will be set.

In this situation all Pupils will have immediate access to Google Classroom where they will be able to access their regular daily schedule in accordance with their timetable.

We will enable a positive blend of LIVE lessons where appropriate as a priority alongside facilitated work and guided independent learning to enable feedback and identified group support work.

We expect that remote education (including remote teaching and independent work) will take pupils broadly alongside an adapted structure of the School Day. This will be identified in each case, be it for the individual or whole group cohort.

All Individuals and Year Groups will be required to access the same structure as the structure and routine of their day. This may adapt accordingly to the situation at hand and updates, guidance for staff and students and letters home will be provided for each case.

2.1. When providing remote learning, teachers are responsible for:

Setting work:

- Staff should set work for their own classes. If a staff member is absent this will revert to the Subject Leader to set work.
- Where feasible LIVE lessons will be provided and prioritised without neglecting the need to set work from which progress can be made and outcomes assessed.
- Work set should be appropriately differentiated to meet the needs of all pupils.
- All Work, including any identified alternative independent work or virtual learning platform, should be uploaded/explained within Google Classroom.
- Staff will continue to work with the teams and attend identified calendered team meetings to assure consistency and a continued high standard of learning and progress.
- Staff should follow the learning journeys for each subject so that learning is progressive and in line with curriculum requirements.

Providing feedback on work:

- Teachers will be ...
- Teachers can access pupils' work and give feedback through google classroom quizzes and Learning By Questions.
- Staff should respond to questions from pupils and feedback on the work

completed - this may on occasion be through publishing the answers but one to one feedback should be made available to all pupils on a daily basis.

- Verbal feedback should be given throughout live lessons.
- Feedback on individual work through written / audio comments.
- Self-assessment by reflecting on the success criteria of the lesson.
- Feedback through touch base or well-being calls.

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

- Teachers should be in regular contact with pupils/ parents through the Google Classroom platform. If they notice that a pupil has not logged into the platform and is not responding to the work set, they should contact the parent directly to check on the family's welfare or if there are any accessibility problems. Any safeguarding concerns should be reported in accordance with the Safeguarding Policy.
- Teachers should respond to parental queries that are sent through the school office.
- If a parent submits a complaint online, a member of SLT should be informed immediately and the complaints procedure will be followed.
- If a child is failing to submit work, the parent should be contacted (in-line with policy) to ascertain the reasons why and provide support and follow up actions to support the home learning environment.

2.2. The board of directors is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

2.3. The senior leadership team is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times. Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.4. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which is designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.5. The Data Protection Officer (DPO) is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.6. The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported.

2.7. The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.8. The Head of Business and Operations is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- Organising and delivering training on the appropriate and safe use of technology.

2.9. The ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Supporting staff and pupils with logging in difficulties or other technology issues.

2.10. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL, following the safeguarding policy and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.

2.11. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- To email itsupport@gnsa.co.uk directly for any accessibility-related queries and for any requirements for devices or dongles.

2.12. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning. ● Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues by contacting the school office or emailing the class email address as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.

3. Resources Learning materials

3.1. For the purpose of providing remote learning, the school may make use of:

- Designated devices
- Past and mock exam papers
- Online learning portals such as Google Classroom, SAM Learning, SENECA, SNAP Revise, Hegartymaths,
- Other identified and approved Educational websites
- Reading tasks
- Live lessons
- Pre-recorded video or audio lessons from National Oak Academy and BBC bitesize
- Identified and approved revision guides and Booklets

3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical. Where this is not practical, the school will ensure and identify pupils for intervention and support to ensure no child is left behind. Support from the students and parents will be required for this to be successful.

3.5. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.6. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.7. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

3.8. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.9. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.

3.10. The arrangements for any 'live' classes and or recorded lessons, e.g. Google Classrooms will be communicated via Google Classroom or email.

3.11. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

4. Online safety

4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy and addendum to the safeguarding policy.

4.2. Where possible, all interactions will be textual and public.

4.3. All staff and pupils must adhere to the following:

- Ensure no 1:1 sessions during lessons, unless exceptions have been made and approved by SMT. These sessions will be recorded.
- Ensure no accounts from outside the academy are permitted into GNSA MAT classrooms.
- Staff and pupils/students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas and the background should be blurred.
- Live classes should be kept to a reasonable length of time, in line with timetables. ● Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager/provider to communicate with pupils
- Staff should keep a record of attendance for every session.

- Staff will only make contact with pupils/students through the MAT networks.
- The code of conduct policy must still be adhered to throughout any period of home learning.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The DSL and Executive Principal will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.

5.5. The DSL will arrange for regular contact with vulnerable pupils, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable pupils will be recorded electronically.

5.7. A member of the safeguarding team will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

5.9. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

5.10. The DSL will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.11. All members of staff will report any safeguarding concerns to the DSL immediately.

6. Data protection

6.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4. Any data that is transferred between devices will be suitably encrypted or have

other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

6.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

6.7. The school will not permit paper copies of contact details to be taken off the school premises.

6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour for Learning Policy or the Disciplinary Policy and Procedure.

6.11. School devices are monitored via the Senso cloud remote monitoring application.

7. Health and safety

7.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

7.2. Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

7.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every few hours.

7.4. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

7.5. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant members of staff immediately so that appropriate action can be taken.

8. School Day

8.1. Where possible Secondary students will continue to follow the identified structure of the School Day. 8am - 3:15. This may be adapted or altered accordingly within each given situation. Updated and personalised timetables will be made available to parents and students within each remote learning situation. In addition, the structure of the day will identify times for students and staff to:

8.2. Take regular identified breaks when completing remote learning.

8.3. Students (or staff) with SEND or additional medical conditions who require more regular breaks, or identified support will have this specified in their IEP and this will be forwarded by the SEND team to appropriate staff during any remote learning period.

8.4. Students or staff who are unwell are not expected to complete remote learning until they are well enough to do so. Both students and staff should continue to follow the absence procedures for reporting their absence from School.

9. Communication

9.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

9.2. The school will communicate with parents via letter, Google Classroom and the school website about remote learning arrangements as soon as possible.

9.3. School Leaders will communicate with staff as soon as possible via email about any remote learning arrangements.

9.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

9.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

9.6. Members of staff will have regular contact with their line manager.

9.7. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

9.8. Issues with remote learning or data protection will be communicated to the school as soon as possible so they can investigate and resolve the issue.

9.9. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

9.10. The Executive Principal will regularly review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication

10. Monitoring and Review

10.1. This policy will be reviewed on an annual basis by the Senior Leadership Team.

10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

10.3. The next scheduled review date for this policy is July 2021.

MAT Child Protection Policy 2020/21 - [click here](#)
MAT Policy Addendum 2021 - [click here](#)