

# Ark Priory Remote Learning Policy

Autumn 2020

As a school, we are ready and prepared to deliver remote learning for our child should the need arise this academic year. From Autumn 2, any child who needs to self-isolate will receive access to remote learning provision.

Every child in school has access to a SeeSaw account. This is where class teachers will upload work for them to complete. It also provides an interactive platform so that every child can receive feedback directly from their class teacher about their work, in order to move their learning on.

We appreciate that not all families have access to the internet or devices to complete learning on. In these cases, work and resources will be sent home for families to access. There is an expectation that all work set comes back to class teachers for marking. If families are not working remotely then collection of work will be arranged.

## Purpose

This remote learning policy is intended to provide clarity to stakeholders on the different ways in which our school will:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide clarity around safeguarding and data protection in a remote learning context

As a school we are committed to providing continuity of education to our pupils and will always aim to provide all of our pupils with equal opportunities to participate in learning from home.

This policy will be reviewed at the end of the academic year when we will consider which elements of the policy will remain in future years.

## Definitions

**Remote learning** refers to the provision of work, teacher support, as well as assessment and feedback from teachers to pupils in the event that normal lessons cannot be delivered 'face to face' as normal.

**Ark SPArk** is the name of the learning portal for all Ark pupils, which provides work in most subjects across all year groups. This can support pupils to work independently at home.

## Types of school closure

The global pandemic continues to impact on schools and has the potential to periodically or for prolonged periods of time prohibit face to face learning. The Department for Education have set out four scenarios that we must be prepared for:

- **Tier 1** – If there is a relatively high risk of coronavirus in our local area, we will be placed into Tier 1. In this phase, pupils may be sent home to self-isolate individually or in groups, depending on their exposure to others.
- **Tier 2** – We will remain fully open to all pupils. Pupils may be sent home to self-isolate individually or in groups, depending on their exposure to others.
- **Tier 3** – We will remain fully open. Pupils may be sent home to self-isolate individually or in groups, depending on their exposure to others.

- **Tier 4** – We will remain open to priority groups (critical workers’ and vulnerable children) only. This would resemble the ‘Community Classrooms’ model adopted in the summer term of 2019/20 during the first wave of the coronavirus.

The table below sets out the type of remote learning that we will offer now, if pupils are required to self-isolate.

<b>Tier 1</b>			
<p>In this scenario, almost all pupils are attending as usual.</p> <p>However, absence will be higher than normal for three key reasons – the approach to remote learning is slightly different in each.</p>			
<b>Type of Absence</b>	- <b>Some pupils refusing to attend</b> (these would typically be coded as unauthorised)	- Groups of pupils absent in 2-week cycles as <b>bubbles burst and they have to self-isolate</b>	- <b>Individual pupils have to self-isolate/other legitimate absence</b> for up to 2 weeks
<b>UNIVERSAL</b> (pupils do not have devices)	<p>Workbooks and paper packs are distributed to pupils. These should be curriculum aligned and learning should be checked on a pupil’s return.</p> <p><b>Primary</b> – A reminder that resources to support closures have been located on SPark which serves as a one stop shop for all Primary teachers and pupils in Ark. Teachers are required to create their own packs. Follow this link: <a href="#">SPark portal</a></p>		
<b>BLENDED</b> (Some pupils have a device)	<p>Children should be attending school and therefore teachers cannot provide additional learning. Expectations of the parents will be to support their child in their academic learning</p>	<p>Teachers use SeeSaw as a means to share learning, teaching and for students to upload their learning. Learning will be shared between all subjects. Children without a device will be given printed materials.</p> <p>Pupils are signposted to online resources via SPark.</p>	<p>It is unlikely that teachers have capacity to provide bespoke additional learning resources to pupils. Teachers will be using SeeSaw to share learning. Children without a device will be given printed materials.</p> <p>Pupils are signposted to online resources via SPark.</p>
<b>REAL-TIME</b> (All pupils have a device)		<p>Teachers use SeeSaw as a means to share learning, teaching and for students to upload their learning. Learning will be shared between all subjects. Children without a device will be given printed materials.</p> <p>Pupils are signposted to online resources via SPark in order that they can further progress their learning independently.</p>	<p>Teachers use SeeSaw as a means to share learning.</p> <p>Pupils are signposted to online resources via SPark in order that they can further progress their learning independently.</p>

The table below sets out the type of remote learning that we will offer in future, if we are required to close our school to some pupils. Further details on these will be provided if these scenarios are triggered by national government.

<b>Tier 4</b>
<p>- A return to the model of Community Classrooms, where only vulnerable and children of critical workers are entitled to remain in school full time</p> <p>Teachers use SeeSaw as a means to share learning.</p> <p>Pupils are signposted to online resources via SPark in order that they can further progress their learning independently.</p>

## Roles and responsibilities

This part of the policy sets out the roles and responsibilities of all stakeholders, including pupils and parents, if our school has to move to a period of remote learning.

## **2. Teachers (who are self-isolating) and Teachers (in school providing remote learning to pupils at home)**

When providing remote learning, teachers must be available between 8-5

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.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Class teachers will provide learning for their class. This might be supported by their year group teacher.
  - They need to produce work for every day for each student
  - The amount of work will increase through the year groups
  - This will be set before end of the working day the previous day.
  - Work must be completed by the end of the week by students but preferable the day in which it is set.
  - No lessons will be live, all lessons will be recorded/online on SeeSaw or on Ark SPark
- Providing feedback on work:
  - Students will receive feedback on submitted work to teachers or submitted work on SeeSaw
  - Feedback will vary in detail.
- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers will be making welfare calls to some children and families.
  - Teachers will not be expected to answer emails outside of working hours (working hours are 8am-5pm).
  - Feedback will not be given outside working hours (working hours are 8am-5pm).
  - Safeguarding concerns will be raised following the school safeguarding policy.

### **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8:15-4:00

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.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
- Attending virtual meetings with teachers, parents and pupils:

### **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

- Monitoring the remote 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 remotely (including Ark SPark).

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead**

Please refer to the Safeguarding policy.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be available for learning during the school day
- Complete work to the deadline set by teachers on SeeSaw/ArkSPark and email.
- Seek help if they need it from the class teacher.

Staff can expect parents with children learning remotely 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 respectful when making any complaints or concerns known to staff

## **3. Who to contact**

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

- Issues in setting work – talk to the relevant subject lead or Line Manager
- Issues with behaviour – talk to the relevant member of SLT
- Issues with IT – talk to IT staff
- 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 – talk to the DSL

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will ensure that they are using an Ark Schools device rather than a personal device, if you have been provided with one.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses for parents and pupils as part of your schools approach to setting up and accessing remote learning. As long as this processing is necessary for the school’s official functions, individuals won’t need to give permission for this to happen.

However, 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing your work device among family or friends if they can access your school systems

Ark Schools devices will have updates installed automatically and security policies will be maintained. If you are using your own device you must install anti-virus software and ensure that operating systems are updated (by always installing the latest updates).

## **5. Safeguarding**

Please refer to the safeguarding policy.