



**Grange
Academy**

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Article 28: *You have the right to a good quality education.*

Article 23: *You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.*

Remote Home Learning Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Rachel Timms - Headteacher

Date: October 2022

Approved by: SLT

Date: October 2022

Review Date: October 2023

Aims

This is an adaptable remote learning policy which aims to clarify expectations and safeguards for staff working remotely. In line with advice and guidance from the DFE, a range of 'blended' work will be planned that can be completed both online and offline and takes into account the class teacher's knowledge of the pupils' ability as well as an awareness of technology limitations and the impact of working from home on our pupils and families. We also, recognise that parents cannot be expected to become teachers, particularly when many have their own work to undertake.

Staff will liaise with parents and carers to ensure that an appropriate work package is delivered if a child has to isolate at home due to testing positive for COVID 19. This may be a work booklet, work that has been set online or TEAMS sessions that allow the pupil to access learning in the classroom.

All staff must follow the latest safeguarding guidance when using TEAMS with pupils in their family homes.

To ensure consistency, additional Maths and English work will continue to be set on curriculum topics that are appropriate to the pupils. These will be based on key objectives that have been identified to be taught over the course of the term. Work that is sent home to pupils not in school may or may not be the same as work that is taught in school. It may be simplified to support access.

Roles and Responsibilities

Teachers

Form Teachers are responsible for:

Setting work:

- Setting work for their own class by providing a tailored home learning package for all pupils that is bespoke to the needs of the class
- Ensuring that there is a range of work set to include reading, writing, maths as well as a range of foundation subjects that pupils can choose from to extend their learning
- Ensuring that work is emailed/sent to parents
- Co-ordinating with other staff members to ensure that work going out is consistent and that no child is disadvantaged

Keeping in touch with pupils and parents:

- Staff should not respond to emails from parents and pupils outside of working hours. General queries about home learning should be forwarded to SLT, and any complaints should be forwarded to the Headteacher.
- All complaints and concerns raised by parents to teachers during these phone calls must be relayed to the Headteacher or another member of the Senior Leadership Team
- Teachers should follow standard safeguarding protocol with all safeguarding concerns, reporting them to the DSL or DDSL and logging the information on My Concern
- Staff are encouraged, where parents express concerns regarding struggling with completing work, to explain that work does not need to be a priority and reassure them.

Subject Leaders, SLT including the SENDCO

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

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Support teachers setting appropriate work for the correct age and topic for the pupils
- Support teachers in adapting work
- Alerting teachers to resources they can use to teach their subject
- Reviewing and amending long term plans if needed
- Any additional work, relating to their subject and the school vision as directed by the Headteacher
- Ensuring that EHCP targets are catered for where applicable

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Ensuring that all pupils including disadvantaged pupils can access learning set and that arrangements are in place to oversee and monitor equality of opportunity. All queries regarding pupils in receipt of Pupil Premium should be addressed to Headteacher.
- Monitoring the effectiveness of remote learning through checking the work that goes out to parents before it goes to ensure high levels of grammar and punctuation as well as appropriateness of work
- Securing IT equipment for pupils (if applicable) as well as ensuring the effective distribution and compliancy of safeguarding/IT procedures and policies

Designated Safeguarding Lead

The DSL/DDSL is responsible for:

- Ensuring that all within the school follow the safeguarding policy including the latest amendments and communicate any changes to this guidance
- Ensuring that all staff have read the updated policy and aware of the implications of home learning

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Pupils and Parents

Staff can expect pupils to:

- Seek help if they need it, from teachers through contacting the school via grange@biltt.org

Staff can expect parents to:

- Make the school aware if their child is sick, particularly if the child was due to come into school
- Make the school aware if there are any changes to the welfare or circumstances of the child or family that the school need to be aware of
- Be respectful when making any complaints or concerns known to staff
- Seek help from the school if they need it with regard to work or any other support.

There is a wealth of information on the school website including information about e-safety and mental-health.

Other resources for early help include:

- Help from our emotional/behaviour support worker if you need it with regard to family support
- Door step visits
- Advice with family circumstances
- Referrals to other agencies, such as Bedford Early Help or Housing Support

Local Governing Board (LGB)

The LGB 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

Who to Contact

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

- Issues in setting work – Staff should address concerns to the relevant subject leader or Pathway Leader
- Issues with behaviour – Staff should address concerns to SLT
- Issues with their own workload or wellbeing – Staff should address their concerns to the Headteacher
- Concerns about data protection – Staff should address their concerns to the Headteacher GDPR Leads/IT Team
- Concerns about safeguarding – Staff should address their concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead
- Concerns about e-safety – Staff should address their concerns to the DSL/DDSL/IT technician

Data Protection

Accessing Personal Data

When accessing personal data, all staff members will:

- Ensure that they access data from known sources either Grange Steps, Target Tracker or My Concern. Where staff need access to personal data they must comply with data protection policies and ensure that the data is being accessed in a safe environment and is not being left around to be viewed by people who are not allowed to look at this sensitive data
- Staff should only access personal data on their school laptop or iPad and must be extra vigilant about logging out of personal data systems so that these are not accidentally accessed by other parties

Sharing Personal Data

Staff members may need to collect and/or share personal data (such as names, dates of birth and email addresses) as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

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 15 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 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

Safeguarding

All staff should be following the current safeguarding policy and amendments. DSL/s will communicate all updates to the school community. It remains the responsibility of every staff member during this time to take responsibility to stay updated with the latest advice and guidance for safeguarding.

Monitoring Arrangements

This policy will be reviewed regularly throughout this period and in the event of further national/local lockdowns. At every review, it will be approved by Headteacher and LGB.

Links With other Policies

This policy is linked to our:

- Safeguarding Policy and coronavirus addendum to this policy
- KCSIE 2022
- Behaviour Policy
- PPE Policy
- Data protection policy and privacy notices
- IT Acceptable use policy