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Remote Education Policy

Aims

This policy is to ensure the ongoing education of Grampian Primary Academy pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time due to school closure from Covid-19. It also covers the ongoing education of pupils who cannot be in school as a result of Covid-19 restrictions but are able to continue with their education when the school remains fully open.

This remote education policy aims to:

- set out and explain our approach to remote education during Covid-19 to the whole school community
- ensure consistency in the approach to remote education for pupils who are not in school
- set out expectations for all members of the school community with regards to remote education
- provide appropriate guidelines for data protection.

Remote education

If one or more of the following events occur, remote education will be implemented by the School for all affected students:

- An individual student is self-isolating due to Covid-19
- A proportion of students from a class/year group/bubble are self-isolating due to Covid-19
- A whole class/year group/bubble is self-isolating due to Covid-19
- The school is only open to critical workers/vulnerable children due to Covid-19
- The school is unable to open due to a high number of staff off work due to Covid-19
- The school is otherwise closed due to Covid-19.

Remote education minimum standards

Anthem commits to the following minimum standards for remote education provided in the above scenarios:

- Work will be provided for all affected students and will be accessible on our pre-agreed platform(s).
- Affected students will have access to remote education which is equivalent to core teaching every day.
- Affected students will be provided opportunities for feedback and assessment on a regular basis.
- Work provided will be ambitious and in line with the in-school curriculum.
- Affected students will have the opportunity for daily contact with a member of staff.
- Wherever possible and reasonably practical, lessons will be taught live via Microsoft Teams and/or Google Classrooms, the Anthem-approved remote education platforms. Wherever possible and

reasonably practical, these lessons will be delivered by the designated class teacher as per each student's timetable.

Remote educational provision

For all students affected as above, we will provide access to a weekly timetable of remote education activities. Equivalent provision will be provided for all affected students, whether an individual or a whole class is isolating or otherwise affected. This is to ensure equality of provision. Our remote learning offer will be shared through our online learning platform or communicated via direct contact to your home. This timetable will link to our long-term curriculum plans and the learning those in school will or would be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will sometimes make use of a number of carefully selected and high-quality online materials such as quizzes from agreed platforms and carefully selected lesson videos.

We appreciate that some families won't be able to engage with the full timetable, and in this case we will highlight the core lessons students should aim to complete each day, whilst also providing stretch opportunities. Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school.

We commit to putting in place remote education from the first day an affected student is off school, however please note there may initially be an interim period of one or two days before the whole program and normal ongoing support is accessible and ready.

Platforms and how to access

Anthem-approved remote education platforms are Google Classrooms and Microsoft Teams.

Parents and students can access this school's remote education offer here:

- Office.com to access Microsoft Teams virtual classrooms.
- App.seesaw.me to access personal Seesaw journals.
- Tapestry App or accessed online attapestryjournal.com

Support to enable students to access remote education

We understand that remote education during current times presents new challenges for many. We commit to the following to help support students to access remote education:

- Ensuring all students complete an Anthem Remote Education Agreement prior to accessing the online learning platforms.
- Using Computing lessons to upskill students in our online learning platform through engaging with all essential elements of the platform.
- Providing guides which students can access from home to support students with accessing MS Teams.
- Letters and visual guides sent home with instructions on how to access remote education.
- Weekly phone calls from form class teachers or support staff to guide students through use of technology.
- Virtual information sharing events for parents.
- Providing practical support with technology where possible.

Roles and responsibilities

Teachers

When providing remote education, teachers will be available between 8:45-3:30pm. If a teacher is 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 education, teachers are responsible for:

- Planning lessons, including the creation and/or signposting of online content and resources, for their classes or groups of children and making these available to students who are working remotely within the same working day of the lesson having been taught in school (on agreed platform).
- Delivering teaching for key learning on the agreed platforms
- Working closely with other teachers and staff to support all students with accessing a carefully planned lesson sequences.
- Looking carefully at work completed by students on agreed platforms and using this to inform planning.
- Responding to quizzes or assignments completed online with praise, comments, scores or next steps.
- Arranging and attending virtual contact sessions for pupils not in school.
- Making keeping in touch phone calls to check pupil wellbeing and any barriers to access.
- Responding to messages from pupils made through the appropriate communications channels within the working day.
- Engaging pupils and parents within the class community through shared celebrations on appropriate learning platforms.
- Sharing complaints and safeguarding concerns through the appropriate channels in line with guidance from additional policy.
- Escalating non-contact concerns to members of the SLT or safeguarding team.
- Attending virtual meetings with staff, pupils and, where appropriate, parents, following additional guidance on dress code and appropriate backgrounds.

Teachers must follow the Online Safety – Staff guidance.

Teaching assistants

When assisting with remote education, teaching assistants will be available during their normal working hours unless agreed differently with the Headteacher.

If a teaching assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

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

Supporting pupils who aren't in school with learning remotely appropriate to the role and class teacher's guidance.

- Supporting pupils who aren't in school with learning remotely appropriate to the role and class teacher's guidance.
- Delivering teaching for key learning using the agreed platform

- Attending virtual meetings with teachers, parents and, where appropriate, pupils to ensure a minimum of 2 staff members are present on all calls.
- Following guidance on dress code and appropriate backgrounds, including noise, when attending virtual meetings.
- Covering classes for specific short time periods to allow class teachers to upload and schedule remote learning for individual pupils.
- If the teaching assistant is working with a pupil 1:1 or identified as a key adult for a child with an EHCP:
- Direct teaching / support / mentoring using the agreed platform (and in accordance with the protocols). Due to the individualised nature of this provision there is an expectation that the teaching assistant would take direct responsibility for this and liaise closely with the class teacher and SENCo
- Creating and providing individualised resources for the pupils they support making these available on the agreed platforms or in printed resources

Teaching assistants must follow the Online Safety – Staff guidance.

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 education.
- Monitoring the remote work set by teachers in their subject through regular meetings with class teachers and reviewing samples of work set
- Alerting teachers to resources they can use to teach their subject remotely.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote education approach across the school with the guidance and support of Paul Carpenter (Assistant Headteacher) and Holly Jones (Computing Lead).
- Monitoring the effectiveness of remote education through: collecting regular feedback from teachers and subject leaders; reviewing work set through learning platforms; reaching out for feedback from pupils and parents; and accessing and sharing on class learning platforms to celebrate and support the development of the learning community.
- Monitoring the security of remote education systems, including data protection and safeguarding considerations.

Designated safeguarding lead

The DSL is responsible for:

- Responding to any concerns raised by staff, pupils and parents
- Support staff to respond to concerns raised.
- Keep staff, parents and pupils informed and to share resources / information
- Ensure the school safeguarding policies are still applied, referred to and followed.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Supporting admin staff subject knowledge to allow first point of contact support for parents.
- Reviewing the security of remote education systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices, including the resetting of passwords and creation of accounts.

Pupils and parents

We expect pupils learning remotely to:

- Be contactable during the school day – although we understand that you may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if you need it, from teachers or teaching assistants.
- Alert teachers if you are not able to complete work.
- When attending live lessons or conversations with school staff, to dress appropriately (no pyjamas or offensive images/wording) and to have an appropriate background (ideally a clear background with no other people in view, with no offensive imagery).
- To be kind, considerate and respectful when communicating with other students and school staff online, in line with the school's Behaviour Policy and Anti-Bullying policy.
- To complete the Anthem Remote Education Agreement and be aware of the Online-Safety Policy for parents and pupils.

We expect parents with children learning remotely to:

- Make the school aware if your child is sick or otherwise can't complete work.
- Seek help from the school if you need it.
- Be respectful when making any complaints or concerns known to staff.
- Be aware of the Anthem Remote Education Agreement and Online-Safety Policy for parents and pupils.

Anthem

The Trust is responsible for:

- Working across all schools in the Trust to develop a remote education strategy, as set out within this remote education policy.
- Setting up CPD for remote education.
- Enabling peer support on remote education between schools across the Trust, for example via the PLN network.
- Monitoring the school's approach to providing remote education to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons.

Live teaching

Whenever possible and reasonably practical, schools will deliver live teaching. Online lessons may be recorded, or they may be delivered live. Live teaching will only be delivered if the following criteria can be met:

- It has to be safe
- It has to be inclusive
- It has to be the most effective approach to the learning

Live teaching will only be considered once basic access to lesson resources for all relevant students is in place. Where lessons are delivered live, the 'live teaching and other live online school sessions protocol' will be followed.

Children with SEND

It is primarily the role of the SENCo (Caroline Spooner cspooner@grampian.anthemtrust.uk) to ensure all SEND needs are supported effectively and that appropriate resources are allocated and available to meet pupil need. However, all teachers and teaching assistants have a duty to support children with SEND. Teachers should ensure that work is differentiated as required for all learners when setting online tasks.

To support children with SEND and or learning difficulties with remote education, the SENCo will:

- know which students they are expected to support
- have a good knowledge of 'their' student need, the barriers they may face and how best to support
- share access to Pupil Passports, SEND or EHCP plans to ensure successful strategies and interventions are used to support
- ensure that statutory EHCP Part F school provisions are covered.

Support will include:

- Deploying Teaching and Learning Support Assistants effectively
- Ensuring pupils can access all necessary learning platforms and know what is expected of them.
- Reviewing T&L resources from subject staff on TEAMS to ensure engagement is possible.
- Checking the work to be completed each day and any deadlines and sharing this with pupils.
- Ensuring EHCP Risk Assessments are known, adhered to.
- Delivering interventions and teaching individuals as directed by the SENCo.
- Researching and resourcing any additional resources necessary for personalised learning.
- Liaison with outside agencies as appropriate.
- Attending virtual meetings with teachers, parents and pupils as necessary and directed by SENCo.
- If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.
- Ensuring class/subject resources and lessons on Teams are accessible and appropriately differentiated as part of Quality First Teaching by all staff on all occasions.
- Support and contact from class/subject staff on a personalised basis as appropriate.

All SEND students should continue to receive allocated outside agency support remotely where appropriate and possible (provided by agencies) and time will need to be allocated to co-ordinating this work also.

Who to contact

If you have any questions or concerns about remote education, please contact the following individuals:

- Issues in setting work –talk to the relevant Assistant Headteacher, subject leader or SENCo
- Issues with behaviour –talk to the class teacher or relevant Assistant Headteacher
- Issues with IT –talk to the computing lead (Holly Jones) or IT support team
- Issues with their own workload or wellbeing –talk to their line manager
- Concerns about data protection –talk to the school data protection lead (Helen Chamberlain)
- Concerns about safeguarding –talk to the DSL (Melanie Murfin) and Safeguarding Officer (Debbie Stevens) or alternatively the Deputy DSL (Caroline Spooner)
- If parents and/or students require support with gaining digital access at home, please speak to a member of SLT

If any pupil has worries or concerns during this period of remote teaching then they should contact admin@grampian.anthemtrust.uk the school or, alternatively, they can contact Childline via the following website: <https://www.childline.org.uk/get-support/contacting-childline/>

Communication between staff and pupils/families must be through the authorised school systems above and not through email, personal social media accounts, nor personal phones. It should follow the usual rules outlined in the Staff Code of Conduct, Home School Agreement, Remote Education Agreement, Online Safety Policy and Acceptable Use Agreements.

Safeguarding and remote education

With the increased use of digital technologies that comes with remote education, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. Please refer to the Interim Online Safety Policy for further information.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. If parents or students have any concerns over any online content related to the school or Trust they can contact the school or the Trust via enquiries@anthemtrust.uk.

If parents have any safeguarding concerns that need discussing, they should contact:

- Melanie Murfin (DSL) mmurfin@grampian.anthemtrust.uk
- Debbie Stevens (Safeguarding Officer) dstevens@grampian.anthemtrust.uk

Staff should continue to be vigilant at this time and follow our usual Online Safety for Staff and Child Protection and Safeguarding Policy and procedures.

Data protection

Accessing personal data

When accessing personal data for remote education purposes, all staff members will:

Only access data through the appropriate, secure Grampian accounts, including emails.

Use Grampian provided devices to access personal data.

Follow the Acceptable Use Agreement and the Interim Online Safety policy for staff.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote education system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

Staff will only collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members are expected to 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 eight 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.

Monitoring arrangements

This policy will be reviewed every year by the Trust. The Education Executive Team will monitor the implementation of this policy.

Links with other policies

This policy is linked to our:

- School Behaviour Policy and Covid-19 Addendum
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Home-School Agreement
- E-Safety Policy
- SEND Policy
- Acceptable Use Agreement – all staff and students using school digital technologies must have signed and must follow this agreement
- Staff Code of Conduct
- Online Safety Policy for staff
- Online Safety Policy for parents and pupils
- Anthem Remote Education Agreement
- Live teaching and other live online school sessions protocol