

Meir Heath Academy

Remote Learning Plan



Approved by: Mrs M Southern

Last reviewed: October 2020

Review due: January 2021

Plan

This remote learning plan has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children in the event of a bubble closure, or individual staff /children having to self- isolate in line with government guidelines. The plan details how systems and technology can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this plan is an addendum in these unprecedented circumstances.

The staff remote learning is led by SLT and any concerns, questions or feedback can be communicated via email to office@meirheath.staffs.sch.uk. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

1. Aims

This remote learning plan 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

A flexible approach

Keeping regular learning going during the period of bubble closures / self -isolation is of great importance to reduce the impact on children's education. However we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this we are providing a flexible approach to remote learning. We will offer access to learning via Microsoft Teams; email; iPads and the Showbie learning platform when this has been set up in school; where a family has limited or no internet access, we will provide weekly printed packs. We aim to offer a minimum of four hours of learning each day.

Instant Access to Remote Learning

To ensure that learning is instantly accessible in the event of a bubble closure or child having to isolate, please follow the weekly procedures below:

Teachers	Children	Work Uploaded By Children	Feedback Given
During PPA sessions each week, staff will: <ul style="list-style-type: none">• upload flipchart PDFs for English, GPS and Reading to	<ul style="list-style-type: none">• Access the Teams and Active World platforms at a time to suit their family requirements.	Children will upload work for feedback when completed each day	Staff will give feedback on submitted work during the working day

<p>the Teams platform.</p> <ul style="list-style-type: none"> • Allocate Maths text book pages via the active learn website • Allocate learning in the foundation subjects via Oak National Academy • Upload a weekly timetable of the planned learning. <p><i>To ensure that all children have their homework books at home in the event of needing to self-isolate, homework will be marked on Wednesdays, with the children, at their tables. The children can take their books home again on Wednesday and new homework sheets can be given to them on Friday.</i></p> <p><i>Where a teacher is struggling to access ICT equipment, they will inform SLT straight away who will arrange for delivery to their home address of the necessary equipment.</i></p>	<ul style="list-style-type: none"> • Complete the daily learning in English, GPS, Maths, Reading and the foundation subjects in their homework books 		
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2. Roles and Responsibilities

Teachers

In the event of a child self-isolating:

- Teachers will upload work to Teams on a weekly basis as part of the PPA routines. Each week, PDF flipcharts will be made available for English, Maths, GPS, Reading and the foundation subjects.
- Upload a weekly timetable outlining timings to the Teams platform.
- Remove work from the previous week from the Teams platform.

In the event of a bubble closure:

- Teachers must be available between 9am and 3:30pm.
- 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 procedures between on the designated absence number.
- If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Setting work:

- Creating a weekly timetable of work for their year group in liaison with year group partners. This must include daily maths, English, GPS, Reading and foundation subjects.
- Uploading lesson resources and PowerPoint presentations to the Teams platform
- Live sessions where appropriate
- Upload pre-recorded lessons as appropriate
- Sending the weekly email pack to the office for communication with parents for children whose access to the internet is limited

Providing feedback on work:

- Pupils can send any completed work to teachers via year group emails or the Teams platform
- Email feedback where required
- Respond to parent emails in a timely manner during the hours of 9am to 3:30pm

Keeping in touch with parents:

- Emails received in the year group email from parents and pupils are to be checked between 9am and 3:30pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times.

Teaching Assistants

Teaching assistants must be available during their usual working hours, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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
- Attending virtual meetings with teachers

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Ensuring ICT equipment is made available to staff in the event of a bubble closure
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations 2.5

Designated Safeguarding Lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

Pupils and Parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3:30pm – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it via the year group email
- Be respectful when making any queries or concerns known to staff

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 the relevant subject lead/SENCO/SLT
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – email Adam Bath or Steve Robinshaw
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer (Business Manager)
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

4. Data protection

Accessing personal data

When accessing personal data, all staff members will:

- Have access to Arbor, DC Pro and SLT email to record any parent contact or concerns about children. These sites are all accessed via a secure password. Ensure you log out after use.
- Do not allow access to these sites to any third party
- SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers 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

Keeping devices secure

All staff members, with the support of the MAT IT team 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)
- 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

See the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

6. Monitoring arrangements

This plan will be reviewed as and when updates to home learning are provided by the government by Andrea Turkmen (Assistant Principal). At every review, it will be approved by Mrs Southern (Principal) and SLT.

7. Links with other policies

This plan is linked to our:

- Behaviour policy Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy