Evolve Academy

Remote Learning Policy

October 2022

EVOLVE ACADEMY

Nurturing inclusive learning communities

ETHOS ACADEMY TRUST

1	Summary	Remote Learning Policy			
2	Responsible person	James Marsh			
3	Accountable ELT member	Executive Leadership Team			
4	Applies to	All Staff and Pupils			
5	Trustees and/or individuals who have overseen development of this policy	Evolve Senior Leadership Team			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)				
7	Equality impact analysis completed	Policy Screened	Y/N	Template completed	Y/N
8	Ratifying committee(s) and date of final approval				
9	Version	2.0			
10	Available on	Every	Y/N	Trust Website / Academy Website / Staff Portal	Y/N / Y/N / Y/N
11	Related documents (if applicable)	NA			
12	Disseminated to	*All directly employed Ethos Academy Trust staff			
13	Date of implementation (when shared)	November 2022			
14	Date of next formal review	April 2024			
15	Consulted with Recognised Trade Unions	NA			
16	Adopted by Ethos Academy Trust following consultation	NA			

Date	Version	Action	Summary of changes
*10/1/2022	*1.0	*Major policy revision/creation	*Re-write of original documentation
15/10/2022	*2.0	Policy Revision	Adaptions to the policy.

Contents

Appendices

Evolve Academy Remote Learning Policy

1. Statement of School Philosophy

At Ethos Academy Trust we strive to be creative, innovative and flexible in our approach to learning and will always endeavour to ensure that pupils and their parents are supported to the best of our ability. This policy sets out how we aim to support pupils with their learning when face to face teaching is not a possibility.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils that are unable to attend school through the use of quality online and offline resources and teaching videos;

- Provide clear expectations to members of the school community with regard to delivering high quality interactive remote learning;

- Include continuous delivery of the school curriculum alongside supporting the mental health and well-being of pupils;

- Support parents to help their child engage in remote learning as necessary;

- Support effective communication between the school and families.

3. Who is this policy applicable to?

To now include;

. A child who has been given a fixed day exclusion from school and therefore required to

complete set tasks from home.

. A child who cannot attend school site due to medical or other unforeseen circumstances.

- A child who is absent because they are awaiting test results and the household is required to self-isolate.

- A child who is not permitted to attend school because they have tested positive for Covid-19;

- A member of staff who is absent because they are awaiting test results and the household is required to self-isolate.

- A member of staff who is able to attend as they have tested positive for Covid -19.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online platforms including BBC Bitesize and White Rose Maths, Time Table Rockstars and Lexia.

- Use of Microsoft Teams to ensure the continuation of education in all curriculum areas which includes core subjects, option subjects along with Personal Development lessons.

- Phone calls home;

- Printed learning packs where this is identified as the best for the individual; and

- Physical materials such as writing tools if needed.

Suggested structure for remote learning

Pupils will be allocated tasks on Microsoft Teams to be completed during the agreed timescales. If pupils are able to, it is recommended that they complete the lessons which have been set at the usual time they

would have a lesson in the correct order. This will mean pupils' learning should suffer minimal disruption and they will be in a position to reintegrate smoothly back to their usual teaching sessions and routines as soon as it is possible to do so.

5. Home and School Partnership

Evolve Academy is committed to working in close partnership with families and recognises each family is unique and, because of this, remote learning will look different for different families in order to suit their individual needs.

Evolve Academy will provide access guidance and ongoing support on the use of online platforms to parents and pupils. – **Access Guidance Documents attached to Appendices Section (B)**

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Evolve Academy would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work by encouraging them to engage with the learning tasks.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers, including the use of Laptops, iPads and any gaming device (used for access to Microsoft Teams)

6. Roles and responsibilities

If any member of staff 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.

Teachers

Please note that the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available within their usual teaching hours to provide support and instructions for learning activities.

When providing remote learning, teachers are responsible for:

- Setting work for online learning which is reflective of the work which is being carried out in lessons / would have been carried out in lessons had the bubble / class been in school. The work set should follow the suggested timetable wherever possible as this has been designed to keep to the structure of the school day;

- Providing feedback on work;

- Maintaining regular contact with parents/carers to report any concerns with progress and to discuss appropriate strategies to support improvement; Any complaints or concerns shared by parents / carers or pupils should be reported to a member of SLT. Any safeguarding concerns should be immediately referred to the DSL.

- Ensuring the safeguarding policy addendum is followed including recording, downloading and securely saving the virtual lessons.

Where a smaller number of pupils are self-isolating the teacher will set the learning tasks and provide the required feedback but may not be in a position to provide teaching due to other teaching commitments.

Inclusion Workers

- Inclusion workers must be available during usual working hours;

- Make phone calls to isolating students at the start of the day to ensure they are ready to access remote learning;

- Deliver online sessions where appropriate to their role and requirements of the Academy and in liaison with teaching staff;

- During the school day, inclusion workers must complete tasks as directed by the class teacher or a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including daily monitoring of engagement;

- Ensuring all pupils have access to IT equipment and internet so they can access remote learning;

- Monitoring the effectiveness of remote learning coincide with the Remote Learning Lead;

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated safeguarding lead

- The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy;

- Ensuring the online learning safeguarding policy addendum is being adhered to with spot checks being carried out on a half termly basis.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work;

- Helping staff with any technical issues they're experiencing; including logging in, usernames and passwords;

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer;

- Assisting pupils and parents with accessing the internet or devices.

Pupils and parents

Pupils and parents will be asked to sign the acceptable use agreements in the appendices before beginning any virtual learning.

Evolve Academy
Microsoft Teams Teaching Consent Form

Use of Microsoft Teams for online learning	
I give consent for my child to take part in online lessons via Microsoft Teams and for each session to be recorded for safeguarding purposes.	Yes/No

Safeguarding and Support	
I understand that prior to any livestream, my child will be reminded of the following: • Not to share private information; • Not to respond to contact requests from people they do not know; • Who they should tell if they see or hear anything upsetting or inappropriate. I understand that prior to any livestream, it is my responsibility as parent/carer to: Ensure that an appropriate adult, over the age of 18, is present throughout the teaching session; Ensure that the teaching takes place in an appropriate room of the house (not a bedroom); Ensure that my child is fully dressed and ready to learn; Ensure that my child has all the required equipment for the lesson; Ensure that any safeguarding concerns are reported to the DSL. Teaching staff will be reminded of our code of conduct and how the Trust expects them to behave. The Trust will ensure that any face to face virtual learning, either one to one or in small groups, follows best practice, is risk assessed and has been approved by the school's Senior Leadership Team. The Trust will ensure that staff know and follow correct safeguarding procedures if they are having a one-to-one conversation with a child. The Trust will ensure that everyone is able to contact their Designated Safeguarding Lead if they have any concerns about a child. This may be because a staff member sees or hears something concerning during an online lesson.	Yes/No

Parent/Carer Signature:
Parent/Carer Print Name:
Date:

Student Guide to
Microsoft Teams

(1) Once logged on to the laptop (No user name is needed or password to get on) The logon account will show Local User.

(2) Open Google, Internet Explorer or Microsoft Edge.

Google   **Internet Explorer**   **Microsoft Edge**

(3) In the search bar type Office 365

Then click the link

www.office.com ▾
Office 365 Login | Microsoft Office
Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote.
Save documents, spreadsheets, and presentations online, ...

(4) Use your e-mail address sent from school (first initial and surname) @ethos-student.uk .e.g. Fred Bloggs would be fbloggs@ethos-student.uk

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

E-mail address here

Then click next

Back   Next

The password set has been sent your parents phone

Once logged in, you will ask you to change the password. Please keep a note of the new password(Any issues please contact school)

(5) At the top left hand side select the 9 dot square image.

Click on Teams Teams

(6) Sometimes it may ask you to sign in again. Please follow **instruction (4)** Username and password.

(7) Teams will now open.
Each subject/class area is shown for each student. Open each subject by double clicking the subject.
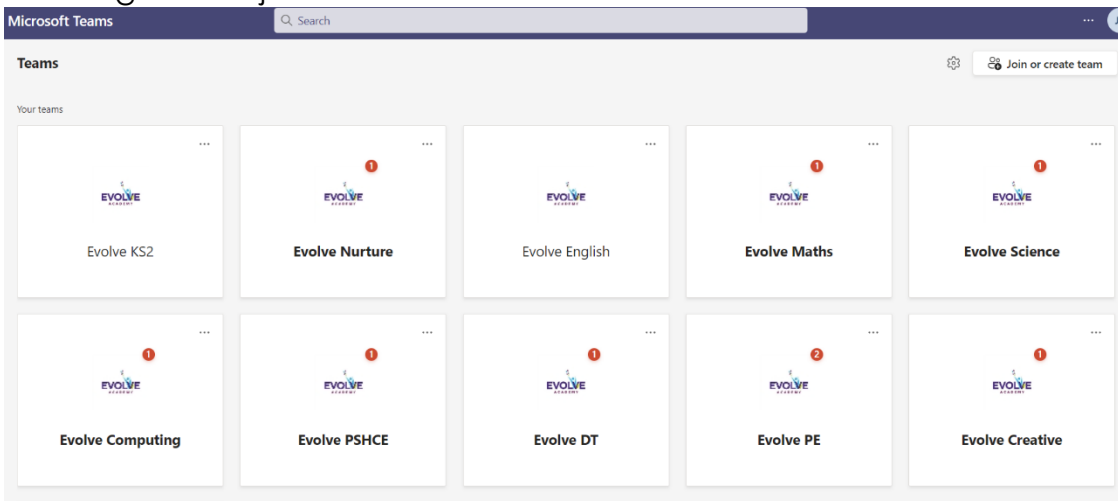

(8) Inside each subject there are assignments. These assignments are set work for your child. Click view assignment
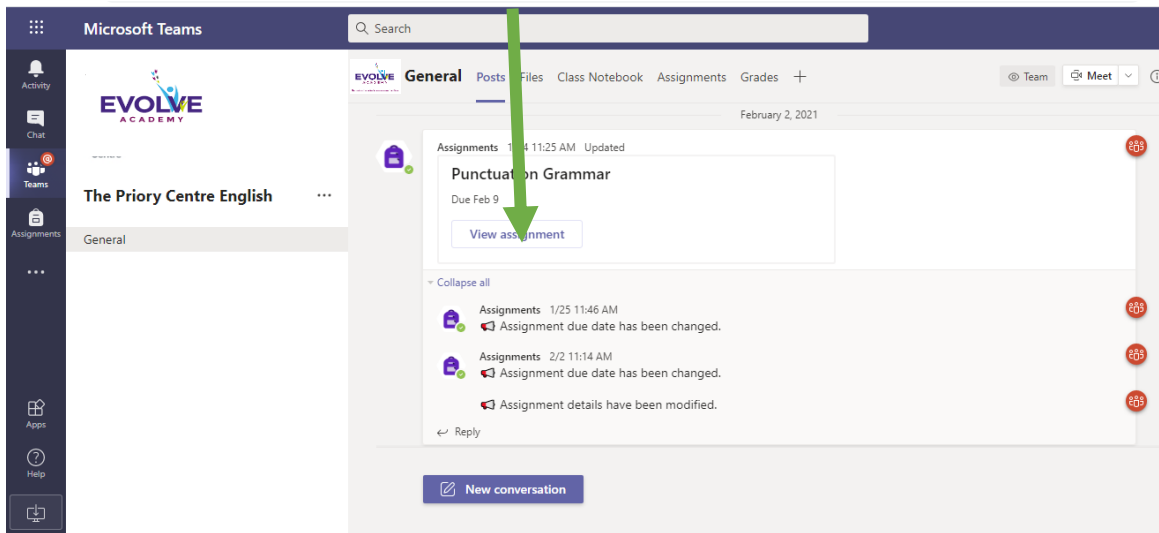

(9) This will then show the set work.
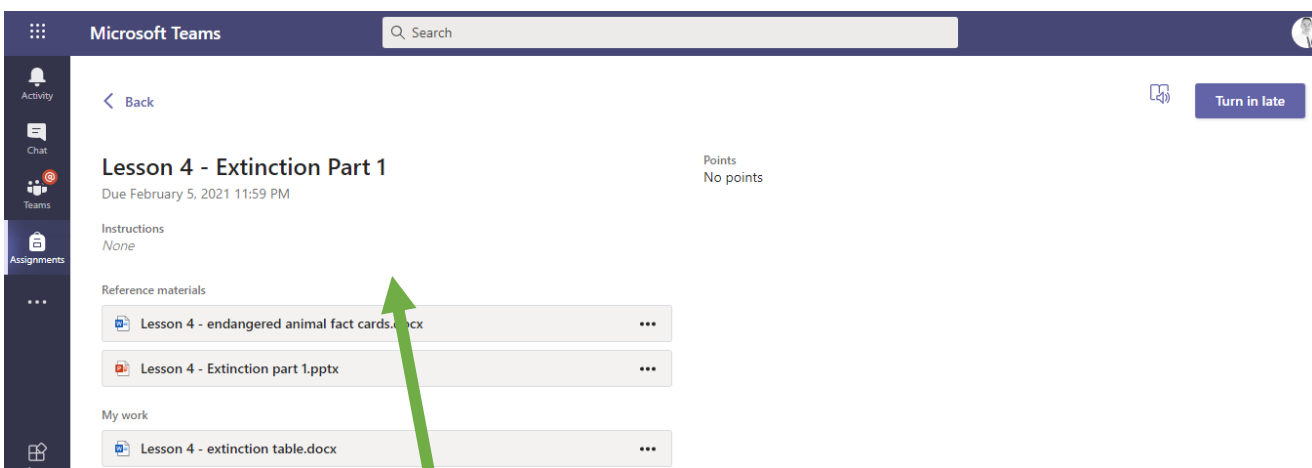
(10) To start working on the set work double click the document. This will now open and you can start to type onto the work. Don't forget to click **Save** when you have finished. If this doesn't allow you to write on the document. Click the **3 dots** and choose **Download.** The documents will now download and appear at the bottom of your screen
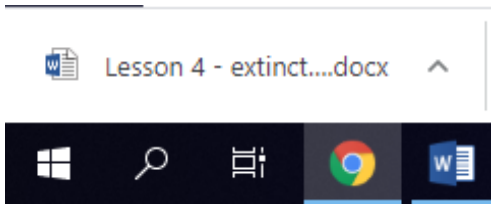
(11) Open the document by double clicking it. You will now be able to type onto the document. When you have finished click **File and Save. (Keep Teams open)**

(12) When the work is completed, **open teams and click 'Add Work'**
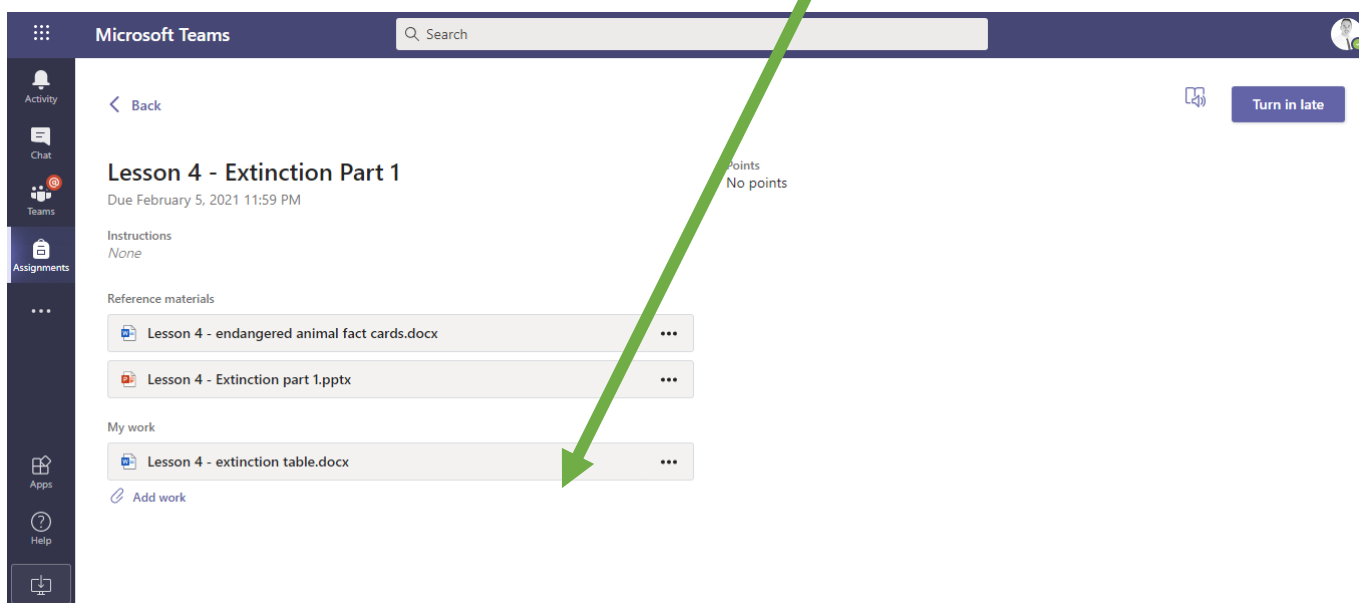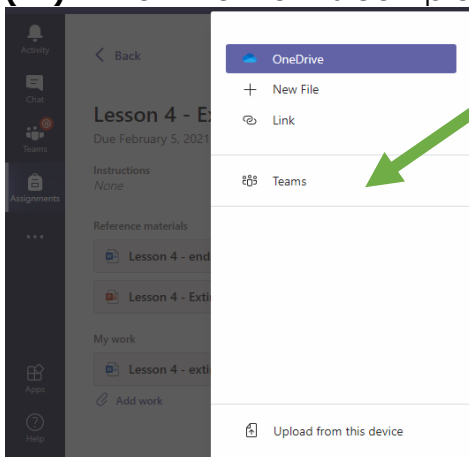
Then click **upload from this device.**
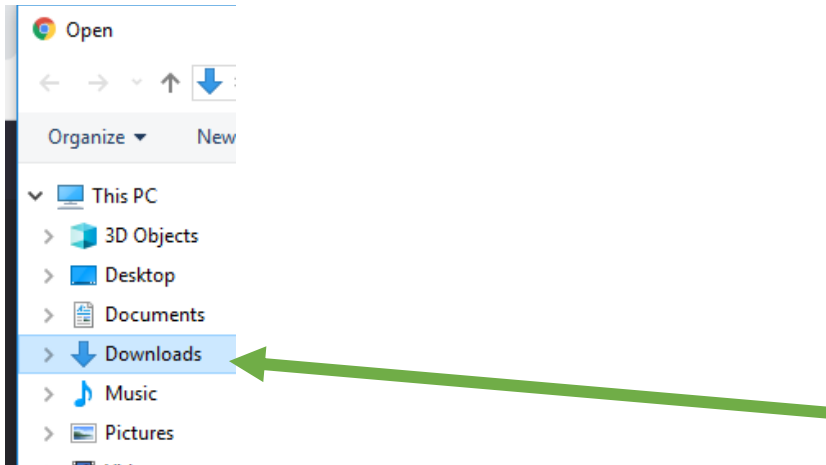
Click **Downloads.**

(13) The word document you have finished will be in **Downloads.** Click the document. For example, here The work is A Christmas Carol. This will now start to upload.
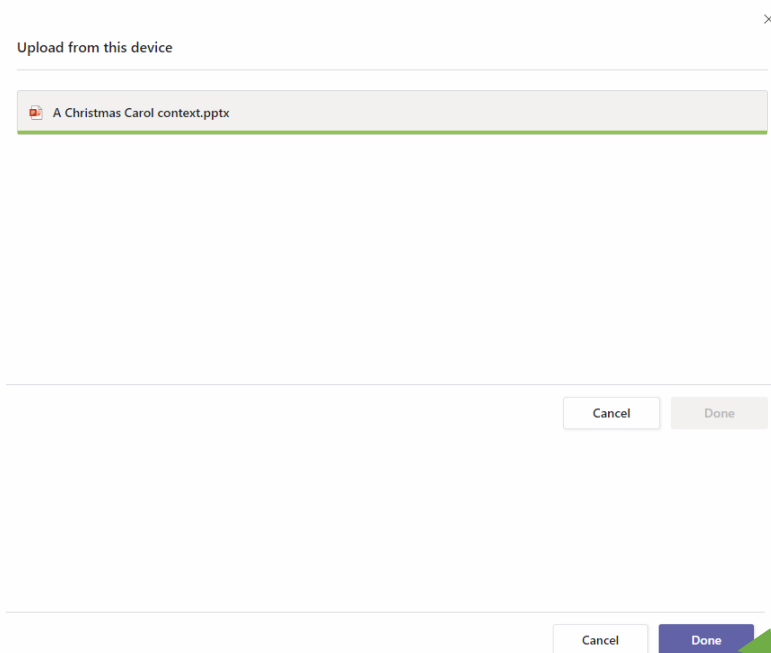
Click Done

(14) The work you have completed and uploaded will now show under 'My Work'

Key Contacts

If your child has any difficulty accessing any of the work set please contact the school on: **01924 200752**   E-Mail: **evolveoffice@eat.uk.com**

Curriculum: Mrs Carr   Computing/Remote Learning: Mr Marsh