



WADDINGTON  
REDWOOD  
A PRIORY ACADEMY

## Remote Learning Plan

### 1. Aims

These remote learning procedures for staff aim to:

- Ensure consistency in the Academy's approach to remote learning for pupils not attending the Academy.
- Set out expectations for all members of the Academy community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Reflect the Academy's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

### 2. Roles and responsibilities

#### 2.1 Teachers

Waddington Redwood's interactive platform is Microsoft Teams.

Teachers must be available on Teams between working hours. 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 9am and 3pm on the designated absence number and on the iTrent website. If it affects the completion of any work required, ensure that arrangements have been made within your phase teams or SLT to ensure work is completed.

Teachers are responsible for:

- Creating a weekly plan that is of equivalent length to the core teaching pupils would receive in the Academy, following our new 2020 Curriculum. Phase team weekly timetables to be emailed directly to the Assistant Head teachers on the Friday before the week the work commences.
- Set daily assignments so that pupils have meaningful and ambitious work each day in phonics (Reception and KS1) /spelling (KS2), English and maths.
- Foundation subjects to be taught each week based on the short term planning for each key stage.
- Teach a well-sequenced curriculum so that knowledge and skills are built incrementally, using a good level of clarity for the pupils to understand what they need to practise in each subject.
- Provide clear explanations of new content, through high quality curriculum resources such as PowerPoints and/or videos. Use comic sans font as this is a universal font available across most devices. Teachers can record themselves or use voice over on PPTs for lessons but will not take part in live video lessons. Where lessons are recorded, they can be accessed later by pupils making this a more flexible approach in the case of a household with limited devices. Appropriate educational links from YouTube to

support pupils understanding can be used after generating a safe link for viewing <https://safeyoutube.net/> and all videos will be checked by teachers for suitability with the age group that they teach.

- Supporting growth in confidence with new material through scaffolded practice.
- Enabling pupils to receive feedback on how to progress.
- Ensuring that SEND pupils receive more individualised learning opportunities.
- Working as a phase team to ensure the above work is shared and that it is planned and ready each week.
- Online line safety curriculum to be followed at [thinkuknow website](#). The page has been created to support parents during COVID-19 and the closure of Academies.
- If teachers are isolating at home and their class remains at school, then teachers will teach the lessons via Teams.

#### **Providing feedback on work:**

- Frequent contact between pupils and teachers is crucial. This could be via Teams or via an offline exchange.
- Pupils are expected to send their completed work into teachers daily via Teams.
- Teachers will give feedback to all pupils and use questions and feedback, via Teams, to gauge how well pupils are progressing through the curriculum content.
- Teachers should respond to any uploads pupils have sent in daily and use regular diagnostic assessment tools, such as quizzes and Microsoft forms, to gauge pupils' understanding.
- Use knowledge of pupils to adjust or simplify explanations, where necessary to ensure pupils' gain the knowledge needed to make progress.

#### **Keeping in touch with pupils and parents:**

- Parents have teacher's email addresses and the enquiries email for communication. Emails received from parents can be responded to between 8am and 6pm, Mon- Fri. Parents have been informed that teachers will only reply between these times. Emails from parents must be replied to within 3 working days.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary, teachers are to contact their Team leaders or member of SLT for advice.
- Teachers are able to use ScholarPack to access pupils' contact details if they need to talk to parents.
- Teachers must not give out any personal details and all contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- Contact with pupils will take place on the class Teams 'general' and 'chat room' areas and communication by using 1:1 message and/or videocalling is prohibited for pupils', who should have had this feature disabled on their accounts. Communication about learning is through the 'general' Teams area and other discussions can take place in the 'chat room' area. The whole class can see all conversations.
- Each class group has several adults linked to the group to ensure pupils' conversations are monitored for the correct use of appropriate communication.
- Contact parents if pupils are not using the Teams software appropriately. If this continues after speaking to the parents/carers, then pupils will be blocked from using the 'chat room' facility.

## 2.2 Teaching assistants

Teaching assistants must be available for the hours of work as per their time table states. During this time, they are expected to support the teacher, check work emails, support communication via Teams. 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 remote learning as requested by the class teacher, phase team leader, SENDCO or SLT. This could include but is not restricted to: supporting the teaching of lessons via Teams, giving feedback to pupils' work that is uploaded onto the Teams area, contacting parents, supporting SEN pupils to access learning.
- Using ScholarPack to access pupils' contact details if they have been asked to talk to the child's parents on a teacher's behalf.
- Keeping personal details secure when talking to pupils or parents and all communication should be polite and encouraging. Any concerns should be forwarded to the class teacher or a member of SLT who may choose to contact the parents directly.

## 2.3 Special Educational Needs and Disabilities Coordinator (SENDCO)

### Alongside their daily responsibilities, the SENDCO is responsible for:

- Liaising with parents of SEND pupils, ensuring that the work is matched to the pupil's level of ability.
- Supporting parents with their concerns regarding individual needs; enabling pupils to access remote learning effectively.
- Monitoring SEND pupils to ensure they have a curriculum that is matched to their needs.

## 2.4 Pastoral leader

### Alongside their daily responsibilities, the pastoral lead is responsible for:

- Supporting class teachers with parental concerns regarding the wellbeing of pupils.
- Co-ordinating weekly check ins with vulnerable pupils.
- Signposting resources to support teachers, parents and pupils.

## 2.5 Subject leaders

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

- Monitoring the work set by teachers in their subject.
- Reviewing their current subjects in the light of home learning and consider this on their subject action plans.

## 2.6 Senior leaders

### Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the Academy.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers regularly and monitoring online communications.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.7 Designated safeguarding lead

### The DSL is responsible for:

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

Normal safeguarding protocols apply. If you believe that a child is in immediate danger then you contact children's services on 01522 782111.

## 2.8 IT issues

All staff are responsible for contacting the Academy IT company - F1group ( <https://www.f1group.com/> ). This might include but is not limited to:

- Creating emails for new pupils.
- Assisting pupils and parents with accessing the internet or devices.
- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of systems and flagging any data protection to SLT.

## 2.9 Pupils and parents

### Staff can expect pupils to:

- Be contactable during the hours of the Academy day 9am – 3pm.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.

### Staff can expect parents to:

- Seek help from the Academy if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Support pupil's access to Teams via the child's Academy email account.
- Ensure that all communication between pupils and teachers takes place in the 'general' area of their Teams group and the 'chat room' area.
- Encourage their children to ask questions about their learning in the 'general' area of the teams group.
- Ensure that pupils do not take screenshots, photographs or recordings of other peoples' work. Our Teams areas are a place that children should feel confident to ask questions and share their work with other people in their class, just as they would feel comfortable within a classroom.
- Use class teachers email addresses for communication between parent/carer and teacher.
- Provide a suitable learning environment where their child/children can work with minimal distraction.
- Provide a suitable device for pupils to access Microsoft Teams.

## 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 Mrs Milling/SLT.
- Issues with IT – contact F1 group or talk to Assistant Head (Mrs Newbould).
- Issues with their own workload or wellbeing – talk to their line manager/SLT.
- Concerns about data protection – talk to the Business Manager (Mrs Frayne)

- Concerns about safeguarding – talk to the DSL.

All staff can be contacted via the Academy email addresses.

## 4. Data protection

### 4.1 Accessing personal data

**When accessing personal data, all staff members will:**

- Record any parent contact or concerns about children.
- Use ScholarPack with their own secure passwords. Do not share any details with third parties and ensure ScholarPack is logged off after use.

### 4.2 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 an educational establishment and doesn't require explicit permissions.

Whilst this may be necessary, 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 Academy 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.

### 4.4 Accessing Microsoft Teams

In exceptional circumstances we will provide devices to enable pupils to access their learning at home remotely.

## 5. Home/Academy Agreement

**All staff, parents and pupils will follow the terms of the online agreement. This includes but is not limited to:**

- All parents giving the Academy authorisation to allow their children access to an Academy email address, enabling them to use Microsoft Teams.
- If pupils are being unkind or inappropriate to others during online discussions, teaching staff will remind the pupils of the expectations. If this behaviour continues then the class teacher will contact the parents/carers and then pupils will be blocked from using the 'chat room' facility if this does not improve.

- The Academy reserves the right to withdraw pupils completely from accessing the Academy's Microsoft Teams, if inappropriate behaviour is demonstrated and brings the Academy into disrepute.

## **6. Safeguarding**

This policy is available on our website.

## **7. Monitoring arrangements**

These procedures will be reviewed as and when updates to home learning are provided by the government by Mrs Newbould (Assistant Head). At every review, it will be approved by Mrs Kent (Headteacher) and SLT.

