



EBORA ACADEMY TRUST

Policy Number

26NS

Remote Teaching and Learning Policy

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1. POLICY STATEMENT

This policy applies to all schools within Ebor Academy Trust, which includes any students on roll. This policy is reviewed and updated annually (as a minimum). This policy is informed by the following guidance and advice:

- Keeping Children Safe In Education (September 2020) ('KCSIE')
- Working Together to Safeguard Children (July 2018)
- Risk Assessment: Ebor Live Learning (June 2020) [LINK](#)
- Ebor safeguarding and child protection statement of intent <https://eboracademytrust.co.uk/wp-content/uploads/bsk-pdf-manager/2020/07/4-Safeguarding-and-Child-Protection-Statement-of-Intent-2020-V3-July-2020.pdf>
- Ebor Safeguarding first principles <https://eboracademytrust.co.uk/wp-content/uploads/bsk-pdf-manager/2020/07/4A-Safeguarding-First-Principles.pdf>
- NSPCC <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>
- CEOP <https://www.ceop.police.uk/safety-centre/>

This policy also takes into account the guidance offered by City of York Council, North Yorkshire County Council, East Riding of Yorkshire Council and Hull City Council as part of the interagency safeguarding procedures set up by Local Safeguarding Children Boards.

2. STATEMENT OF INTENT: Wellbeing & Pastoral Care

At Ebor Academy Trust we are committed to safeguarding children and young people and we expect everyone who works in our Trust to share this commitment and join us in creating a culture of vigilance.

- 2.1 This policy has been created to ensure that all our pupils are effectively safeguarded whilst they access online learning opportunities from their homes.
- 2.2 Adults in our schools take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them and be confident that they will be listened to and taken seriously. We will always act in the best interests of the child and we recognise the importance of maintaining an attitude of 'it could happen here'.
- 2.3 We continue to take a whole school approach to safeguarding and child protection, so that awareness is raised within the entire school community. This policy defines a child as anyone under the age of 18 years and applies to all members of staff, including permanent, temporary and ancillary staff, Council Members, volunteers, contractors and external service or activity providers.
- 2.4 We teach pupils about safeguarding, including online, through various teaching and learning opportunities, as part of a broad and balanced curriculum. Ofsted guidance seeks to ensure that children 'recognise when they are at risk and how to get help when they need it'.
- 2.5 A secure and caring culture is essential in creating a safe learning environment for each child and we aim to create a caring, positive, safe and stimulating environment that promotes the social, physical, emotional and moral development of the individual child. We recognise that all Schools and the Trust play a significant part in the prevention of harm to our pupils and that creating an overall ethos of protection with good lines of communication are essential and will further support those children who may have heightened vulnerability within our Trust such as SEN-D children, those suffering peer-on peer abuse and those vulnerable to radicalisation or exposed to extremist views.
- 2.6 Safeguarding and child protection is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Our school is a community and all those directly connected, staff members, parents, families and pupils, have an essential role to play in making it

safe and secure.

- 2.7 Every Trust school has responsibility to maximise opportunity for the children to access learning at all times - a lack of technology should not be a barrier to any child
- 2.8 Expectations that all children will always participate in 'live' is to be balanced with opportunities to access recordings that better match parental employment (home working, for example) and wider family commitments
- 2.9 It is school SLT's responsibility to provide on-going staff CPD to support remote learning - Ebor Computing Specialist (JRK) will coordinate and provide a rich CPD offer
- 2.10 We ensure that information and support is available to all our parents and carers so that they are confident in ensuring children are protected from any online exploitation or criminal activity.
- 2.11 It is a continuous and rigorous process for every trust school to be aware, open to and proactive in the identification of any early signs of abuse, harm or maltreatment of a child.

3. STAFF RESPONSIBILITIES for remote teaching

3.1 Online platforms:

'Google MEET' is the only permissible live platform for teaching online video-based lessons at Ebor Academy Filey. 'Google MEET' will be used for live communication with parents when necessary.

In the instance of Teaching Staff delivering a lesson through 'Google MEET' they will observe the following procedures:

- a) Each teacher must initiate the session and start recording before children join the session - a new Google MEET must be used for each separate session.
- b) Parents are made aware that the lessons are recorded and therefore need to give their written consent to the school generically once a year as part of the pack sent out by all schools for parental approval.
- c) When staff are hosting an online lesson, it must be set up with an @fs.ebor.academy or school domain email address.
- d) Online classroom participants **must** consist of 2 or more students.
- e) For certain children, one to one learning may be deemed necessary. In this instance the teacher must ensure that:
 - The DSL will have oversight of all children receiving 1:1 sessions
 - Sessions will always be recorded and retained for 6 years
 - Receive written confirmation from the student's parent in writing that they are happy for a 1 to 1 teaching session to be taught
 - They have sought permission for 1:1 sessions from relevant SLT member (currently TCa and APi)
 - the child's parent is in the same room as their child or in close enough proximity to see and hear all interactions on all calls.
 - the meeting invite will always be shared with the relevant SLT member (TCa and APi)
- f) Once a teacher has scheduled an online classroom, the teacher must only send the link to the students' Ebor or school domain email account.
- g) When teaching in an online classroom, staff need to be business-like when giving lessons: presenting themselves as professionally as they would if they were giving a face-to-face lesson, in dress and in manner: staff should remember that they need to observe their usual high professional standards at all times.
- h) The broadcast should only take place from an appropriate communal area of their house or area of work. E.g. living rooms, kitchens, home offices and gardens. They must not take place in

bedrooms or bathrooms. Protocols must be agreed before the session, e.g. sitting down,

- i) If delivering lessons from home, be aware of material that may be visible in the background. Avoid revealing any personal teacher information or other sensitive data.
- j) The teacher of the hosted classroom must remove any students from the online classroom who have not followed the school dress code or are deemed to be wearing inappropriate clothing. The student may join the classroom again once the issues have been resolved.
- k) For the purpose of accountability and maintaining a safeguarding overview, each remote lesson will be recorded. Should any issues arise, the video can be reviewed.
- l) Recordings will be securely stored on a Google Drive accessible to the safeguarding personnel only.
- m) At the end of the retention period, the recordings will be deleted.

3.2 Emailing:

All lesson plans and work and communication is accessed through the agreed school platforms.

Staff are only permitted to email students at their school issued address and from their own school account. *Individual emails should be focused on educational matters and another parallel colleague such as tutor, guardian or class teacher should always be copied in.* Any concerns arising of a wellbeing pastoral nature **MUST** be recorded on CPOMs.

3.3 School specific offer:

IT Strategy Group will quality assure school specific offers annually and evaluate a sample of them as part of their annual work plan.

EBOR Academy Filey Remote Learning Policy.

1. Background

This policy is to ensure the ongoing education of Ebor Academy Filey pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that students are unable to attend lessons in school and therefore teachers are unable to deliver learning 'face-to-face' for one or more students.

2. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Ebor Academy Filey. We would expect that there will be future benefits to putting these plans into place. EAF will be proactive in ensuring that:

- 2.1 staff have set up and have access to Google Classroom, Google Meet and Oak Academy;
- 2.2 pupils within classes have access to the relevant Google classroom;
- 2.3 pupils have received Google classroom, Google Meet and Oak academy introduction and refresher sessions in ICT for KS3 and during PSHCEE time for KS4;
- 2.4 staff are familiar with the main functions of Google classroom, Google meet and Oak academy;
- 2.5 staff have the ability to host a Google Meet (video and/or audio) with their classes from home;
- 2.6 parents and pupils are made aware in advance of the arrangements in place for the continuity of education in the event of need arising for individual remote learning, short-term school closure, long term school closure, partial closure or National lockdown;
- 2.7 staff will receive training on Google classrooms, Google Meet and Oak academy during whole school CPD sessions, meetings or setting aside professional development time;
- 2.8 EAF will ensure that in the event of a closure staff have suitable equipment at home and if not supply them with access to a device during the closure period.

Staff should ensure that they:

- 2.9 Have received appropriate training
- 2.10 That their computer- based teaching resources are available outside of school (through remote access, google drive or google classrooms)
- 2.11 That they have access to key resources not available online at home e.g. key textbooks
- 2.12 That they have access to a suitable device for home use and if this is not the case then staff should alert the designated teaching and learning lead (currently MBr) to the situation.

Situations where this policy may apply include:

- 2.13 Pupils are unable to attend school due to a period of advised self-isolation but who otherwise remain well (**Individual Remote learning**)
- 2.14 An extended period of school closure (**A Period of School Closure**)

3. Individual Remote Learning

This applies in situations where school remains open but an individual student is unable to attend lessons despite being otherwise well and able to work. For example, a period of advised self-isolation or an absence that has been authorised by the school in advance.

In the event of student absence, it is expected that the quantity of work set by the class teacher is equal to the quantity of work missed in terms of 'lesson time' for each subject. It is also expected that, where the student is well enough to work, the student completes the work set. For example, 1 hour lesson missed due to self-isolation where the student is otherwise well and able to attend school would equal one hour remote learning set by the class teacher and completed by the student. These quantities will be reported to the DFE as per their request. Any deviations from this in terms of quantities set must be reported to, and agreed by, the designated teaching and learning lead (currently MBr).

This learning will cover the key concepts covered in class during that specific period of absence and instructions will be available to students **via google classroom**. For students who do not have access to the internet, teachers will provide paper packs each Monday that (as far as reasonably possibly) mirror the teaching and learning activities happening in the class that week. Paper packs will be emailed to the admin team by teachers for printing by the admin team. They will then be made available for parents to collect from reception during a pre-determined time slot to minimize potential exposure to infection. If hard copies are completed by students, when they are returned to school they will be placed in a marked box and quarantined for 72 hours prior to being distributed to teachers.

It is essential that teachers ensure that each Google classroom they have also has their line manager set up as a teacher on it.

Feedback will be given to students at least once in each two week period of absence.

4. School closure: Continuity of education in the event of a period of school closure

Ebor academy Filey is committed to providing continuity of education for its students in the event of an extended school closure. We will make provision for remote contact with pupils in line with the term of the closure:

(a) Short-Term Closure

For a short-term closure (up to ten working days) pupils will have access to work that allows them to continue to progress while at home. Class teachers will coordinate the relevant learning material remotely via Google Classroom. This learning will mirror (as closely as reasonably possible) the key concepts that would have been taught during that period of time. Paper packs will be emailed to school for students who do not have access to the internet, where they can be printed and made available for collection by parents.

(b) Longer-Term Closure

In the event that the school / bubble is closed for longer than 10 working days, staff will plan remotely and set remote learning that covers the key concepts that would have been taught during that period of time. In the event of longer-term closure, however, we will move to a model by which staff have the option to use an extended combination of remote teaching methods including: individual remote learning activities and content delivered via video. The most appropriate method of delivering learning will be determined at individual faculty level and by need, capacity and potential to maximize progress.

(c) National or extended lockdown

Should we see a return to an extended period of school closure of over one half term period (for example the National lockdown of March 2020) we will move further to a model which also encompasses the option to provide live lessons via Google Meet and seminar style sessions via Google Meet.

EAF will make provision for remote contact with pupils in two forms:

-  Pupils will have access to work that allows them to continue progress while at home via google classroom and oak academy.
-  Pupils will have the opportunity for interaction with their class teacher at least once per fortnight; the frequency is dependent upon allocated curriculum hours for each subject.

In so far as is possible, EAF will attempt to replicate the curriculum timetable that students follow through the course of a normal school day. Teachers will need **to schedule learning activities/lessons on the same**

day as they would normally have taught the class face to face. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Head for Teaching and Learning (currently MBr) if this is not possible. In the event of an extended lockdown and the consequential use of 'live' lessons, all 'live' lessons or virtual face to face contact with classes will be recorded as per the whole trust policy (see above). Recordings will be stored securely with limited access. You may not invite students to a live session that do NOT have the necessary parental permissions. A list of these students will be shared with staff.

We are mindful of the challenges of operating in an unfamiliar environment in that:

-  online learning operates on a very different dynamic
-  some subjects and activities do not lend themselves well to remote learning

The school reserves the right to vary the methods described above to accommodate variations in circumstance surrounding school closure.

5. Remote Learning Practice and Recommendations

5.1 Google will be the single hub for all Remote Learning interactions.

5.2 Google meet will allow teachers to host video and audio calls (in the event of an extended lockdown only)

5.3 Teachers must record live meetings for review access at a future date and time.

5.4 We recommend that all pupils wear headsets during live lessons where possible and remain 'muted' until invited to speak by the class teacher to improve their listening experience and also engagement with remote learning sessions

5.5 Screen sharing will allow teachers to broadcast their screens and open documents during the meeting for discussion and sharing with the class. Teachers must ensure all sensitive material on screens is closed prior to recording and broadcasting.

5.6 We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping Google Meet down to audio only might be necessary.

5.7 Classwork submitted online must be sent through Google classrooms, marked online and returned using Google classroom.

5.8 Teachers have ensured each google classroom also has their Line manager established as teachers.

6. Information for parents

Parents will find the following useful information in the event of a school closure:

6.1 a copy of their child's timetable ;

6.2 email contact details for their child's teachers;

6.3 that your child has their school email address, log-in details, password and Google classroom codes;

6.4 access to your child's google classroom account (this can be set up by the class teacher at parental request).

6. Expectations of Staff

Assuming they are well enough to work, staff are expected to:

- 7.1 Ensure that work is set daily and made available on Google Classroom on the same day as, and prior to the start of, the timetabled lesson and that sufficient resources are made available to students via electronic means to allow them to carry out this work at home.
- 7.2 be familiar with the use of Google Classroom and Google Meet, and to be available online through Meet to liaise with other members of the EAF school team.
- 7.3 set, assess and return work to students promptly by electronic means.

Faculty leaders are responsible for maintaining and quality assuring the appropriateness and quality of the work set across their faculty.

Any online contact between students and staff must only take place through official school channels, which are:

- 7.4 xxx@fs.ebor.academy email address. Staff must always CC in another member of staff when contacting an individual student via email. No personal email addresses must be used by either staff or pupils. This includes emails from students to teachers, which should only be sent from students' email address.
- 7.5 Dialogue and feedback through google classroom. Staff must ensure their line manager is also established as a teacher of each class.
- 7.6 Any live contact between students and staff must only take place through Google Meet, MUST be recorded and must follow the policy stated above.

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited.

8. Staff Illness:

When staff are unwell during a period of school closure, they should follow the usual absence procedure (including notifying their line manager) and contact the school via a telephone call on the usual absence number, before 7.30am. They should follow the standard cover procedures for setting work. If they are unable to set work, responsibility for work falls to the faculty leader or delegated colleague. Should this need arise, staff need to make this clear when notifying their FL/LM of their absence.

Safeguarding:

During any period of school closure, the "Safeguarding and Child Protection" Policy still applies.