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Remote Education Policy

Aims

This policy is to ensure the ongoing education of Oxford Spires 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 parent and staff updates. Lessons 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 content.

We appreciate that some families won't be able to engage with the full timetable, and in this case we will, through discussion, agree which lessons students should prioritise to complete each day, whilst also providing stretch opportunities. Staff will set out how and when feedback will be given and endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. This feedback may consist of:

- annotations on the student online work
- use of a pre-determined "Rubric,"
- summary comments after a piece or series of pieces of work
- marks achieved in an online quiz.
- Verbal feedback in a live segment.

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 by going to the academy website (www.oxfordspiresacademy.org) then clicking on "Students" and "Student Portal"

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 IT/Computer Science lessons to upskill students in our online learning platform through delivering all elements of the lesson through this platform.
- Providing instructions for logging on to the Student Portal on our website underneath the Student Portal link.
- Providing "How to" pdf guides on the Student Portal

- Providing video tutorials that students can access from home to support students with accessing and using MS Teams. (These are available on the “Year 7”, “Year 8” etc teams.)
- Practising the use of Teams on a daily basis by setting home learning via Teams
- Teachers will demonstrate in class how to access, complete and turn in work set for homework.
- Access to the ICT Network team to support with technology issues
(ICTsupport@spires.anthemtrust.uk)
- Information videos for parents hosted on this Youtube Playlist:
<https://youtube.com/playlist?list=PL-BXDPlvzRbmMdm3cNc9aVKb7yNXp4xIM>
- Providing practical support with technology where possible.

We support student access to appropriate technology through:

- Offering loan laptops from DFE and school funds.
- Posting reduced price device offers from our suppliers on Parentpay.

Where families cannot access the online work we will provide physical work.

If parents are experiencing technical difficulties we encourage them to email ictsupport@spires.anthemtrust.uk for support.

If families are struggling to access suitable devices to use at home, please contact skhan@spires.anthemtrust.uk for support.

Roles and responsibilities

Teachers

When providing remote education, teachers will be available between 9am and 4pm. 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:

Key Stage 3:

- Setting work through the assignments tab:
 - For each class timetabled that day.
 - Including an element of video delivery
 - That should take the student approx. one hour to complete.
 - Which should be completed on Class Notebook (including pasting a photo of work completed on paper) or attached as a document to the assignment.
 - Making full use of the Subject Team to ensure collaboration, sharing of resources, consistency and reduction of workload.

Key Stage 4 & 5:

- Providing live access to the normal timetabled lesson.

All Students:

- Planning lessons for their classes and making these available to students who are working remotely on Microsoft Teams.
- Following the school timetable, including any revised timetables in place in the event of tiered lock downs.
- Working closely with other teachers and staff to support all students with accessing carefully planned lesson sequences.
- Providing feedback on work by explaining to students how and when they will receive feedback which could include any or any combination of:
 - Annotations on their work in Class Notebook using text, coloured text, highlighted sections, copy-pasted sections for review.
 - Audio comments on their work in Class Notebook.
 - Use of stickers to celebrate success.
 - Use of a pre-determined rubric to give feedback on objectives achieved or effort.
 - Use of summary comments after a piece or series of pieces of work
 - Distributing a class feedback page in Class Notebook that gives students a summary evaluation of the class progress to date including what is going well, what common misconceptions are and areas to develop in future lessons.
 - Points scored in an online quiz
 - Awarding House Points and Commendations on Go4Schools in line with the academy rewards policy.
 - Giving verbal feedback in a live segment.
- Looking carefully at work completed by students on MS Teams and using this to inform planning.
- Responding to quizzes or assignments completed online with praise, comments, scores or next steps.
- Keeping in touch with pupils who aren't in school and their parents by
 - ⊖ Giving housepoints and commendations when students complete assignments.
 - ⊖ Recording "Remote work not done" on Go4Schools after an assignment deadline has passed. (This will not effect student point scores.)

Teachers must follow the Online Safety – Staff guidance.

Teaching assistants

When assisting with remote education, teaching assistants will be available between 9am and 4pm or their normal working hours.

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 individual students online as directed by the SENCO. This could include:

- A phone / Teams call with the student to support with the task
- Emailing the student with support
- Helping the teacher differentiate the lesson to make it accessible for the student.

Attending virtual meetings with staff, parents and pupils ensuring you:

- Only use MS teams and record your meetings for your records and safety of all.

- Are dressed professionally
- Use a quiet area where noise will not disrupt the conversation
- Use the virtual backgrounds available on Teams to maintain privacy.

If teaching assistants are also working in school they will let isolating students know when they will contact them for support.

Teaching assistants must follow the Online Safety – Staff guidance.

Heads of Faculty

Alongside their teaching responsibilities, subject leads are responsible for:

- Identify a lead practitioner for the Remote Education expert group.
- Review their curriculum sequencing to ensure it remains fit for purpose.
- Work with Senior Leaders to identify their specific remote learning strategy.
- Work with senior leaders to identify training needs within their team.
- Work with their PLN leads to establish best practice in their subject area.
- Develop collaboration through the subject planning teams to ensure consistency, sharing good practice and reduction of workload.
- Alerting teachers to resources that could be helpful in their remote learning (Eg from Oak National Academy)
- Ensure all work set is appropriate, consistent and according to the established timetable
- Monitor the effectiveness of online teaching and seek support where needed.
- Support team wellbeing by identifying ways in which technology and collaboration can reduce workload.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensure colleagues have the technology, skills and time to fulfil the aims by:
 - Ensuring online systems are fit for purpose and well maintained.
 - Supporting colleagues with home technology needs.
 - Providing online, small group and 1-2-1 training.
 - Developing an expert group with sufficient skills to support their teams.
- Support students who don't have appropriate technology at home by:
 - Surveying the student body to identify students without appropriate technology at home.
 - Offering a low cost purchase scheme for families that can afford this.
 - Offering free loans to the most vulnerable students.
 - Source donations of equipment from government and charitable sources.
- Co-ordinate the remote learning approach across the school including daily monitoring of engagement.
- Monitor the effectiveness of remote learning through work sampling and line management.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.

- Support staff wellbeing by identifying ways in which technology and collaboration can reduce workload. Maintain subscription to www.educationsupport.org.uk for all staff.
- Senior Vice Principal, Maurice Dixon to lead on Remote Education

Designated safeguarding lead

The DSL is responsible for:

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

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.
- 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.

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 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 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 Head of faculty or SENCo
- Issues with behaviour – talk to the relevant Head of House
- Issues with IT – talk to IT staff, Atheek Nihlas and Matthew Lord
ICTSupport@Spires.Anthemtrust.UK
- Issues with their own workload or wellbeing – talk to their tutor.
- Concerns about data protection – talk to the school data protection lead, Hayley Munro
HMunro@spires.anthemtrust.uk
- Concerns about safeguarding – talk to the DSL, Shelley Baker
SBaker@spires.anthemtrust.uk
- If parents and/or students require support with gaining digital access at home, please email
ICTSupport@Spires.anthemtrust.UK
- If any pupil has worries or concerns during this period of remote teaching then they should contact their tutor by email at the school, the DSL (SBaker@spires.anthemtrust.uk) 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 the DSL, Shelley Baker (SBaker@spires.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:

- Access information only using their school login details.
- Only access data from SIMS, Go4Schools, CPOMs and Microsoft Office or other approved school cloud storage system.
- Ensure the privacy of all data viewed by closing windows when finished and locking the screen when taking a brief break.
- Only access data from academy provided or approved devices.
- Follow the Acceptable Use Agreement and the Online Safety policy for staff.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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 or local alternative
- Remote Education Guidance
- Live teaching and other live online school sessions protocol