



Centre Academy East Anglia

Teaching and Learning / Remote Home School Learning Policy

Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment.

Review Date:	Continuous in response to significant new developments
Last Review Date:	Oct 22
Held on website:	Yes

Signed by Chair of Proprietor Body

A handwritten signature in black ink, appearing to read 'R. Murphy'.

Signed:

Date: 26/10/22

Chair of Proprietor Body

Mr R Murphy

Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Contents

1. Aim of this Policy and Use of Remote learning
2. Roles and Responsibilities
3. Who to Contact
4. Data Protection
5. Links with Other Policies

TEACHING AND LEARNING POLICY AMENDMENTS

1. Aim of this policy:

This remote learning policy for staff 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
- Provide appropriate guidelines for data protection

Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

CAEA will offer immediate remote education in response to the following:

- As part of CAEA's contingency plan for local coronavirus outbreaks
- When individual pupils or groups of pupils need to self-isolate, but the rest of the school is still open; or
- When local or national restrictions mean most pupils need to stay at home
- When the school experiences a lack of teaching staff who can come onto site because of, but not limited to, being CEV, vulnerable as a carer or adjusting to their own childcare needs.
- Need to ensure consistency in the approach to remote learning for pupils not in school
- Need to specify expectations for all members of the CAEA community regarding Home School learning
- Provide appropriate guidelines for data protection

This Policy Amendment is used in conjunction with other school policies, specifically:

- Teaching and Learning Policy
- Safeguarding Policy and Addendum
- Data Protection

This policy will be under continuous review and revision.

2. Roles and Responsibilities

Governance:

The Governance is responsible for:

- Monitoring the provision of remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are secure for both data protection and safeguarding reasons.

The Senior Management Team (SMT)

- Considers whether any aspects of the subject curriculum need to change to accommodate remote learning
- Works with subject teachers to ensure that work set is appropriate and consistent.
- Coordinates remote learning across the school ensuring that all students have access to either electronic or paper copies of work
- Identifies any students without access to a device for registration and working – school has supplied when necessary
- Monitors the effectiveness of remote learning through weekly meetings with teachers and subject leaders
- Encourages feedback from pupils and parents
- Ensuring the well-being of students
- Monitors the security of remote learning systems, including data protection and safeguarding
- SENCO advises on strategies for individual students and facilitates communication between therapists and teachers
- Regular communication with parents via letters, emails and phone calls

CAEA Approach to Remote Home School Learning

Teachers will provide frequent, clear explanations of revision tasks and new content, delivered through the use of emails, worksheets and website links using high-quality curriculum resources or videos. As advised by the DfE 's *Schools Guidance for all schools in England January 2021*, CAEA recognises that online video lessons do not necessarily need to be recorded by teaching staff at the school; the use of Oak National Academy lessons and <https://continuityoak.org.uk/lessons>, can be provided in lieu of schooled video content.

During previous national lockdowns, which did affect schools, it became clear that many parents and students could not access 'remote learning' via platforms, due to the complexities of students being at home (for example; other children in the home, insufficient devices and increased anxiety from both children and parents). Therefore, supplying learning on paper and email formats ensure that all students can access learning with increased flexibility; this enables the curriculum to be more individually tailored, which is highly applicable for/to our students. (This approach was generally very successful when the school was closed previously, allowing parents and students to be flexible with their time with an inclusive approach for the whole school.) This home learning approach develops and increases close contact between staff, parents, and students.

Additionally, teachers will contact students via a daily registration zoom call, which will enable the staff to register a student as present or absent, where normal procedures will be adhered to.

Teachers Working from Home

Teachers must be available between 8.45-4.00pm weekdays in term time.

If a teacher is unable to work for any reason during this time (for example due to sickness, particular sensitivity to COVID or caring for a dependent), they should report via the normal absence procedure to the Office Manager on admin-ea@centreacademy.co.uk or to a member of the SMT.

In response to the latest review carried out by the SMT (CAEA Remote learning Review Summer 2021) and in discussion with other stakeholders, teachers and tutors are expected to set up and attend the daily registration zoom call. These teachers are identified as host teachers and they will be responsible for sending out the invites to students on a weekly basis. Any students absent will be reported to the school office where normal absenteeism protocols will be adhered to.

CAEA teaching staff should work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education.

Subject teachers are to set, and mark students' work (those they would normally be teaching) in addition to providing feedback to tutors concerning a student's work, effort, and communications.

CAEA recognises that our teachers are best placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress while they are not in school due to the national lockdown. The requirement for schools to use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place.

CAEA will 'resume as closely as possible the student's specified provision' despite the challenges of staffing. We also note that meeting the specifics of a student's EHC Plan would be difficult without the face to face support required by our students. However, we recognise that while SEND students may find it challenging to access remote education without additional adult support; tutors and subject teachers are expected to work closely with families to deliver an ambitious curriculum appropriate to their level of need. *(As outlined within DfES Latest guidance: Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021 (page 49).*

Class Tutors

CAEA's home learning approach encourages close contact between staff, parents and students via email and phone calls. **Tutors play a central role in distance learning.**

Tutors forward assignments via email to the families of their Tutor group each **Monday** morning. They should request that parents or students acknowledge that assignments have been received. **If no reply after one day, the tutor checks with parents via email or phone. Generally, parents do reply immediately but older students may not be so responsive.**

Tutors also organise a Tutor group meeting every **Thursday/Friday** via a Zoom call (or telephone call to student families) to check on student progress; these contacts should take place in the afternoon to ensure maximum group participation.

Tutor contacts reassure parents regarding expectations for the student—and the parent's role in supporting these—and identify any barriers/problems encountered by the student.

Tutors monitor student work and hours expended. The DfE recommends that Key Stage One students are provided with 3 hours a day across the curriculum (less for younger children); Key Stage Two students 4 hours a day; Key Stages 3, 4 and 5 up to five hours a day. (DfES Latest guidance: Restricting attendance during the national lockdown: schools' guidance for all schools in England January 2021 (page 46)

Tutors will monitor student workload (students on average will have 4-6 lessons a day), with the understanding that individual student's rate of independent work will vary and as such consideration to individual students will need to be made.

Tutors are asked to report any concerns to SMT.

Tutors are asked to support students and parents to help them overcome barriers to their learning. Digital access for pupils may be challenging as such CAEA can distribute school-owned laptops accompanied by a user agreement or contract to identified students who are considered in need. If a student is having trouble with subject specific work, students and parents are encouraged either to contact their tutor or the subject teacher for help via email. **Subject teachers are asked to email feedback either directly to the parent or through the tutor.**

Tutor contacts with students by telephone should be arranged beforehand with parents/carers (by email or previous phone call) and **ideally made to a landline**. If that is not possible then a parent mobile rather than student mobile should be contacted.

Should personal phones have to be used Tutors/staff should ensure personal numbers are withheld. **Inputting the number 141 before dialling the number ensures that the number will be withheld**. This works for both landlines and mobile phones.

Subject Teachers' Responsibilities

Subject teachers are expect to:

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally
- have a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum

- set meaningful and ambitious work
- to consider how to transfer into remote education what we already know about effective teaching in the live classroom by, for example:
 - o providing frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources
 - o providing scaffolded practice and opportunities to apply new knowledge
 - o enabling pupils to receive timely and frequent feedback on how to progress, providing opportunities for questioning, eliciting and reflective discussion through feedback
 - o using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge
 - o avoiding an over-reliance on long-term projects or internet research activities

Subject teachers email work to tutors each week with a **deadline no later than Friday at lunch time**.

All work from subject teachers **must include the teacher's school email address** for parents and students to return completed work.

Teachers are expected to plan for and **provide students with their normal amount of lessons as in school**.

Teachers are responsible for setting work for students they normally teach. They may also:

- Share website links
- Share documents which provide educational work/tasks
- Share examples of work sent in by other students in the class with pre-arranged parental agreement.
- Give appropriate praise to the class/groups/individuals, for example for work shared or for effort
- Award learning behaviour house points
- Send motivational messages and encouragement to the class/groups/individuals, when this relates to educational tasks

When providing remote learning, teachers are responsible for co-ordinating with teaching colleagues to ensure consistency across the year/subject and to ensure pupils with limited access to devices can still complete the work.

Setting Work for Remote Learning

Teachers are encouraged to keep work set simple and to streamline tasks. Teachers are advised to choose activities requiring little parental input so children can work independently.

If pupils are getting distracted easily, encourage them to do short bursts (10-15 minutes) of learning. Teachers are advised to keep learning in short bursts or set mini targets.

If pupils are feeling overwhelmed, examine how much work you're setting and consider whether you need to adapt your approach or increase support.

Teachers are encouraged to remember that when pupils are learning at home, they may not be able to complete the same amount of work they could whilst in school.

Share tips with parents so that they can also support the student.

Tutors are asked to encourage students to access BBC i-player and access the support of BBC Bitesize website which provides educational programmes.

To aid students with accessing some tasks, Subject Teachers can pre-record audio files (audio only) such as reading a text aloud and then share this with parents and students. However, please approach parents and students on an individual basis to ask if this would be accessible for them.

A timetable programme has been agreed by the SMT specifying CAEA's expectations on subject coverage and time allocated to each subject on a weekly basis.

However, as our students are all individuals, we do consider that individual circumstance should be reflected in their learning or their programmes of study, in many cases including other activities. Physical activities, while not timetabled, are encouraged and celebrated by all teaching staff.

Key stage One: Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	English	English	English	English	English
20 minute breaktime: Movement and Refreshment Break					
Lesson 2	Maths	Maths	Maths	Maths	Maths
20 minute breaktime: Movement and Refreshment Break					
Lesson 3	Science	ICT	Humanities	Tutor/Art	PSHE

Key Stage Two: Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	English	English	English	English	English
20 minute breaktime: Movement and Refreshment Break					
Lesson 2	Maths	Maths	Maths	Maths	Maths
20 minute breaktime: Movement and Refreshment Break					
Lesson 3	Science	ICT	Humanities	Art	PSHE
Lunch: Movement and Refreshment Break					
Lesson 4	Nessy/ Independent activities eg:	Humanities	Science	Tutor Zoom Independent activities eg:	Nessy / Touch typing

	Cooking / Walking / Drawing Gardening			Cooking / Walking / Drawing Gardening	Practice with submitting work
--	--	--	--	--	-------------------------------------

GCSE: Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	English	English	English	English	English
10 minute breaktime: Movement /Refreshment Break					
Lesson 2	Maths	Maths	Maths	Maths	Maths
10 minute breaktime: Movement /Refreshment Break					
Lesson 3	Science	ICT	Geography / History	Media / Music	PSHE/Citizenship
Lunch Break: Movement /Refreshment Break					
Lesson 4	Media / Music	Geography / History	Science	Tutor Zoom	Religious Education
Lesson 5	Art/ Drama		Art / Drama		

American Diploma: Suggested Timetable.

Regular Movement breaks are suggested especially if working on a computer for prolonged time spans.

Each Lesson would represent one and a half hours.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	Environmental Science	Current Affairs	American History	American Literature	American Literature
20 minute breaktime: Movement and Refreshment Break					
Lesson 2	Maths	Economics	Additional reading and research	American History	Tutor Zoom
20 minute breaktime: Movement and Refreshment Break					
Lesson 3	Art/Music	ICT	Geography	American Literature	American History
Lunch: Movement and Refreshment Break					
Lesson 4	PSHE/ Citizenship	Additional reading and research	Great books	Additional reading and research	Additional reading and research

Use of Websites

Teaching staff will share website links to direct parents/carers towards websites that contain age-appropriate materials. **Parents/carers must check any websites that are suggested before they allow their child to view the page.**

CAEA cannot take responsibility for any inappropriate material accessed via a suggested website.

We remind parents/carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

Remote Learning Feedback

Teachers should offer praise, correct limited mistakes, and ask a question to check understanding, e.g. "Can you tell me the place value of the number circled in green?"

CAEA requests that the parent community and older students email completed work or alternatively, email scanned images or photographs of work directly to subject teachers.

Junior teachers may like to email 'Star of the Week' certificates to pupils for sending in their completed work.

CAEA does not expect teachers to reproduce in written form the verbal feedback that pupils would be given during typical classroom teaching.

The use of summative assessment will be discontinued.

Teachers' professional judgements should guide the approaches to assessment adopted in respect of remote learning.

Expectations

Teachers are expected to provide weekly plans via email to Mrs West for Monday mornings covering topics and basic information on activities. Teachers are expected to keep a record of work set, date of completion and date of feedback for example:

Student name	Work issued	Date of work issues	Date work completed and handed in	Date feedback given

Parents are expected to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Ensure an adult is present for all zoom meetings and that their child/young person adheres to the Acceptable Use Policy previously signed by all students.
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

Students are expected to:

Be contactable during the school day – although we do consider they may not always be in front of a device the entire time.

- Complete work to the deadline set by teachers.
- Seek help from teachers if they need it.
- Alert teachers if they are not able to complete work.

Communications between School and Student Families.

Teaching staff will use emails to communicate with their class and their families. During this time, members of school staff will communicate directly with parents/carers using their individual school email address.

When parents have so requested, work will be given directly to students via emails.

During all communication, staff will, as always, be aware of their safeguarding responsibilities as set out in Keeping Children Safe in Education (2022).

Staff to be provided with all parent email addresses through accessing POD (our secure cloud services).

All parents to be provided with their Tutors' and Subject Teachers' school email addresses to enable communications between staff and students.

Teachers, Parents and Students are asked to access emails daily (weekdays and working hours only).

Teachers monitor their email inboxes and respond to the children in their class **within 24 hours** (during term time), and within working hours. Teachers are encouraged to **respond to most emails within 4 hours**. However, some teachers will be working onsite each day, which may mean that a message is not responded to until the next school day.

3. Who to contact?

If staff or parents have any questions or concerns, they should contact the following individuals:

- --Setting or completing work – talk to the relevant subject lead or SENCO
- --Student behaviour – talk to the Tutor and or SMT
- IT talk to:
 - Office Manger regarding email provider and POD.
 - ICT teacher about any other issues.
- Workload or wellbeing – talk to tutor or any member of the SMT.
- Data protection – talk to the SMT/Data Protection Officer
- Concerns about safeguarding – talk to the DSL/ADSL

4. Data protection: Accessing Personal Data

When accessing personal data for remote learning purposes, all staff members will use CAEA secure cloud service (POD) and school adopted email server. Staff should collect or share as little personal data as possible online.

Staff members may need to collect and/or share personal data such as staff and students contact details as part of the remote learning system via POD. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

Remote Learning Considering GPDR

Staff to be very aware of the GDPR expectations re emailing. Group emails **MUST** use bb/cc to ensure no other person can see email addresses of group recipients

Device Safety

All staff members will take appropriate steps to ensure their school devices remain secure.

Staff should not use their own devices. Please ensure that:

--The devices are 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)

Encrypt the hard drive - 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

- Make sure the device locks if left inactive for a period of time
- Do not share the device among family or friends
- Antivirus and anti-spyware software are current
- Keep operating systems up to date – always install the latest updates
- To remind students to be aware of CAEA E-Safety policy.

Remote Learning Safeguarding for Students and Staff

Please refer to CAEA's Child Protection and Safeguarding Policy.

Links with Other CAEA Policies

Behaviour policy and coronavirus addendum.

Child protection and Safeguarding policy and coronavirus addendum.

Data protection policy and privacy notices

E-Safety (Online Safeguarding Policy)

Centre Academy East Anglia Risk Assessment

Acceptable Use Policy