Robert Bloomfield Academy

Remote Working Policy

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Aims

This remote working policy is for use when the school site is inaccessible due to exceptional circumstances and should only be used as a last resort for educational provision for students.
This remote learning policy aims to provide guidance for staff to:

- Maintain the highest quality educational provision for students who are receiving a remote education
- Ensure consistency in approach for providing remote learning for students
- Set out expectations for all members of the school community with regards to remote learning
- Provide guidance for data protection, safeguarding and work setting.

Roles and Responsibilities

Overview

Senior Leadership Team
The Senior Leadership Team (Principal, Vice Principals, Assistant Principals and Associate Assistant Principals) will determine as and when the school provision for all or certain groups of students needs to move to remote learning.

In addition, they will coordinate work via the subjects they manage to ensure that relevant work is provided for students unable to attend school.

Head of Year and Pastoral Director
Will ensure that relevant leaders in the Academy are aware of students unable to attend school and monitor that work is available to students as appropriate.

Head of Department/Faculty
Will ensure that appropriate work is available to staff for setting and highlight materials that could be used to enhance learning opportunities at home. They should quality assure the setting of this work via Google Classroom.

Teachers
Teachers will set work via Google Classroom for their respective timetabled classes, ensuring an appropriate quantity and quality of work is provided to their students, with differentiated resources as required. Teachers will also monitor the submission of work, providing feedback to students in line with the school marking and feedback policy. Teachers should record the attendance of their classes as appropriate

SENDCo
The SENDCo and their deputy, will liaise with all parties to ensure that they are meeting the learning needs of all students with SEND and quality assure the provision of such work.

Designated Safeguarding Lead
The DSL and their deputies will maintain regular contact for those deemed at risk, or under referral to local authority or other services. They will also continue their statutory duties and respond to any concerns raised following failure to engage with learning or non-submission of work over a period of time.

Data Manager
The Data manager will ensure that attendance is accurately recorded for all students during periods of remote working. As per the Government Guidance here.

General Information

Teachers

When providing remote learning, teachers should be available between 8:50am and 3:30pm on their contracted working days.
If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure. Please contact the school in the usual way.

When providing remote learning, teachers are responsible for:

Setting work:

- For the class following the agreed scheme of work. Who they need to provide work for, including if they may need to cover for other classes
- Work will be provided for all timetabled lessons following the normal school timetable.
- Work needs to be set by 8:50am on the day of the timetabled lesson
- Work should be uploaded to Google Classroom.
- Providing feedback on work:
- completed work from students should be marked and feedback provided via Google classroom using the school marking and feedback approach of think pink, green is great.

Assuming the role of Form Tutors:

- Form tutors are expected to send a weekly email to parents/carers of all students in their form group.
- Normal working hours are to be used for communication with parents, not outside this timeframe.
- Complaints and concerns should be shared with the appropriate colleague depending on the issue: HOY; DSL; SENCO.
- Form tutors are expected to record the attendance of their tutees as per the appropriate guidance from Heads of Year/Senior Leaders.

Attending Virtual Meetings:
If attending virtual meetings, staff are to ensure the following

- Appropriate dress code for meetings
- Meetings are held in a private location or an area where privacy can be managed
- Where possible staff should attend school and hold meetings in classrooms/offices.

Heads of Department/Faculty

Alongside their teaching responsibilities, Heads of Department/Faculty are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other Heads of Department/Faculty and senior leaders to make sure work set remotely across all subjects is: appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through: regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning via regular meetings with teachers and Heads of Department/Faculty,
- Reviewing work set or reaching out for feedback from all stakeholders.

Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant Head of Department/Faculty or SENDCo
- Issues with behaviour – talk to the Head of Year initially and then Senior Assistant Principal
- Issues with IT – raise a ticket with Partnership Education using the RBA landing page
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Data Protection Officer (Louise Day)
- Concerns about safeguarding – log via CPOMS or if urgent talk to the DSL (Louise Day)

Data protection / Staying safe online

Accessing personal data:
When accessing personal data for remote learning purposes, all staff members will:

- Access the data and materials via Edulink or Google Drive.
- School devices should be used to access the data.

Processing personal data:

- Staff members should not collect additional personal data beyond that already held on Edulink, other than assessment data. Such data should be held for the purpose for which it is gathered only and stored on Google Drive only.
- If staff need to make work calls, they should use CallSwitchOne to access the online school phone systems.

Keeping devices secure:
All staff members will 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 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making use of two factor authentication for Google and Microsoft applications.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

Staying safe online:
Staff should only make use of cameras if the following conditions are met:

- They feel comfortable in the use of their camera
- They are in a location that can be shared without distractions/personal information on display
- They are able to blur the background of their image on screen

Children in receipt of Free School Meals/student Premium

The school acknowledges that children in receipt of free school meals or who qualify as student Premium may have less access to technology and therefore may not be able to make use of the provision as described above without additional support.

In order to address this, each case will be viewed on a case-by-case basis with additional support being offered via our Vice Principal (Culture and Ethos) who has strategic oversight for this area of the school. Additional support may include the loan of a Chromebook or similar device to access online/remote learning, provision of internet access via USB dongle or similar device or other means of support.

Monitoring Arrangements

This policy will be reviewed at regular intervals when in application to ensure its efficiency.

Links with other Policies

This policy is to be viewed alongside the following policies:

- Behaviour Policy
- Safeguarding Policy
- SEND Policy

Author and Date

Author: Martin Emsley, Vice Principal
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