

Education Links:

**Remote Learning
Policy**

Education Links

- *more than just a school*

Our Vision

- ❖ *To create confident individuals who can independently achieve success in their communities.*

Our Purpose

- ❖ *To be a specialist education provider to young people excluded from mainstream schools, using techniques of emotional mentoring to enable them to have a brighter future.*

Our Mission

- ❖ *To recognise that every person has the ability to achieve, and to raise aspirations in all learners.*
- ❖ *To give each pupil a personalised programme that embraces their strengths and supports them to overcome the hurdles they face.*
- ❖ *To be supportive and empathic to pupils and families through our knowledge and understanding of their emotional needs.*
- ❖ *To provide a safe environment for pupils to share and learn and for staff to teach and support.*
- ❖ *To strengthen communities through building positive relationships with our pupils and their families.*
- ❖ *To celebrate the gifts, talents and skills of all pupils, and to promote a positive attitude to learning.*
- ❖ *To welcome and respect all who come to our school, regardless of ethnicity, faith, culture and sexuality.*
- ❖ *To teach by example, making a positive difference and guiding young people in their choices for the future.*
- ❖ *To never give up on young people, even when they give up on themselves.*
- ❖ *To be the ears, to have the heart and to take the time where others haven't.*

REMOTE LEARNING POLICY

1. AIMS

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. ROLES AND RESPONSIBILITIES

Each student will be contacted by their coordinator and given clear instructions on what to do during their time off site.

Tutors will provide lessons according to the needs of the learner (some online and some offline). Teachers will set clear expectations of what work must be completed by the desired timeframe for all students (on site and working from home). Education Links uses Google Classroom, to set and save students' work. Where appropriate, staff may use other methods.

Education Links have a leaflet that explains all the alternative ways a student can keep up to date with their studies even if they are not in remote learning lessons. This is on the school website and the school facebook page.

https://www.canva.com/design/DAE0yIRpT50/bUxJVQ4HHByP2GPae9e71Q/view?utm_content=DAE0yIRpT50&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

2.1 Teachers

When providing remote learning, teachers must be available between 8.30 am and 4.00 pm. Staff may communicate with each other via phone (personal or work phone), Google Hangouts and email. During a lesson, these are the only calls that should take place.

If teachers are 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 set out in the staff handbook.

When providing remote learning, teachers are responsible for:

- Setting work:

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- Communicating effectively with group staff to inform them of the work for the lesson and agreeing which students will need additional support.
- Creating enough content for the duration of the lesson and monitoring progress.
- Providing resources for the lessons they plan to deliver
- The work may include some onscreen and some off-screen tasks.
- Providing feedback on work
 - How they'll get access to completed work from pupils
 - How they will feedback to the students
 - Record relevant assessment data into the school MIS - Bromcom - and the shared curriculum drives
 - In the event that the teacher does not normally teach each of the students in the remote learning class, they must communicate effectively with the other tutors to gain information and set appropriate work for the subject.
- Keeping in touch with pupils who aren't in school and their parents
 - Teachers should communicate during the timetabled sessions using a variety of online video calls, email and Google Classroom.
 - If the teacher has any safeguarding concerns they should follow the normal school safeguarding policy.
 - If students are failing to complete work, the teacher should give the student a warning and then liaise with the Group Coordinator as to what would be the best course of action for that individual student. It may be necessary for the tutor to contact the parent directly to explain how the student's behaviour is impacting on their grades (personal phones should not be used to contact parents or students, arrange a video call through email).
- Attending virtual meetings with staff, parents and pupils
 - Dress code: Casual Smart wear
 - Locations: avoid areas with background noise, nothing inappropriate in the background.
 - Be onscreen as much as possible
 - Mute your mic if you are on a phone call so as not to disturb the lesson.
 - Communicate effectively with the other staff a) what is working well and b) suggestions for improvement.
 - If you receive a phone call, you must not leave students with only one member of staff. Mute your mic but listen in to the lesson for safeguarding. Alternatively, call the person back at another time.

In the event that a teacher is off sick, another teacher will be asked to cover. In the event that there is no teacher available to cover the lesson, the Group Coordinator will inform the students what to do during the allocated time and when to return online.

2.2 Group Coordinator

Leading on the remote learning programme, Group Coordinators must be available between 8.30 am - 4 pm. Staff may communicate with each other via phone (personal or work phone), Google Hangouts and email.

If a Group Coordinator 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 set out in the staff handbook.

When assisting with remote learning, Group Coordinators are responsible for:

- Supporting pupils who aren't in school with their learning remotely
 - Identify who needs to access the remote learning
 - Contact the students/parents if a student fails to complete work
 - Liaise with the student's original Group Coordinator to update them on the students progress.
 - Record all communication with students and parents onto Bromcom.
 - If a student is behaving inappropriately, give them a warning. If the behaviour continues, contact the parents.
 - Take questions from the online learner, help where possible, communicate to the teacher when the learner needs more help.
 - Where a student is required to attend an intervention, the Group Coordinator must liaise with the team to work out how that learner can go to another online lesson and not be alone with one member of staff.
 - Communicate effectively with the other staff what is working well and what could be improved on.
 - Make sure students are aware that although exams are not going ahead as planned, every lesson will now count towards their final assessments.
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code: Casual Smart wear
 - Locations: avoid areas with background noise, nothing inappropriate in the background.
 - Be onscreen as much as possible
 - Mute your mic if you are on a phone call so as not to disturb the lesson.
 - Communicate effectively with the other staff a) what is working well and b) suggestions for improvement.
 - If you receive a phone call, you must not leave students with only one member of staff. Mute your mic but listen in to the lesson for safeguarding. Alternatively, call the person back at another time.

2.3 Support staff

Assisting on the remote learning programme, support staff must be available between 8.30 am and 3 pm. Staff may communicate with each other via phone (personal or work phone), Google Hangouts and email.

If Support Staff are 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 set out in the staff handbook.

When assisting with remote learning, support staff are responsible for:

- Supporting pupils who are not in school and learning remotely
 - Take lead from the Group Coordinator
 - Identify who needs to access the remote learning
 - Take the register on Bromcom
 - Record all communication with students and parents onto Bromcom.
 - If a student is behaving inappropriately, give them a warning. If the behaviour continues, the Group Coordinator may ask you to contact the parents (do not use a personal phone to contact parents or students. arrange a video call via email).
 - Take questions from the online learner, help where possible, communicate to the teacher when the learner needs more help.
 - Where students are working with digital documents, open the documents to support them with the work. It may be appropriate at times to give the students feedback for improvement on the document.
 - Where a student is required to attend an intervention, the Group Coordinator must liaise with the staff to work out how that learner can go to another online lesson and not be alone with one member of staff. Therefore the support staff may be asked to attend an alternative session to support another lesson online.
 - Communicate effectively with the other staff a) what is working well and b) suggestions for improvement.
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code: Casual Smart wear
 - Locations: avoid areas with background noise, nothing inappropriate in the background.
 - Be onscreen as much as possible
 - Mute your mic if you are on a phone call so as not to disturb the lesson.
 - Communicate effectively with the rest of the team, so that all staff members are aware if you expect to need to go offline for some reason.

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- If you receive a phone call, you must not leave students with only one member of staff. Mute your mic but listen in to the lesson for safeguarding. Alternatively, call the person back at another time.

2.4 Senior leaders

Assisting on the remote learning programme, Senior Leaders must be available between 8.30 am and 4 pm. Staff may communicate with each other via phone (personal or work phone), Google Hangouts and email.

If a Senior Leader 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 set out in the staff handbook.

Alongside any teaching responsibilities, the Senior Leadership Team (SLT) are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and group staff, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Actively promoting effective communication between staff members so that the programme can be improved.
- Arranging staffing each day and communicating this to staff before 9 am.
- Make changes to the policy where necessary.

2.4 Designated Safeguarding Lead (please see full explanation of role in CLAT Early Help, Safeguarding and Child Protection Policy)

The DSL is responsible for:

- Monitoring of safeguarding procedures
- Monitoring of staff and student interactions online
- Making referrals for support or protection for families

2.5 IT staff

IT staff includes members of the staff team who may assist with any minor issues, and chiefly the contractor (ITOnCall). The contractor will follow all school policies relating to safeguarding and child protection, data protection, and online safety and security.

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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 learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.6 Students

Staff can expect students learning remotely to:

- log into their email at 9 am
- Be contactable during the school day by phone, email and Google Classroom
- Be onscreen as much as possible if allocated to an online video lesson
- Complete work to the deadlines set by teachers
- Follow the school's behaviour policy
- Seek help if they need it, from teachers or group staff
- Alert teachers if they're not able to complete work
- Communicate effectively regarding their wellbeing

2.7 Parents

Staff can expect parents with children learning remotely to:

- Encourage their child to log on at 9 am each morning.
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it either from specific teachers or the Group Coordinator
- Be respectful when making any complaints or raising concerns to staff
- Be contactable during the school day and/or call staff back at a convenient time.
- Promote the remote learning to their child and emphasise the importance of staying focussed on their education.

2.8 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

3. WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact their line managers (Curriculum Manager or Personal Development and Welfare Manager) or ICT support, as appropriate.

If parents/carers have any questions or concerns about remote learning, they should contact the Group Coordinator for their child's group.

For IT issues, staff will support parents and carers in the first instance, and will refer any outstanding problems to the Personal Development and Welfare Manager, who has oversight of IT for the school.

Contact telephone numbers are given in Appendix 1.

4. DATA PROTECTION

4.1 Accessing personal data

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

- Access data through Bromcom and the Google Drive.
- Staff should follow the normal device policy.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as personal phone numbers as part of the remote learning system. This is necessary so that the school can stay in contact with all staff while offsite. These phone numbers will not be shared with students or parents.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure as detailed in the School Online Safety and Technical Security policy. 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

- Keeping operating systems up to date - always install the latest updates

5. SAFEGUARDING

(Please also read CLAT Early Help, Safeguarding and Child Protection Policy and Addendum; CLAT Online Safety Policy; and CLAT Technical Security Policy)

- Staff will conduct themselves in line with child protection and safeguarding policy at all times.
- Staff should make sure that as little private information as possible is on show on camera at the staff members' remote location.
- Staff should refrain from asking questions about items behind the students - in their homes - unless it is in context with the lesson or it raises a safeguarding concern.
- As in physical classrooms staff should refrain from being on their own with students. Where this occurs (perhaps at the beginning of a lesson) please tell the student you are waiting for others and keep your video off and microphone muted.
- The Safeguarding Team will support staff with any safeguarding concerns

6. MONITORING ARRANGEMENTS

This policy will be reviewed each month by the Curriculum Manager. At every review, it will be approved by SLT.

7. LINKS WITH OTHER POLICIES

This policy is linked to our:

- [CLAT Promoting Positive Behaviour Policy](#)
- [CLAT Early Help, Safeguarding and Child Protection Policy](#)
- [CLAT Data Protection Policy - GDPR Update](#)
- [CLAT Online Safety Policy](#)
- [CLAT Technical Security Policy](#)
- [CLAT Staff Handbook](#)

History

Adoption / Review Date	Lead Personnel	Notes
October 2020	S. Phimister	Approved by Governing Body 20/10/2020

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January 2021	S. Phimister	
March 2021	S. Phimister	
June 2022	S. Phimister	

APPENDIX 1

Name	Role	Phone number
Shona Phimister	Curriculum Manager	07714 616484
Sophie Groenvynck	Personal Development and Welfare Manager	07827 235954
Laura Boyd	Group Coordinator, Chaplin Group	07584 706942
Nelson Conde	Group Coordinator, Petchey Group	07714 616471
Cheriner Deen-Jalloh	Group Coordinator, Zephaniah Group	07557 003196
Jason Gallagher	Group Coordinator, Lennox Group	07584 706943
Samantha O'Brien	Group Coordinator, Campbell Group	07584 706941
Lisa Stone	Group Coordinator, Elba Group	07880 030965
David Rimmer	Lewis Group	07557 002971
Sandy Davies	Principal	07827 235955
Main Office		020 8555 0850

APPENDIX 2

Student Responsibilities when Self Isolating

**If you are required to self isolate but you are not unwell,
you are still required to take part in the Education Links curriculum.**

What should a student do if they need to self isolate?

- 1) Make sure your parents have contacted the school immediately you are told to self-isolate.
- 2) Log onto your Google classroom at 9am using your school email address.
- 3) Enter the subjects that you have timetabled for that day (if you are unsure of your lessons that day, check with your coordinator).
- 4) Complete the work for each of the subjects you are missing on site for that day.
- 5) Your coordinator will be in touch with you throughout the day to make sure you are ok.
- 6) Contact your Group Coordinator if you need any help.
- 7) Contact your teachers via email if you need extra support. They may be teaching, so they may not respond for up to 24 hours. Once they have responded, you need to complete the work.
- 8) Your teacher will provide you with feedback for your work in due course.

When should you self-isolate?

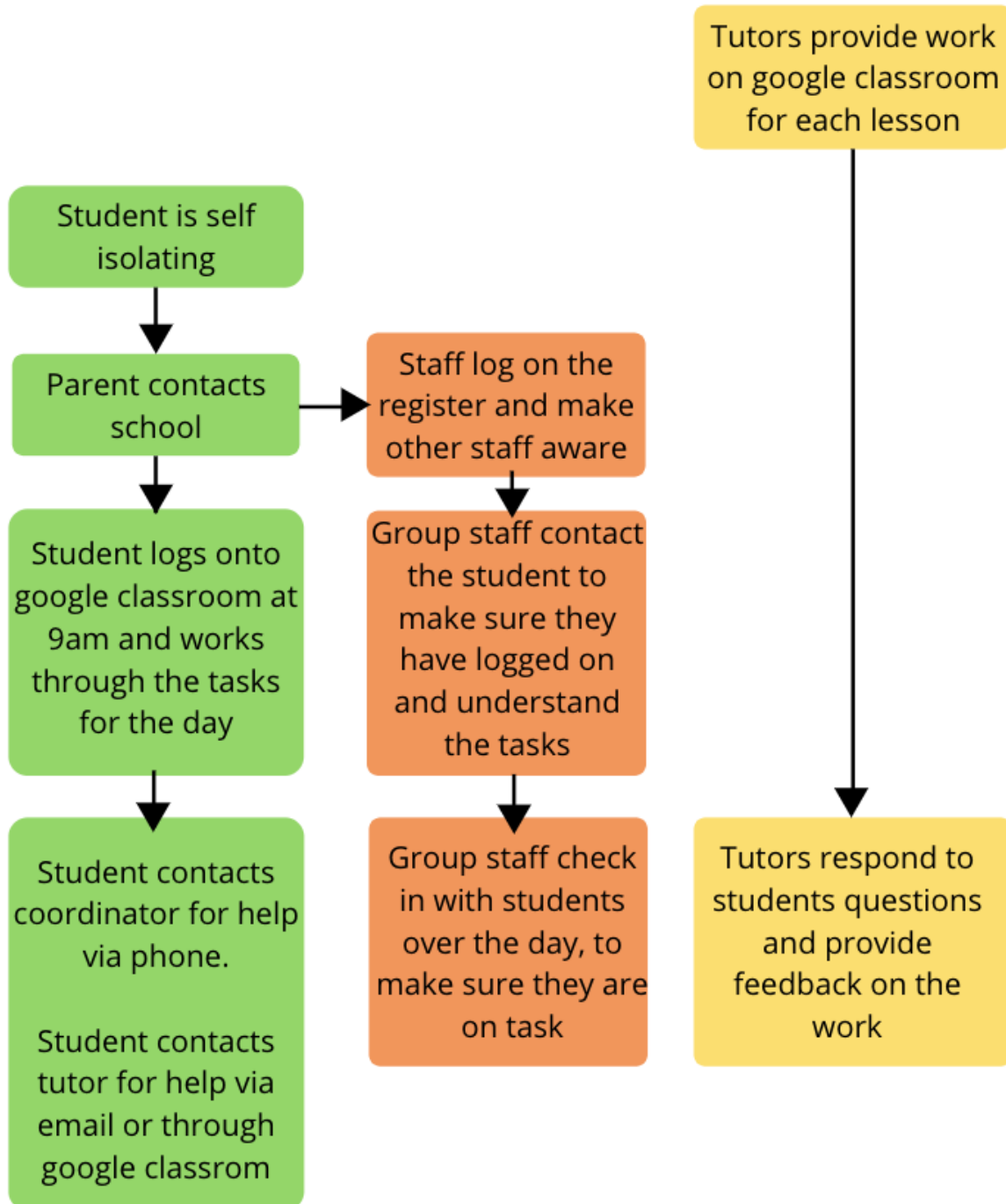
If someone in your house has symptoms, you should self-isolate from the first day they had symptoms for 14 days. This is because you may pass the virus on to others, even if you don't have symptoms. You must not leave your home during that time.

If someone in your house receives a positive test result but they don't have symptoms, start counting 14 days from when they get their result.

if you take a test and the result is negative, you still have to complete the 14 days, just in case.

If you get symptoms, arrange to take a test. If it is positive, continue to self-isolate for 10 days from getting symptoms. If it is negative, you should still complete the 14 day period.

Appendix 3



Remote Learning Policy