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| Cedar Mount Academy |
| Remote Learning Policy |
| 2020 |



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# Aims

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

This document to run alongside departmental plans for remote learning. The academy will continue to strive to source laptops where students are only using phones, but we expect students to be able to access some form of remote learning.

# Roles and responsibilities

*If any 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.*

## Teachers

In the event of a full or partial lockdown, teachers must be available between 8.30am – 3.15pm to provide remote learning.

When providing remote learning, teachers are responsible for:

* Running a live streamed lesson for their timetabled classes via Microsoft Teams [this will be the preferred method of remote learning when the academy has taken the decision to ask pupils to self-isolate]
* Setting additional work via Teams [Files]
* Setting online assignments
* Sending physical work home for students
* Meeting all attendance, behavioral and safeguarding protocols. Behaviour issues should be reported to the APL via Teams.
* Logging any technical issue via the IT Helpdesk (IT@bfet-support.co.uk)
* Ensuring teaching assistants are linked to the Team channels for students they support
* Endeavor to contact parents via the EduLink push app to warn family members about forthcoming remote lessons

Any remote learning sessions should endeavour to last the full length of the usual lesson. Planning should follow the current curriculum therefore the aim should be to not have to create too much additional or new work. All of the above should be possible

### Running a live streamed lesson via Microsoft Teams

Live streamed lessons should endeavour to be the primary method of remote learning in either a full or partial lockdown. **This is when the school has taken the decision to send a class, part-class, year group or part year group home to self-isolate. This is also the situation where a member of staff is self-isolating at home.**

Teachers are responsible for

* Setting up the lesson meeting
* Adapting meeting options to support the learning and safeguarding
* Monitoring student responses, chat and safeguarding
* Ensuring the recording of the lesson and responding to any chat or other communication [*Please note: Teams automatically deletes recordings after 20 days*]
* Detailing instructions for students

Details on how to do this are given in Appendix A .

#### Dealing with challenges when teaching remote live lessons

Teachers need to recognise that there are many challenges with teaching remotely over Teams. There are additional methods of remote teaching and teachers should feel comfortable, when live streamed lessons are not working as they could, to pause or end the lesson and directed student to uploaded material via the files section of Teams.

### Setting additional work via Teams [files]

Files should be uploaded or dragged into the Files section of any class Team. Teachers should create a post in the Team channel giving clear instructions and attaching the files to that post.

Where possible these documents should be set up as assignments.

This is the most appropriate form of remote learning when small numbers of students are self-isolating because they have symptoms, live with someone who has symptoms or who has received a positive covid test result.

### Setting online assignments

Teams should be used to set learning assignments. This should be the priority method for setting work for students. Teacher must be mindful of the activities set – students with mobile devices will find it more difficult to write longer blocks of prose so knowledge retrieval activities are more effective and lend themselves to automate feedback.

### Sending physical work home for students

Should you have additional paper-based work that needs to be sent to students who have no access please inform the relevant APL who will support with the distribution of material. Support for this is available from SLT.

### Recording attendance and attitude

Teachers should record attendance in remote learning lessons via SIMS, using the academy behaviour for learning grades as normal.

## Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am – 4pm.

Teaching assistants are usually linked with a student in receipt of an EHCP and the nature of TA work will depend on the situation.

When the student receiving support is in the lesson

* The TA should work with the student in the usual way, to support the work the student is doing

When the student receiving support is self-isolating during a partial lockdown

* The TA should be making regular contact with the student to ensure they know how and when to access any remote learning, working with N Scott and the IT team to overcome any issues
* They can then support other students on the SEND register in the classroom

When the student receiving support is self-isolating during a full lockdown

* The TA should be making regular contact with the student to ensure they know how and when to access any remote learning, working with N Scott and the IT team to overcome any issues
* N Scott will distribute the SEND register amongst the TA team so that they can make well-being and support contact throughout the period of lockdown

## Subject leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

* Producing a remote learning plan as part of their wider action plan
* 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 subject leads 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 through the use of shared Team channels and Insight reports and agreed data collection
* Alerting teachers to resources they can use to teach their subject remotely

## Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school. Oli Walker (owalker@cma.bfet.uk) has overall responsibility for IT across the academy
* Monitoring the effectiveness of remote learning through the line management of subject leads. SLT should be members of all remote learning channels for the subjects they line manage.
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations. See next sections

## Progress leaders and Assistant progress leaders

PLs and APLs are responsible for coordinating rewards and sanctions following remote learning and following up attendance issues with their year group.

## Designated safeguarding lead

The DSL is responsible for ensuring all remote learning meets the aims of the BFET Child Protection and Safeguarding policy and procedures

## IT staff

IT staff are responsible for:

* Fixing issues with systems used to set and collect work
* Helping staff, parents and students 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 via school devices

## Pupils and parents/carers

Staff can expect pupils learning remotely to:

* Be contactable during the school day and available for live online teaching in line with their timetable
* 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 or not able to attend a live online lesson due to technical or other issues
* Follow all learning and safeguarding instructions as set out in the appendix and shared prior to any remote learning

Staff can expect parents/carers with children learning remotely to:

* Sign and follow a BFET device loan agreement if using a device loaned from the academy
* 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
* Keep their child safe online through the following resources (this is not an exhaustive list and parents will be pointed in the direction of other resources if necessary)
	+ [Thinkuknow](https://www.thinkuknow.co.uk/) provides advice from the National Crime Agency (NCA) on staying safe online
	+ [Childnet](https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit) toolkit supports parents/carers in discussions about online behaviour
	+ [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) has advice for parents to help keep children safe online and their ['Report Harmful Content](https://www.saferinternet.org.uk/helpline/report-harmful-content)' tool allows parents/carers to repot any harmful content
	+ [Internet matters](https://www.internetmatters.org/) provides guides on how to set controls on a range of devices
	+ [Net-aware](https://www.net-aware.org.uk/) has guides on social networks, apps and games
	+ [Let's Talk About It](https://www.ltai.info/staying-safe-online/) has advice for parents/carers to keep children safe from online radicalisation
	+ [CEOP](https://www.ceop.police.uk/safety-centre/) (National Crime Agency: Child Exploitation and Online Protection) allows you to report online abuse

## Local 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 subject lead or SENCO
* Issues with behaviour – talk to the relevant PL or APL
* Issues with IT – use the IT Helpdesk: IT@bfet-support.co.uk
* Issues with their own workload or wellbeing – talk to the relevant line manager
* Concerns about data protection – talk to Nicola Carson
* Concerns about safeguarding – talk to the DSL or ADSL

# Data protection

## Accessing personal data

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

* Access data via the school servers (SIMS and hard drive), Office 365 and Microsoft Teams.
* In school staff should use the network PC in the room where they would normally be teaching.
* The acdemy has a very small number of laptops which can be loaned out for a very short term loan as these form part of the laptop trolleys for students. Please speak to your subject leader if you are likely to need this.
* Staff may use their own devices in line with the academy BYD policy

## Processing personal data

Staff members may need to collect and/or share personal data such as school email addresses as part of the remote learning 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

## 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)
* 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
* Using the academy Office365 account to communicate with students, staff or parents, via email (Outlook) and Teams

# Safeguarding

Cedar Mount Academy takes the safeguarding of all staff, students, and especially vulnerable students, seriously. During the completion of the form tutor face-to-face sessions, this document sets out protocols and principals to safeguarding our students and will support all staff in sharing any information from their contact with children or families in this eventuality. The usual channel of reporting concerns via CPOMS remains, however key safeguarding members of staff include:

## Key people

Designated Safeguarding Lead: Nicola Carson

* Email: ncarson@cma.bfet.uk Tel no: 07527 733247

Deputy Designated Safeguarding Lead: Maggie Prescott

* Email: mprescott@cma.bfet.uk Tel no: 07751 854819

Principal: Kal Hodgson

* Email: khodgson@cma.cma.bfet.uk Tel no: 07805 464541

Early Help Practitioner: Debra Cornick

* Email: dcornick@cma.bfet.uk Tel no: 07805 943117

School Home Support and Young Carer’s Advocate: Zoe Cropper

* Email: zcropper@cma.bfet.uk Tel no: 07773 062911

*These identified staff are responsible for monitoring CPOMS and internal arrangements to ensure timely referrals to Children’s Services when required.*

Senior Leadership Team are reserve staff in the event of being unable to contact the above people

### Children’s services

Contact details for children’s services: (Manchester City Council Advice and Guidance Service):

0161 234 5001.

## Safeguarding provisions

Safeguarding issues to consider in the event of live teaching through webcams:

* These should be group sessions only, absolutely no 1:1s
* Staff and children must wear suitable clothing, as should anyone else in the household.
* Any computers used for filming or streaming by staff or children should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
* The live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed.
* Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
* Language must be professional and appropriate, including any family members in the background
* Schools should risk assess the use of live learning using webcams
* Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)

# Monitoring arrangements

This policy will be reviewed every 12 months in the first At every review, it will be approved by the Local Governing Body

# Links with other policies

This policy is linked to our:

* Behaviour policy
* BFET Child Protection and Safeguarding policy and procedures (and coronavirus addendum)
* Data protection policy and privacy notices
* Home-school agreement
* eSafety and internet acceptable use agreement

Setting up live streamed lessons

Setting up the lesson meeting

* Each class has a dedicated Team channel, and a meeting should be set up to coincide with the time and duration of the lesson.
* Go to the Team channel of the class.
* Select the Meet dropdown in the upper right corner of the channel window and then choose Schedule a meeting.
* Select a range of time in the calendar. A scheduling form will pop open.
* The scheduling form is where you'll give your meeting a title and add meeting details. Use the Scheduling Assistant to set up the lesson for the correct times.
* Once you're done filling out the details, select Save. This will close the scheduling form and show the meeting in the channel stream.

Meeting options - Important

* Once the meeting has been set up, you should click on the meeting and select meeting options. Teaching staff should change the option as follows.
* Who can bypass the lobby? – Change this to “only me”
* Who can present? – Change this to “only me”
* Save the meeting options

During the lesson

* Wait until there are at least two students in the lobby before giving access. This will **avoid any one to one session** which must **not** take place.
* The visualiser (camera) should point towards the point most suitable for the lesson. This could be toward the teacher or the board.
* Inform the class, both in the room and online, that the lesson is being live streamed and that it will be recorded for safeguarding purposes.
* Begin recording the lesson meeting.
* Teach the lesson as normal. Where possible, you should share content (such as a notebook or PowerPoint file).
* Keep checking the chat for questions and to act swiftly on any unsuitable content.
* Students should follow instructions and, where possible, complete any activities that have been saved in the files section of the class channel.
* At the end of the lesson. Stop recording and ensure everyone has left the online lesson meeting.

Instructions for students

*This should be sent to students on the Teams. There are two sections: learning instructions and safeguarding instructions.*

Learning instructions

* Resources have been put into the files section of this channel.
* Join the meeting by clicking on the blue meeting link.
* Select the Join button to join the meeting.
* **Mute** your microphone and keep your **video turned off** when joining.
* To raise your hand during a lesson, click on the Hand Up icon on the bar and when we are ready to hear your question, we will turn on your microphone so you can ask your question or contribute to the conversation.
* Questions can also be put into the chat area. They must be written clearly and sensibly.
* Remember: Please respect other students' rights to learn without interruptions. All school and classroom rules apply online as well as they do at school. Students learning remotely must continue to be SCHOLARS at all times.
* Any assignments that are set via Teams should be completed by the due date.

Safeguarding instructions

* Please dress in suitable clothing for the online lesson. If you are not appropriately dressed your teacher will explain that you will need to leave the meeting and re-join when you are more suitably dressed. **Your camera should be turned off unless instructed**.
* Make sure you are in a suitable area of the house, eg the lounge or kitchen and not a bedroom. You should also consider what is behind you eg no personal photographs. If you are not in a suitable area of the house, your teacher will explain that you will need to leave the meeting and re-join when you are. **Your camera should be turned off unless instructed**
* You are expected to behave sensibly and appropriately as you would in the academy, like a scholar. If you do not, you will receive a sanction on your return.
* You should leave the meeting promptly at the end of the lesson.
* You must not screenshot or record any aspect of an online lesson.
* The teacher will record the lesson for appropriate use at a later date eg to allow absent students to view and listen to the lesson.
* This lesson is for you and you alone. Family members should not participate in the lesson meeting.

Remote learning Q&A

Teacher at home (self-isolating not ill) and students in a school

*Q: If I am at home and I am self isolating with my children I will find it extremely hard to deliver live lessons.*

A: We appreciate everyone’s home circumstances are going to be different. If there are issues, please discuss with your subject leader whether a “team-teaching” approach is possible i.e one teacher delivers a live lesson to more than one class.

*Q: How do I ensure cover staff can see the work?*

A: If you are at home delivering a lesson, you can identify the member of staff covering your lesson by accessing the remote desktop and looking at the cover list. As a last resort, if you email Chris Barber she will be able to inform you who is covering. You can then schedule a meeting with the member of staff who is covering. Supply teachers also have access to teams and are likely to have a login name of “supply1” etc. The cover teacher will be able to support pupils from within the classroom as well as ensure pupils are able to hear and see the live lesson via the projector.

*Q: Will cover staff ensure the same entry and exit protocols?*

A: Yes

*Q: Is the expectation I talk for the entire lesson when at home.*

A: No, just as you would deliver a normal lesson with different sections and opportunity for students to practise what they have learnt, a live lesson should have the same. This may include the students completing work sheets/tasks etc. If pupils will need copies of any worksheets, these will need to be sent to your line manager in good time for them to arrange any printing and for the resources to be placed in the classroom.

*Q: If still only a small number of students attend- do I still deliver new content?*

A: New content does need to be delivered, the lessons are being recorded so that students will be able to catch up in their own time at a later date e.g. Saturday school.

*Q: Am I expected to use my own device?*

A: School has a very small number of laptops, these can be loaned out for a very short term loan as these form part of the laptop trolleys for students. Please speak to your subject leader if you are likely to need this.

*Q: Do we need to remote desktop to and then join teams that, way so the recording is on the school system?*

A: No, do not do this as your camera might not work. If you are signed into office 365 it will automatically go to the right place.

*Q: Who is having access to these filmed lessons? And why will they be accessed in the future?*

A: Only people who are in the channel have access to the recording.

Students will be able to access the video if they missed the lesson although at the moment the recording only lasts 20 days if it is not downloaded.

*Q: Who will manage behaviour and request for support/patrol?*

A: The cover supervisor/supply will go about this in the usual way.

Teacher in school - all students at home

*Q: Is period 6 for year 11 the same*

A: Yes

*Q: Will APLs be texting home to ensure full attendance?*

A: It is possible to download the attendance from the meeting. The register should be completed on SIMs as usual, but do not overwrite the AM and PM code. You will have to press “preserve” to overwrite the X’s for the lesson.

*Q: Can we write on a PPT while sharing? Would a word doc be better if you can write/scroll?*

A: You can only write over the PowerPoint if you share your desktop screen and use the presenter tools, you cannot do this if you share the PowerPoint.

*Q: Can students unmute and cold calling be used?*

A: Yes we would encourage you to do this to ensure they are engaged. Please do not ask them to switch their cameras on.

*Q: Will students have paper/pen/books? And even if they do- what happens to class notes afterwards?*

A: Individual departments should decide whether it would be useful to send exercise / workbooks home. At present, the advice is that pupils should not be bringing books to and from school so please bear this in mind and try to make use of assignments to set pupils any work you wish to monitor.

*Q: How can students inform the teacher that they need help?*

A: Use “raise hand” function. A teacher can lower a pupils’ hand once you have responded to the pupil.

*Q: How to share sound on a shared YouTube video in a browser?*

A: When you click on the share button and you get options at the bottom of your screen, there is a check button on the left-hand side that says share sound. Ensure this is checked and you will be able to hear the YouTube video etc that you are sharing.

*Q: How do we share large documents when we need to annotate / compare?*

A: Use the Class materials section in the files section of the channel. Though OneNote is an ideal tool to support this type of collaborative working. Please come and talk to us about the use of this if you want to try it out.

Teacher in school with a mixture of students in school and at home

*Q: We feel this would be the most challenging*

A: We agree a blended approach is certainly going to be the most challenging. We don’t have a perfect solution, but we are confident that everyone will do the best they can and share with each other what has worked well and what has not.

*Q: We can’t be doing both monitoring the camera and teams chat and teaching the class.*

A: Staff can only do their best, and we understand that this is going to be a steep learning curve.

*Q: Which do we prioritise students in the lesson or students at home?*

A: We suggest you try to split your time based on the split of students in the class and at home.

*Q: What happens when we have behaviour issues in the remote lesson?*

A: As the teacher, you can remove students from the meeting. Behaviour issues should be reported to the APL via Teams. BFL grades should be logged in the usual way on SIMS, including BLF 3 and 4. Sanctions can apply when the pupil returns to school if appropriate.

*Q: Camera APP did not work as a visualiser – could not see article.*

A: Do you mean if you use the visualiser in Teams as a camera? The visualiser software should be back on the computers now. If it is not, please log this on the ITSupport helpdesk.

*Q: Potentially a very slow pace for those in school as dealing with IT issues and lag time etc*

A: Hopefully once we all get used to using the technology there will be less issues. Please keep logging any IT problems on the help desk as well as sharing any solutions or workarounds. The lag time is much lower if you use desktop app.