

Hartlepool Aspire Trust

(Catcote Academy & Catcote Futures)

Remote Learning Policy



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1 Introduction

1.1 Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for students who are not in the academy due to COVID-19
- Set out expectations for all members of the school/college community with regards to remote learning
- Continue to support students to engage in learning while absent from school/college

The effects of COVID-19 continue to challenge us as a Trust in finding new ways of ensuring that all students can continue to make progress, even when they are unable to attend school/college. At Hartlepool Aspire trust we have developed a strategy that will enable every student to remain fully connected with their teachers and with their learning.

This policy would be applicable if a student was asymptomatic with COVID or has been directed to isolate.

Our current aim is that every student, from the first day of absence, can have access to teaching and learning opportunities related to their curriculum and matched to their ability. We anticipate that students working remotely will have an engaging learning experience, where they are able to become active participants in learning with access to personalised feedback and support.

1.2 *How will remote learning be delivered?*

Due to the varying needs of our students, the remote learning offer will be designed specifically for each class, and closely matched to their curriculum that the student would follow in school/ college.

Each teacher will provide a bespoke timetable with resources for the student to engage in learning opportunities at home. Teachers will make regular contact with parents/carers to provide support.

1.3 What is the current offer?

The government has said that from September 2021, all schools should continue to provide remote education.

At Hartlepool Aspire trust we are now well positioned to deliver remote learning to those students who are unable to attend the Trust as a result of any of the following scenarios:

- a) individual students directed to self-isolate and well enough to learn
- b) Individual students who have contracted COVID-19 but are asymptomatic are well enough to learn

1.4 What will be expected from students?

Students who are self-isolating but otherwise well, will be expected to engage with the learning that has been set by their teacher. Work should be completed and submitted in accordance with teacher's instructions,

Students are expected to follow the acceptable use policy, as if they were in school/college.

1.5 What if students are struggling to keep up with learning in lessons?

It is our expectation that teachers will plan differentiated activities, matched to the student's needs, if they need extra support parents/carers can contact their class teacher for advice.

1.6 Will parents be involved in remote learning?

Parents/carers are solely responsible for the care and well-being of their child while they are not attending school or college.

Class teachers will provide timetables and these will be shared with parents/carer, that outline the learning expectations.

Parents/carers should try to provide feedback to teachers, through interactive platforms or telephone.

Reminders of the remote learning protocols will be shared with students and parents/carers where needed.

1.7 How will students and parents know what to do?

The class teachers will provide information to parents/carers so they are well informed and able to support their child. Teachers will communicate via telephone or interactive platform. Teachers will be available for parents/ carers to contact during school hours.

2 Roles and Responsibilities

General

Staff involved in the provision of remote learning should be available during their normal working hours. All, staff should be aware of, and adhere to, the details provided in this policy, particularly any safeguarding and data protection implications. Any concerns must be reported immediately to the *DSL* or *E-safety Lead*.

2.1 Trust Board

Approval of the policy for remote learning and across the Trust

2.2 CEO

Ensure staff adhere to this *Remote Learning Policy*

2.3 Senior Leaders

- Co-ordinate the remote learning approach across the trust under the direction of the CEO
- Monitoring the effectiveness of remote learning, with a focus on the quality of work being produced and the feedback provided to students
- Providing feedback, where necessary, about the implementation of remote learning

2.4 Teachers

- Provide timetables and resources for students from the first day of absence where deemed necessary
- Feedback will be individually provided
- Lessons should be sequential so that students can make progress or consolidate learning.
- Provide support for parents/carer in relation to the wellbeing of their child

2.5 Teaching Assistants

- Support the teacher to prepare resources for the students
- Support the teacher to provide feedback to students

2.6 Designated Safeguarding Lead (DSL) and E-safety Lead

- Ensure that any concerns are responded to in line with Trust policies.

2.7 IT Staff

- Support staff and parents with any technical issues
- Reviewing the security of remote learning systems and raising any concerns
- Assisting students and parents with accessing the internet or devices

2.8 Students

- Will try to engage in learning provided by their teacher during the school/college day
- Try to complete work set by teachers to the best of their ability
- Seek help if they need it from their teacher, via the interactive platform
- Respond to any feedback provided by teachers
- Should adhere to the '*Acceptable use agreement*' (signed by students and parents at the start of each academic year)

2.9 Parents

- Make the school/college aware if their child is sick or unable to complete work for any reason
- Seek help from the school/college if needed
- Monitor the use of any devices used by their children for remote learning
- Provide a quiet space for their child to learn and participate in remote learning
- Should adhere to the '*Acceptable Use Agreement*'

3 Data Protection

The Trusts data protection GDPR policy will be adhered to, whilst providing remote learning

3.1 Safeguarding

The Trusts safeguarding policies will be adhered to, whilst providing remote learning. These can be found on the Trust's websites.

In particular during welfare calls staff should be aware:

"All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school/college and/or can occur between children outside of these environments. All staff, but especially the Designated Safeguarding Lead (and deputies) should consider whether children are at risk of abuse, or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence."

3.2 Online safety – members to staff

Staff must be familiar with and adhere to all the safeguarding policies to protect themselves when providing remote learning and support for parents/carers.

If a student is accessing ICT equipment from school/college the procedures are integrated within the *Online Safety Policy*.

Students are taught in school/college to use interactive platforms safely. The platforms are in daily use in school/college and have been checked in relation to GDPR and have robust privacy policies.

- Class dojo letters of agreement of use are signed by parents, and by the student, if they are using these to communicate with parents. The privacy policy can be found here:

<https://www.classdojo.com/en-gb/privacy/?redirect=true>

- Purple Mash privacy policy is found here:

https://www.purplemash.com/mashcontent/applications/security/privacy_usa/Purple_Mash_USA_Privacy_Policy.pdf

- Oxford owl privacy policy is found here:

<https://www.oxfordowl.co.uk/home/terms-and-conditions>

3.3 Online safety – children and young people

While children or young people are at home, they may spend more time online or on social media, which may increase risk. Parents and carers should ensure that all of their child's social media accounts are closely monitored, and that they have their security settings set to private to protect their child.

Below are online links that will help parents and carers protect their child whilst they are online:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse Support for parents and carers to keep their children safe online includes:

[Internet matters](#) - for support for parents and carers to keep their children safe online

[London Grid for Learning](#) - for support for parents and carers to keep their children safe online

[Net-aware](#) - for support for parents and carers from the NSPCC

[Parent info](#) - for support for parents and carers to keep their children safe online

[Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#) - advice for parents, carers and students

[National Safety Online](#) – advice for parents and carers

[saferinternet](#) - advice on online safety

Top Tips for Parents to keep your child safe online:

1. Talk to your child about what they like to use online
2. Know who your child's friends are, both in the real and virtual world
3. Control what your child shares online
4. Have the "never meet" rule – never meet anyone in real life who you have met online
5. Monitor your child's usage
6. Set your child's passwords and regularly check in to make sure they haven't been changed
7. Set parental controls/filter what they can access
8. Educate yourself – keep up with new technology and internet language
9. Talk to your child about risk

3.4 Monitoring arrangements

This policy will be monitored and reviewed regularly. Any changes to the policy will be approved by the standards committee.

3.5 Links with other policies

- Safeguarding policies
- GDPR policy
- ICT Acceptable Use policy
- Online Safety policy

4 Review Period

This policy shall be reviewed every year and revised if necessary. The document will be approved by SLT.

5 Definitions / Abbreviations

Term	Meaning
EFA	Education Funding Agency
HAT	Hartlepool Aspire Trust