Ark All Saints Academy
Remote Learning Policy and Strategy

Purpose

This remote learning policy is intended to provide clarity to stakeholders on the different ways in which our school will:

- Ensure consistency in the approach to remote learning for scholars who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide clarity around safeguarding and data protection in a remote learning context

As a school we are committed to providing continuity of education to our scholars and will always aim to provide all of our scholars with equal opportunities to participate in learning from home.

This policy will be reviewed at the end of the academic year when we will consider which elements of the policy will remain in future years.

Definitions

Remote learning refers to the provision of work and teacher support, as well as assessment and feedback from teachers to scholars in the event that normal lessons cannot be delivered 'face to face' as normal.

Ark SPArk is the name of the learning portal for all Ark scholars, which provides work in most subjects across all year groups. This can support scholars to work independently at home.

Types of school closure

The global pandemic continues to impact on schools and has the potential to periodically or for prolonged periods of time prohibit face to face learning. The Department for Education have set out four scenarios that we must be prepared for:

- **Education Tier 1 (CURRENT SITUATION)** – If there is a relatively high risk of coronavirus in our local area, we will be placed into Tier 1. In this phase, scholars may be sent home to self-isolate individually or in groups (including whole year groups), depending on their exposure to others. Face coverings should be worn around the school where social distancing cannot be maintained e.g. in corridors during transitions.
- **Education Tier 2** – We will operate an onsite/offsite rota system; priority groups (critical workers' and vulnerable children) to be offered full-time on-site education. We will be ready to move to this system quickly if needed to. The table below sets out how we will operate a rota. More details will be shared if this approach is needed. We will do our best to keep all of Year 11 on site during this period.

	Which scholars?	In-school	Remote learning
Rota Group A	All Scholars with surnames beginning with A to J	*You will continue your normal lessons as per your timetable*	*Year 10 and 11 – you will follow your normal timetable at home* *Year 7, 8 and 9 – you will follow your normal timetable period 1 to 4*
Rota Group B	E.g. All scholars with surname K to Z *(note: we will ensure families are kept together)*	*Year 10 and 11 – you will follow your normal timetable at home* *Year 7, 8 and 9 – you will follow your normal timetable period 1 to 4*	*You will continue your normal lessons as per your timetable*

- **Education Tier 3** – We will remain open to priority groups (critical workers' and vulnerable children) and specific year groups. In the event of a Tier 3 national intervention, we will be issued with guidance on which year groups to prioritise – we do not expect that it will be our choice, however, we expect it will include Year 11 being able to attend school still.
- **Education Tier 4** - We will remain open to priority groups (critical workers' and vulnerable children) only. This would resemble the 'Community Classrooms' model adopted in the summer term of 2019/20 during the first wave of the coronavirus pandemic.

Further information

The information below sets out the type of remote learning that we will offer, if scholars are required to self-isolate.

Education Tier 1: Context
- During tier 1 the default position is that all schools are open fully to scholars.
- There may be situations where individual scholars or groups of scholars are sent home.

Education Tier 1: School responsibility
- Ensure scholars and staff wear face coverings in communal areas and where instances of social distancing cannot be maintained.
- Update the school behaviour policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Inform parents of changes to school attendance so that they are aware that it is statutory.
- Complete a daily summary of education provision to the DfE.
- Reduce provision of clubs before and after school to reduce mixing of scholars.

Education Tier 1: Provision

	Provision
School organisation	School arranged into year groups so there is no mixing between them. Each group has their own entry, exit, break, lunch and toilet area. The school building is split into different zones so that scholars across different year groups do not mix.
Clubs and enrichment	The only enrichment afterschool is academic intervention for scholars in Year 11
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Government guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Scholars and staff must wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	Any individual scholars who have to self-isolate should access lesson PowerPoints by logging in to Show My Homework (SMHW) Scholars who have issues with accessing the resources on SMHW must contact the school and hard copies of work packs will be sent home. Scholars who are self-isolating are still expected to complete the Home Learning that is set and submit their completed work to their teachers. If a whole year groups needs to isolate, work will be provided on SMHW for all scholars. In this event Year 10 and 11 will continue to follow their normal timetable Year 7, 8 and 9 will follow period 1 to 4 of their normal timetable.
Risk assessment	Reviewed weekly by the Principal and Operations Director

The table below sets out the type of remote learning that we will offer in future, if we are required to close our school to some scholars. Further details on these will be provided if these scenarios are triggered by national government.

Education Tier 2: Context
- Primary schools are fully open to scholars
- Secondary schools will operate an onsite / offsite rota system with 50% of scholars onsite at any one time.
- The secondary school has designed a timetable that can change whenever this is required.

Education Tier 2: School responsibility
- Operate a one week on one week off timetable for all scholars in years 7-10. We hope year 11 will be able to attend school full time.
- Review the school risk assessment.
- Issue meal vouchers for Secondary scholars with FSM.
- Scholars and staff to wear face coverings in communal areas and in instances where social distancing cannot be maintained
- Update the school behaviour safeguarding policy with any relevant changes.

- Communicate policy and procedures clearly to parents.
- Inform parents of changes to school attendance so that they are aware that it continues to be statutory.
- Complete a daily summary of education provision to the DfE.
- Provide provision of education for children of key workers and scholars who need additional support.
- Make adequate provision for cleaning between the groups.

Education Tier 2: Description of provision

	Provision
School organisation	Year 11 to remain in school full time Other year groups will operate a 50% timetable, one week on and then one week off Scholars with surnames A to J will attend in week one, scholars with surnames K to Z will attend in week 2 Year groups at home should complete work that will be explained in class the week before and is accessible from SMHW. Hard copies will be given to anyone unable to access SMHW. Each group has their entry, exit, break, lunch and toilet area. However, a small group of scholars from each year group will remain at school throughout. This group will be the children of keyworkers and scholars in need of extra pastoral support.
Clubs and enrichment	Year 11 intervention will continue for scholars on site, no other clubs will be offered.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Government guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Scholars and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	Where possible, Year 11 should aim to join classes happening in school through MS Teams. Scholars should complete work that is published on SMHW. Scholars who have issues with accessing the resources on SMHW should contact the school and hard copies of work packs will be provided. Scholars in self-isolation are still expected to complete Home Learning that is set and submit this to their teachers.
Risk assessment	Reviewed weekly by the Principal and Operations Director

Education Tier 3: Context
- Primary schools are fully open to scholars
- Secondary schools will open for children of key workers and scholars who require additional support only, and specific year groups
- The secondary school has designed a timetable that can change whenever this is required.

Education Tier 3: School responsibility

- Operate a complete educational provision through remote learning
- Provide full time education onsite for children of key workers, scholars who require additional support, as well as selected year groups determined by the DfE
- Review the school risk assessment.
- Issue meal vouchers for Secondary scholars with FSM.
- Update the school behaviour and safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Update website with interventions in place.
- Complete a daily summary of education provision to the DfE
- Make adequate provision for cleaning between the groups,

Education Tier 3: Description of provision

	Provision
School organisation	Depending on government advice Year 11 will attend school. Scholars complete work that is published on SMHW. Year 10 and 11 will follow their normal school timetable. Year 7, 8 and 9 will follow period 1 to 4. There will be lessons on MS Teams to support scholars learning which scholars should attend. Onsite provision is in place for the children of key workers and children requiring additional support.
Clubs and enrichment	Where possible, clubs will operate online.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Scholars and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	Scholars should complete work that is published on SMHW. Scholars who have issues with accessing the resources on SMHW should contact the school and hard copies of work packs will be provided. Lessons on SMHW will be supplemented with live lessons on MS Teams.
Risk assessment	Reviewed weekly by the Principal and Operations Director.

Education Tier 4: Context

- Primary schools will open for children of key workers and scholars who require additional support only.
- Secondary schools will only open for children of key workers and children who require additional support.
- The school has designed a timetable that can change whenever this is required.

Education Tier 4: School responsibility
- Operate a complete educational provision for all Scholars through remote learning
- Provide onsite education for children of key workers and scholars who need additional support.
- Review the school risk assessment.
- Issue meal vouchers for all scholars with FSM.
- Update the school behaviour and safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents
- Complete a daily summary of education provision to the DfE
- Provide provision of education for children of key workers and scholars who require additional support.
- Make adequate provision for cleaning between the groups,

Education Tier 4: Description of provision

	Secondary Phase
School organisation	Scholars complete work that is published on SMHW. Year 10 and 11 will follow their normal school timetable. Year 7, 8 and 9 will just follow periods 1 to 4. There will be lessons on MS Teams to support scholars learning which scholars should attend. Onsite provision is in place for the children of key workers and children requiring additional support.
Clubs and enrichment	Where possible, clubs will operate online.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Government guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Scholars and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	Scholars should complete work that is published on SMHW. Scholars who have issues with accessing the resources on SMHW should contact the school and hard copies of work packs will be provided. Lessons on SMHW will be supplemented with live lessons on MS Teams.
Risk assessment	Reviewed weekly by the Principal and Operations Director.

Roles and responsibilities

This part of the policy sets out the roles and responsibilities of all stakeholders, including scholars and parents, if our school has to move to a period of remote learning.

Teachers (when not required to teach at school)

This section refers to teachers who are solely responsible for virtual learning. This would include teachers who are self-isolating, or all teachers during a Tier 3 or Tier 4 closure, or when a whole Year Group is self-isolating. When providing remote learning, teachers must be available between 08:10am to 16:30pm.

If they're 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 and email the Operations Director, Vice Principal and their line manager.

When providing remote learning, teachers are responsible for:
• Setting work:
  - This should be published to scholars on SMHW
  - Tasks should be clearly identified in the title with the Teachers name, subject, date and period. We will follow the normal school timetable in Year 10 and Year 11. In Year 7 to 9 the school timetable will finish at the end of period 4.
  - It can include: a PowerPoint, a word document with instructions, a live lesson on Microsoft Teams, a Microsoft Forms activity, a Loom video, a task on the Oak National Academy, a task on Hegarty Maths, or a task on another interactive education-based website
  - It should be set and due on the day it is expected to be completed
  - Tasks should take between 30 and 45 minutes to complete
  - Work should be uploaded onto SMHW by 3:30pm the day before so that when scholars log in between 8:30am and 8:50am their work is ready for them

• Providing feedback on work:
  - Work can be viewed from SMHW
  - All work should be acknowledged with positive praise
  - Any scholars who haven't completed the work should be messaged
  - The amount of feedback should be agreed with each Head of Department, it will not be possible to mark every piece of work in detail
  - All subjects should make use of quizzes and interactive websites which "auto-mark" and therefore give scholars immediate feedback
  - Where possible answers should be provided to scholars the next day if the task has not been marked

• Keeping in touch with scholars who aren't in school and their parents:
  - Communication should only be in normal school hours
  - Teachers must check with the Pastoral Director before contacting a family

• Attending virtual meetings with staff, parents, scholars and external agencies:
  - Dress code – suitable business/casual attire for virtual meetings with colleagues and scholars
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teachers (in school providing remote learning to scholars at home)
This section refers to teachers who have responsibilities for virtual learning and for in school learning. This includes during a Tier 2 rota system.

When providing remote learning to scholars who are not able to attend school, teachers are responsible for:
• Setting work when scholars are isolating:
  - Teachers will put work on SMHW based on what the rest of the class have been learning

Feedback will be given to scholars when they return to school at the end of their isolation.

- Setting work during Tier 2:
  - This should be published to scholars on SMHW
  - All work should be explained to scholars when they are on site
  - Tasks should be clearly identified in the title with the Teachers name, subject, date and period. We will follow the normal school timetable in Year 10 and Year 11. In Year 7 to 9 the school timetable will finish at the end of period 4.
  - Tasks can include: a PowerPoint, a word document with instructions, a live lesson on Microsoft Teams, a Microsoft Forms activity, a Loom video, a task on the Oak National Academy, a task on Hegarty Maths, or a task on another interactive education-based website
  - They should be set and due on the day it is expected to be completed
  - Tasks should take between 30 and 45 minutes to complete
  - Tasks should be uploaded onto SMHW by 3:30pm the day before so that when scholars log in between 8:30am and 8:50am their work is ready for them

- Providing feedback on work:
  - Feedback will be given to scholars when they are on site (every other week)

- Keeping in touch with parents and scholars who aren't in school:
  - Communication should only be made in normal school hours
  - Teachers should check with Pastoral staff before contacting a family

- Attending virtual meetings with staff, parents and scholars:
  - Dress code – suitable business/casual attire for virtual meetings with colleagues and scholars
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teaching partners
When assisting with remote learning, teaching assistants must be available between 08:30am and 15:30pm

Any Teaching Partners unable to work for any reason during this time, for example due to sickness or caring for a dependent, should report this using the normal absence procedure and also email Una Buckley, Assistant Principal and SENCO.

When assisting with remote learning, teaching assistants are responsible for:
- Supporting scholars who aren't in school with learning remotely
- Attending virtual meetings with teachers, parents and scholars
- Supporting with Community Classroom
- Attending virtual meetings with staff, parents, scholars and external agencies:
- Dress code – suitable business/casual attire for virtual meetings with colleagues and scholars should be worn
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers 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 all deadlines are being set with an appropriate amount of time between each other.
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, i.e. through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely (including Ark SPArk).

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – primarily this is lead by James Chapman, Vice Principal
- Monitoring the effectiveness of remote learning – Subject leaders will regularly monitor the quality of lessons and share this with Mr Ademola Ademolake, Assistant Principal
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations. All staff have received training from Mr Chapman on how to do this, all concerns should be recorded on Impero and will be dealt with by Anna McDowell, Deputy Safeguarding Lead.

Pastoral and Provision Staff

Any staff unable to work for any reason during this time, for example due to sickness or caring for a dependent, should report this using the normal absence procedure and also email Jonathan Norton-Jones, Senior Pastoral Director.

Alongside any responsibilities for scholars on site, provision and pastoral staff should:

- Communicate regularly with parents, scholars and families
- Pass on concerns to other members of staff in the school
- Ensure scholars have logged onto SMHW between 8:30am and 8:50am each day
- Support teachers to ensure scholars are engaged with the work being set and completing it to a high standard
- Ensure that scholars who have limited technology are provided with printed packs of the work that is on SMHW
- Attend virtual meetings with staff, parents, scholars and external agencies:
- Dress code – should be suitable business/casual attire for virtual meetings with colleagues and scholars
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Scholars and parents

Staff can expect scholars learning remotely to:

- Be available for learning during the school day. Year 10 and Year 11 should be working from 08:50am to 15:30pm. Year 7, 8 and 9 should be working from perio1 until the end of period 4.
- Complete all work set and submit it on Show My Homework by the deadline set by the teacher

- Seek help if they need it, by messaging their teachers on Show My Homework

Staff can expect the parents of children learning remotely to:
- Make the school aware if their child is sick or unable to complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Who to contact

If parents have any concerns they can contact us calling the school number (020 7450 5959), by emailing info@arkallsaintsacademy.org or by contacting their Pastoral or Deputy Pastoral Director directly.

If staff have any questions or concerns about remote learning, they should contact the following individuals:
- Issues in setting work – Your subject lead, if you are a subject lead then the VP
- Issues with behaviour – Pastoral or Deputy Pastoral Director
- Issues with IT – Log your request on x desk
- Issues with their own workload or wellbeing – talk to the Operations Director
- Concerns about data protection – talk to the Operations Director
- Concerns about safeguarding – talk to the DSL and log on Impero

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will ensure that they are using an Ark Schools device rather than a personal device.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses for parents and scholars as part of our approach to setting up and accessing remote learning. As long as this processing is necessary for the school's official functions, individuals do not 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 device passwords-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 sure the device locks if left inactive for a period of time
- Not sharing your work device among family or friends if they can access your school systems

Ark Schools devices will have updates installed automatically and security policies will be maintained. Staff using their own device must install anti-virus software and ensure that operating systems are update (by always installing the latest updates).

Safeguarding

Please see the addendum to our safeguarding policy here