



Greenfields Academy

Pupil Remote Learning Policy & Handbook

Last updated: 21st September 2020

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Statement of intent

At Greenfields Academy, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this handbook, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This handbook aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

2. Contingency planning

The school was open to all pupils from 16th September.

The school will work closely with CIT Trust to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments.

The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

If there **is not** a local lockdown, as the school will operate as a single "bubble" then there is a possibility the entire school would close.

3. Teaching and learning

All pupils will have access to high-quality education when remote working.

The school will use a range of teaching methods to cater for all different learning styles, this includes, but not limited to:

- Using comprehension exercises
- Using quizzes
- Using online materials provided by Oak Academy and teaching staff within the academy

Teachers will ensure lessons are inclusive for all pupils and can be adapted and differentiated to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Ensure that any video communication with students is recorded.

- Set assignments, directly linked to the national curriculum and the work that they would have completed in school that week, so that pupils have meaningful and ambitious work sent **each day**.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills and knowledge to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan work in accordance with the timetable in Appendix A.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

The school has amended the timetable for home learning, and this is attached in Appendix A. Each primary class or secondary year group will have a bespoke timetable, with Year 7 and below focusing upon literacy and numeracy, and Year 8 and above having a strong focus on English and Maths. All other subjects will also have time allocated to the timetable.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school has utilised the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

Under the scheme, the school has ordered laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice

Before distributing devices, the school has ensured:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

3.1 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

3.2 A guide for the use of Microsoft Teams has been produced and emailed to all staff. It will also be uploaded to the school website in the home learning section.

4. Returning to school

The headteacher will work with the CIT Trust and Public Health England to ensure pupils only return to school when it is safe for them to do so.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

The SLT will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

This policy annex will be reviewed in line with any updates to government guidance.

All changes to the policy will be communicated to relevant members of the school community.

6. Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.
- Returned to the pupil, once marked, by an agreed date.
- Placed into student's books at the earliest opportunity once school is reopened.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact keyworkers who will then collate information and contact parents via email or phone call if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff and ARK's ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.

Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

Pupils will be present for remote learning by **9:30am for Primary and KS3 students, 10:30 for KS4 students** and cease their remote learning at **3:30pm** from **Monday** to **Friday**, with the exception of breaks and lunchtimes, as outlined in paragraph 9.2.

Breaks and lunchtimes will take place at the following times each day:

- Breaks will be for 15 minutes after every 45-minute session.
- Lunchtime will take place between 12:15pm and 1:45pm for KS4 students. All other students will have lunch break at 12:15pm

Pupils are not expected to do schoolwork during the times outlined in paragraph 9.2.

Pupils who are unwell are not expected to be present for remote working until they are well enough to do so, however they must inform school of the illness.

Parents will inform the school no later than 9:30am if their child is unwell by 07570 683224 or enquiries@greenfields-cit.co.uk.

The school will monitor absence and lateness in line with the Attendance and Truancy Policy.

10. Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency. This will initially be by keyworkers.

The school will communicate with parents via letter, email and the school website about remote learning arrangements as soon as possible.

The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

Members of staff involved in remote teaching will ensure they have a working school laptop that they can use for Teams meetings and work emails during their agreed working hours.

The school understands that pupils learning remotely have the right to privacy out-of-hours

and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will have contact with their line manager once per day through 9am morning briefing

As much as possible, all communication with pupils and their parents will take place within the school hours outlined in [section 9](#) and Appendix A

Pupils will have verbal contact with a member of staff every weekday by group Teams call or weekly by individual telephone call.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

The pupils' keyworker will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

This policy will be reviewed on an annual basis by the headteacher.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

The next scheduled review date for this policy is September 2021

12. Behaviour and Learning Expectations in the Home

It is expected that all students:

- Are awake, out of bed, dressed appropriately and ready to learn before the start of their school day.
- Use their laptop and internet connection to access Teams and complete school work during the lesson times stated in the timetable.
- Where students are unwell or can not access the lessons through a computer, their parents are to inform school immediately on 07570 683224.
- All usual medications are taken as though it was a school day.
- All students follow the behaviour expectations of the school. This includes no swearing, no eating whilst on screen, and being respectful to staff and their peers.
- All students are to complete the work set to the best of their ability and return it to the teacher by the end of the session in the method they were told. This could be email, a forms submission or keep hold of the work until next lesson.
- Where possible work in an area where their internet usage can be monitored by an appropriate person.
- Use the ICT appropriately, as they have been shown in school.
- Students will be awarded merits as usual throughout this period.

It is expected that parents:

- Parents must contact school on 07570 683224, or at enquiries@greenfields-cit.co.uk if their child is ill, displays symptoms of Covid-19 or has taken a Covid-19 test, before 9:30am.
- Provide a way of accessing the material through the internet or have made alternative arrangements with the school prior to the school closure
- Inform the school immediately if the student cannot access the material due to ICT failure so alternative arrangements can be made
- Support students with their learning as much as they can
- Encourage the student to complete the work set, and take breaks from the work at the appropriate times
- Refrain from swearing, shouting or screaming whilst learning is taking place, ensuring that they have a quiet area they can work, and ensure that siblings follow the same rules
- Reinforce safe working procedures, for example not to use the computer unsupervised, not to access inappropriate websites, and to use social media responsibly and correctly. Further information on this is available in the home-schooling section on the school website
- Parents are to contact their child's key worker if they have difficulties with the work set or are refusing to complete the work. The keyworker will then inform the teaching staff who will decide upon the next steps taken.

A. [Appendix A - Lock down timetable for Primary, KS3 and KS4](#)

Continuity Timetable – Primary

- Cover 1 – BA (work to be provided from Oak Academy by email, not face-to-face lessons)
- Cover 2 – NT (work to be provided from Oak Academy by email, not face-to-face lessons)

PRIMARY 1	Session	1	2	3
	Session Time	09.30 – 10.15	10.30 – 11.15	11.30 – 12.15
Monday	Literacy - CW	Numeracy - CW	Physical Education - AR	
Tuesday	Literacy - CW	Numeracy - CW	Science - CW	
Wednesday	Literacy - CW	Numeracy - CW	Topic - CW	
Thursday	Literacy - CW	Numeracy - CW	World & Wellbeing - CW	
Friday	Literacy - CW	Numeracy - CW	Creativity - CW	
PRIMARY 2	Session	1	2	3
	Session Time	09.30 – 10.15	10.30 – 11.15	11.30 – 12.15
Monday	Literacy - AJ	Numeracy - AJ	Physical Education - AJ	
Tuesday	Literacy - AJ	Numeracy - AJ	Science - AJ	
Wednesday	Literacy - AJ	Numeracy - AJ	Topic - AJ	
Thursday	Literacy - AJ	Numeracy - AJ	World & Wellbeing - AJ	
Friday	Literacy - AJ	Numeracy - AJ	Creativity - AJ	
PRIMARY 3	Session	1	2	3
	Session Time	09.30 – 10.15	10.30 – 11.15	11.30 – 12.15
Monday	Literacy - LT	Numeracy - LT	Physical Education - ZZ	
Tuesday	Literacy - LT	Numeracy - LT	Science - LT	
Wednesday	Literacy - LT	Numeracy - LT	Topic - LT	
Thursday	Literacy - LT	Numeracy - LT	World & Wellbeing - LT	
Friday	Literacy - LT	Numeracy - LT	Creativity - LT	

Continuity Timetable – Secondary (Key Stage 3)

- Cover 1 AR (work to be provided from Oak Academy by email, not face-to-face lessons)
- Cover 2 CA (work to be provided from Oak Academy by email, not face-to-face lessons)

YEAR 7	Session	1	2	3
	Session Time	09.30 – 10.15	10.30 – 11.15	11.30 – 12.15
Monday	Literacy - NO	Numeracy - NO	Art & Technology - NO	
Tuesday	Literacy - NO	Numeracy - NO	Humanities - GM	
Wednesday	Literacy - NO	Numeracy - NO	Physical Education - AR	
Thursday	Literacy - NO	Numeracy - NO	Science - NO	
Friday	Literacy - NO	Numeracy - NO	Science - NO	
YEAR 8	Session	1	2	3
	Session Time	09.30 – 10.15	10.30 – 11.15	11.30 – 12.15
Monday	Literacy - NJ	Numeracy - NJ	Art & Technology - AS	
Tuesday	English - NJ	Maths - NJ	Physical Education - NJ	
Wednesday	English - NJ	Maths - NJ	Humanities - GM	
Thursday	English - NJ	Maths - NJ	Science - NJ	
Friday	English - NJ	Maths - NJ	Science - NJ	
YEAR 9	Session	1	2	3
	Session Time	09.30 – 10.15	10.30 – 11.15	11.30 – 12.15
Monday	Literacy - MH	Numeracy - MH	Humanities - GM	
Tuesday	English - MH	Maths - AA	Art & Technology - AS	
Wednesday	English - MH	Maths - AA	Science - AA	
Thursday	English - MH	Maths - AA	English - MH	
Friday	Physical Education - ZZ	Maths - AA	Science - AA	

Continuity Timetable – Secondary (Key Stage 4)

- Cover 1 AR (work to be provided from Oak Academy by email, not face-to-face lessons)
- Cover 2 CA (work to be provided from Oak Academy by email, not face-to-face lessons)

YEAR 10	Session	1	2	3	4
	Session Time	10.30 – 11.15	11.30 – 12.15	13.45 – 14.00	14.15 – 15.00
Monday	Option B – GM, AS & MR	Science - AA	English – MH	Maths – AA	
Tuesday	Option A – GM, PW & MR	Science - AA	English – MH	Maths – AA	
Wednesday	English - MH	Physical Education - ZZ	English – MH	Maths – AA	
Thursday		Science - AA	English – MH	Maths – AA	
Friday	Careers - GM	Option C – ZZ & MR			
YEAR 11	Session	1	2	3	4
	Session Time	10.30 – 11.15	11.30 – 12.15	13.45 – 14.00	14.15 – 15.00
Monday	Science – AA	English - MH	Maths – AA	English – MH	
Tuesday	Physical Education - ZZ	Science - AA	Maths – AA	English – MH	
Wednesday	Option B – AS & MR		Maths – AA	English – MH	
Thursday	Option C – GM, ZZ & MR	Option A – AS & MR	Maths – AA	English – MH	
Friday	Option D – VC, AS & MR	Careers - GM	Science - AA		