



# **HARMONIZE ACADEMY**

## **REMOTE TEACHING & LEARNING POLICY**

<b>POLICY WRITTEN BY:</b>	<b>PRINCIPAL</b>
<b>DATE POLICY PREPARED:</b>	<b>SEPTEMBER 2020</b>
<b>DATE FIRST RATIFIED BY GOVERNING BODY:</b>	<b>OCTOBER 2020</b>
<b>DATE POLICY REVIEWED:</b>	
<b>DATE FOR NEXT REVIEW:</b>	

**Trust, Respect, Compassion, Forgiveness**

## REMOTE TEACHING AND LEARNING POLICY

Policy Title	Remote Teaching and Learning Policy
Function	For information and guidance.  It forms part of the portfolio of policies designed to keep children safe in Education and links to the HR guidance for all staff.
Status	Approved by SLT
Audience	Students, Parents, Councillors, Principal, Teachers, Support Staff.
Ownership / Implementation	The Headteacher has overall responsibility for ensuring that this policy is implemented.
Implementation Date	12th October 2020
Review period	6 week review period
Last Reviewed	

## 1. Introductory Statement

This policy is to ensure the ongoing education of HARMONIZE ACADEMY students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to HARMONIZE ACADEMY closure from illness, epidemic, extreme weather, power loss, etc. It also covers the ongoing education of students who cannot be on site but are able to continue with their education when HARMONIZE ACADEMY remains open.

## 2. Preparing for Remote Learning

We would expect that many of the steps below should already be in place with most staff within Harmonize Academy. We would expect that there will be future benefits to putting these plans into place.

HARMONIZE ACADEMY will be proactive in ensuring that:

- Staff have access to Microsoft Outlook, SIMS, CPOMS, Teams and other online platforms as necessary for each individual from home.
- Students within classes have access to Microsoft Outlook, Teams and other learning platforms.
- Students and parents/carers will receive support in accessing IT Systems and platforms where possible, including refreshers and reminders on how to log on, how to reset passwords and who to contact for support. These will be made available via the website, via telephone support and where necessary paper copies will be sent.
- Staff are familiar with the main functions of all our online platforms.
- All staff laptops have the ability to access CPOMS, which supports safeguarding and the flow of information to staff/SLT relating to wellbeing and learning.
- Parents/Carers and students are made aware in advance of the arrangements in place for the continuity of education. This may be a dynamic arrangement and there will be a variety of strategies to ensure parents are fully informed, such as telephone contact, email, website updates and staff delivery. Staff delivery will be kept to a minimum and the safety of all will be considered.
- A dedicated closure email address will be identified to ensure the flow of information is effectively received, collated and efficiently acted upon. Information sharing will also take place via website and via telephone calls if necessary.

HARMONIZE ACADEMY will ensure that staff are supported in the development of the above framework by:

- Using staff meetings or setting aside professional development time.
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have a suitable device at home and if not, supply them with a device during the closure period if possible. There may be some level of priority within the staff group to prioritise safeguarding and effective student support.

Staff should ensure that:

- They have received appropriate training required in order to support remote learning. This training is likely to be ongoing and linked to professional development strategy.
- They have read and understood the guidance outlined in the Data Protection policy for staff. Staff should not download or store school data on home devices.
- Their computer-based teaching resources are available outside of HARMONIZE ACADEMY via the network drive and uploading to their school OneDrive account.
- They have access to key resources not available online at home e.g. key textbooks.
- They have access to a suitable device for home use and if this is not the case then staff should alert a member of SLT.
- They apply the same data protection and confidentiality safeguards as they would when working on site within their centre.
- Staff should only use school phones to contact families.

### 3. Continuity of Education in the Event of a Closure

HARMONIZE ACADEMY will make provision for remote contact with students:

- Students will have access to work that allows them to continue progress while at home.
- Students will have the opportunity for interaction with the safeguarding team on a regular basis, in as far as is reasonably possible. Contact will be maintained by designated members of the safeguarding team who will then liaise and use other staff members as appropriate. Contact overload needs to be considered, especially for families who are involved with multiple agencies. Risk assessments will be carried out and reviewed to ensure an appropriate level of contact is established and maintained.

HARMONIZE ACADEMY should attempt to replicate the timetable that students follow through the course of a normal day, whilst recognising that distance learning, supported by families, may not follow the typical routines. Teachers will need to make themselves available as part of the distance learning strategy during their normal working hours or as directed by the Headteacher.

We are mindful of the challenges of operating in an unfamiliar environment in that:

- Online learning operates on a very different dynamic.
- Some subjects and activities do not lend themselves well to remote learning.
- For those without internet access appropriate alternatives will be made.

### 4. Remote Learning Practice and Principles

Remote Learning interactions may take the format of a 'webinar', in which teachers broadcast lessons to children. Teachers are therefore unable to see students and students are unable to see each other. All broadcast lessons will have an additional member of staff present. Remote learning interactions such as ZOOM/Teams must be planned in accordance with the Safeguarding risk assessments.

Principles: Please see HR and Safeguarding guidance for further details.

- Staff must wear suitable clothing and should be the only individual in the webinar, video or Teams meeting.
- Any computers used should be in appropriate areas; for example, located in appropriate and suitable spaces, and where possible, be against a neutral background or a background applied.
- Any requests to produce a webinar or videos should be sent to the Headteacher, where details of how to sign into the webinar will be shared with SLT and the Safeguarding Team.
- Any videos should be recorded and backed up safely and securely, so that if any issues were to arise, the video can be reviewed. These videos can then be made available to students who may have been unable to view the contents until a future date and time. See Data Protection Policy.
- The webinar or video should be kept to a reasonable length of time.
- Language must be professional and appropriate.
- Teams sessions will need to be recorded and full parental/carer knowledge of the timing should be established by the HARMONIZE ACADEMY contact member of staff.
- Any group Teams lessons timetabled will need to be considered carefully by the Headteacher and SLT to ensure the appropriateness balancing the risk against the potential learning.
- Only Teachers will be permitted to share content from their screen. All other participants will not be able to screen share.
- When ending teams with a group of students – the staff member should ensure the students log out first.

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event, staff and students will adapt as appropriate.

Some families may not have internet access at home and HARMONIZE ACADEMY will seek to provide lesson content for its most vulnerable students using paper-based resources with self-marking strategies. Staff contact will liaise with parent/carer and the student to ensure that every opportunity has been put in place to enable/allow access to effective learning opportunities.

## 5. Information for parents

Parents/Carers will find the following useful information already on looking for updates on the HARMONIZE ACADEMY Website:

- Generic closure email address to allow email to be directed effectively.
- Information on work set.
- Up to date information regarding closure.

Template for Parent information – Accessing Teams for teacher/student learning:

At HARMONIZE ACADEMY we would like to keep up to date with you and your child/children. To do this we are using a product called Teams for our video calling. We will be using our school account for this, so you do not need to buy anything or create an account.

When we make our video call, we will never ask to 'video meet' with you or your child outside our school hours which are currently 9.00am to 2.45pm. The video call will always be at the time and date agreed.

You may need to install the Teams software onto your device. If you are having issues with this then please contact us. If you use a Teams account for another reason e.g. for another sibling or work, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.

When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps.

For your child's safety we may record our call with you. The recordings are kept within cloud storage. Stored data will be deleted after 6 months using a bi-annual system of deletion -June/January- under the control of the IT manager. Permission to view will be held by the Headteacher.

You may have read a lot about problems with video calling. Our school account has settings that will limit problems with the following issues that you may have heard about:

- Bombing
- Risk of phishing
- Privacy concerns
- Recordings
- Private Teams meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

To protect you and your child further, please:

- Do not create or use an existing Teams account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

If you would like any further information, please email [admin@harmonizeacademy.org](mailto:admin@harmonizeacademy.org)

## **6. Summary**

The primary purpose of this policy is the continuity of education for students at HARMONIZE ACADEMY. Using existing systems (Microsoft Office Outlook) means this provision can be put into place quickly and students only need their school login details of email and password for much of their content. A system of student password re-set is established to enable rapid access for students who lose access.

If webinars or videos of lesson content are able to be provided on an online platform, students will be informed via their student email. If Teams tuition is viable for individual or groups of students then this will be considered by the Headteacher.