Remote Learning Policy and Guidance

Approved by:	Trustees	Date: February 2025
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Contents

Our Vision and Ethos

Nishkam schools are Sikh ethos multi-faith or faith ethos schools that take a distinctive approach to many traditional faith schools. The Nishkam School's Multi-Academy Trust education model is led by virtues such as, compassion, humility, service, contentment, optimism, trust and forgiveness. Virtues are prevalent throughout our teaching and learning model and are modelled by our pupils, staff and teachers. Our pupils explore the divine context of humanity and wonder of all creation and also learn from the wisdom of all religions and in doing so explore the infinite human potential to do good unconditionally. We support all pupils and staff to develop aspects of their own religious, spiritual or human identities. In service of God, we pray for guidance in this endeavour and forgiveness for the errors we may make.

1. Aims

This policy and guidance for remote education focuses on approaches to the delivery of a sequenced curriculum. The aims for this policy are to:

- Ensure consistency in the approach to remote learning for all pupils inc. SEND who are not in school through the use of quality online and offline resources and teaching videos;

- Provide clear expectations for members of the school community with regards to the deliver of high quality interactive remote learning;

- Provide appropriate support and guidelines for data protection and safeguarding our pupils and staff.

2. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:

  > Not possible to do safely

  > Contradictory to guidance from local or central government

- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

  - They have an infectious illness
  - They are preparing for or recovering from some types of operation
  - They are recovering from injury and attendance in school may inhibit such recovery
  - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and Responsibilities

Training

Staff will receive the relevant technology training and will be regularly refreshed to ensure that the remote learning environment is available for pupils.

Contact with Pupils and Parents

All contact with parents and pupils will be conducted using the Show My Homework learning platform; where appropriate the teacher can contact the pupil/parents via phone/video calls.

Any concerns or complaints from a parent should be emailed to: enquiries.xxxx@nishkamschools.org

Any safeguarding concerns should be referred to the DSL/ DDSL or member of SLT immediately.

Virtual meetings and lessons

When recording or conducting lessons staff must follow the NST Staff Dress Code Policy and ensure that the background has been blurred on screen (if outside of school) and avoid areas with background noise.

3.1 Teachers

When providing remote learning, teachers will be available during the school day. 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

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely:

I. Setting work:

Teachers will set work for pupils in their classes and the work set will follow the usual timetable where possible;

Online work will be uploaded to Show My Homework, the content will be combined to include the uploading of PowerPoints used in the classroom along with directing pupils to relevant links on the Oak National Academy website.

For subjects that require resources that are only available in school, topic learning content and tasks will be uploaded to Show My Homework.

If pupils do not have access to the appropriate technology to participate with the remote learning the teacher will contact the families directly to agree a suitable approach.

II. Feedback:

The teacher will acknowledge the receipt of the completed work once it has been uploaded by pupils; marking and feedback will mirror what is carried out in the school day with all work being acknowledged and in depth marking comments for core subjects.

Feedback will primarily be shared via Show My Homework, however there will be additional support over phone/video calls for additional feedback and assessment, where appropriate.

3.2 Associate Teacher

When assisting with remote learning, Associate Teachers will be available during the school day. 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.

3.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for coordinating the remote learning approach including quality assurance of the processes and assessment of work.

Monitoring the security of the remote learning systems, including data protection and safeguarding considerations.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)

- Securing appropriate internet connectivity solutions where possible

- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work

- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

3.4 Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

3.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or teaching assistants

- Alert teachers via the Show My Homework app if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work

- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

- Be respectful when making any complaints or concerns known to staff

3.6 The Trust and Local Advisory Boards

These boards are 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

4. Data protection

4.1 Accessing personal data

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

- Use the NSMAT IT network to access data;
- Use the following online platforms; Show My Homework and Microsoft Teams;
- Use NSMAT ICT resources.

4.2 Processing personal data

Nishkam School may need to update or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures

4.3 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 on own devices
- Keeping operating systems up to date – always install the latest updates

5. Monitoring arrangements

This policy will be reviewed annually by the School Leader. At every review, it will be approved by the Trust Board.

6. Links with other policies

This policy is linked to our:

- Behaviour policy

- Child Protection and Safeguarding Policy
- Data protection policy and privacy notices
- ICT usage policy
- Online safety policy
- Home School Agreement