Nishkam School Trust

NHSB Secondary: Remote Learning Policy and Guidance

Approved by:	Trustees	**Date:** 13 October 2020
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Our Vision and Ethos

Nishkam schools are Sikh ethos multi faith schools that take a distinctive approach to many traditional faith schools. The Nishkam School 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. Scope

This guidance applies to any child who is absent due to COVID-19 and where a class, group or small number of pupils need to self isolate, or there are local restrictions requiring pupils to remain at home.

Provision for SEND pupils will be a more bespoke programme of support will be set up in liaison with the SENDCo.

This may include phone calls/video calls with your child's 1:1 support and/or external agency support (Speech & Language /Occupational)

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 Edmodo 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.NHSB@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.

When providing remote learning, teachers are responsible for:

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 Edmodo, the content will be combined to include the uploading of PowerPoints used in the classroom.

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 Edmodo, however there will be additional support over phone/video calls for additional feedback and assessment, where appropriate.

3.2 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.

3.3 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.

3.4 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 Edmodo 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

3.5 Governing board

The governing board is 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 NST IT network to access data;
- Use the following online platforms; Edmodo and Microsoft Teams;
- Use NST 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

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

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
- Telecommunications and ICT usage policy
- Online safety policy