Brookvale ACADEMY

Academy Policy

Remote Learning Guidance

CEO approval:	Sean Kelly	
Governance ratification	LGB	
Last reviewed on:	December 2025	
Next review due by:	December 2026	

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1. Aims

1.1 This remote learning policy for staff aims to:

a) Ensure consistency in the approach to remote learning for pupils who aren't in school

b) Set out expectations for all members of the school community with regards to remote learning

c) Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

2.1.1 When providing remote learning, teachers must be available between 8:30am and 3:30pm

2.1.2 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. Notify the main office by calling 0115 915 1271 or emailing enquiry@brookvale.raleghtrust.org before 8am. You should also notify the Assistant Principal: Curriculum as soon as possible.

2.1.3 When providing remote learning, teachers are responsible for

a) Setting work:

i. Pupils are required to attend morning registration via Teams at 9.30 every morning. Tutors will need to send daily invites and record attendance for internal attendance monitoring.

ii. Teachers should set work for pupils according to the timetable. The timetable will tell you which class are accessing which lesson that day/week.

iii. Staff may be asked to support covering lessons for other staff. This will be directed by the Assistant Principal: Curriculum and will take into consideration workload.

iv. Lessons and associated tasks should complement long term plans wherever possible.

v. Lessons should aim to cover a 45-minute duration

vi. Work needs to be uploaded to Teams prior to 9.30am on the day the lesson is timetabled.

vii. Teachers must upload work to the correct Microsoft Teams subject area. A series of instructional videos are available for staff. (Teams -All staff – Microsoft Teams training videos)

viii. Communicate with other staff using Microsoft Teams or by email if collaborating or working with same groups. This is to ensure there is consistency of work. It is also advisable to communicate with staff if there is need to print work for those with limited access to devices.

ix. Live lessons should always be recorded and can be accessed through Microsoft Stream.

b) Providing feedback on work:

i. Staff must check their Teams subject area regularly to monitor work that has been completed. Alerts will be given when pupil's hand in work

ii. Pupils should receive feedback on their work through Microsoft Teams. This should be individual and relevant to the work completed.

iii. Feedback comes in many forms, and it is at the teacher's discretion as to how to ensure feedback is completed but it must provide pupils with their next steps to ensure pupils can continue to progress.

iv. Staff must communicate with Tutors to keep them informed of pupil engagement.

c) Keeping in touch with pupils who aren't in school and their parents:

i. Parents should continue to receive regular feedback on pupils and their work, but also to offer a support line of advice for parents.

ii. This can be done using your schoolwork mobile, email, text message or using Class Dojo.

iii. You are not expected to, nor should you call, email, text parents, or answer calls, emails, or texts from parents outside of work hours.

iv. If a parent or pupil raises a concern or complaint, the Assistant Principal: should be immediately notified by phone. If you cannot get in touch via the phone, an email sent to all SLT should then be made.

v. Any safeguarding concerns should be logged using CPOMS and DSLs should be selected for them to be alerted to this.

vi. If pupils do not attend their scheduled lesson, do not complete the work set, misbehave, misuse the remote learning platform or you have any concerns regarding the behaviour of pupils, inform the Assistant Principal.

vii. Conversations with parents should be recorded on the communication log.

viii. Engagement with pupil's should be recorded in a monitoring document provided by the Assistant Principal – Curriculum.

d) Attending virtual meetings with staff, parents, and pupils:

i. Even though you may be at home, please dress as you would for work to attend any virtual meetings held over Microsoft Teams.

ii. Chose a quiet place and be conscious of what can be seen in the background (eg, no inappropriate pictures, photos, books etc)

2.1.4 Teachers may be required onsite to deliver small group, face-to-face lessons. In these circumstances, onsite pupils will attend school from 10am –2pm and teachers will be provided with an onsite rota. To reduce workload and ensure consistency, onsite teachers will use remote learning activities following the same timetable as off-site pupils.

2.2 Teaching Assistants

2.2.1 When providing remote learning, teaching assistants must be available between 8:00am and 4:00pm

2.2.2 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. Notify the main office by calling 0115 915 1271 or emailing enquiry@brookvale.raleightrust.org before 8am. You should also notify the Assistant Principal: Curriculum as soon as possible.

2.2.3 When assisting with remote learning, teaching assistants are responsible for:

a) Supporting pupils who aren't in school with learning remotely

i. Teaching Assistants will support any named pupils on their timetable

ii. Teaching Assistants will offer Teams help at designated times in their timetable

b) Attending virtual meetings with teachers, parents, and pupils:

i. Even though you may be at home, please dress as you would for work to attend any virtual meetings held over Microsoft Teams.

ii. Chose a quiet place and be conscious of what can be seen in the background (eg, no inappropriate pictures, photos, books etc)

2.2.4 Teaching Assistants in school will support relevant pupils who are also in school

2.3 Interventions

2.3.1 The SENCo will continue to have responsibility for the strategic and day to running of SEND in the Academies. This includes EHCP's, SEND meetings and liaison with parents and multi-agency partners including referring parents to the appropriate agencies through any period of remote learning. Communication will be through e-mail, phone calls and Teams meetings.

a) Engagement mentors will work with parents, pupils, and multi-agency partners to ensure holistic wrap-around support continues. Again, this will be through phone calls or Microsoft Teams meetings

b) Well-being support will continue through scheduled meetings through Teams or through phone calls when team is not available

c) The parent partnership officer will be available by phone or e-mail to continue support with parents and to initiate referrals to appropriate agencies

2.4 Senior Leaders

2.4.1 Alongside any teaching responsibilities, senior leaders are responsible for:

a) Co-ordinating the remote learning approach across the school – lead in school is Assistant Principal: Curriculum

b) Monitoring the effectiveness of remote learning by holding weekly catch-up meetings with all teachers and sharing areas of good practice and troubleshoot areas of need. Work that is set for pupils and feedback to pupils will be monitored and reviewed and fed back to

teachers for improvements. Pupils and parents will be asked how they are finding the current system for any areas to celebrate and for any areas to improve upon.

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

2.5 Designated Safeguarding Leads (DSLs)

2.5.1 There will be a designated safeguarding lead available either on-site or remotely. Any concerns you have about a child or family needs to be reported on CPOMS with the DSL's alerted to it. If sending an email to a DSL it is best to send it to all; it will then be assigned to a named DSL.

2.5.2 You can contact any of the DSLs by sending them an email to: e.thornton@brookvale.raleightrust.org, r.jones@brookvale.raleghtrust.org, m.clifford@brookvale.raleightrust.org, z.oxley@brookvale.raleightrust.org

2.5.3 You can read the full Child Protection and Safeguarding Policy which is kept online at Raleigh Education Trust Policies (raleightrust.org) or by accessing the policy on the school's website.

2.6 IT

2.6.1 Flywheel IT Services are still available as a place of support and advice. You can send in requests for support by:

a) Using the Flywheel app on your computer desktop

b) Calling 02039858585

c) Emailing helpdesk@flywheel-it.co.uk

d) if you become aware of pupils accessing inappropriate material, log the incident via CPOMS.

2.6.2 If parents or pupils are having difficulty accessing the internet or device, please alert a member of Senior Leadership Team.

2.7 Pupils and Parents

2.7.1 Staff can expect pupils learning remotely to:

a) Attend morning tutor sessions

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

c) Complete work to the deadline set by teachers

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

e) Alert teachers if they're not able to complete work

2.7.2 Staff can expect parents with children learning remotely to:

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

b) Support tutors in ensuring their child completes work and meets deadlines.

c) 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

d) Be respectful when making any complaints or concerns known to staff

2.8 The Trust

2.8.1 The Trust will support with:

a) Monitoring the school's approach to providing remote learning to ensure education remains of a high quality

b) Staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

3.1 If staff have any questions or concerns about remote learning, they should contact the following individuals:

a) Issues in setting work – talk to subject teacher in the first instance and then Assistant Principal: Curriculum

b) Issues with behaviour – talk to engagement lead in the first instance and then Assistant Principal: Behaviour

c) Issues with IT – talk to the Assistant Principal: Curriculum in the first instance and then Flywheel IT Services by emailing helpdesk@flywheel-it.co.uk or using the app on your desktop or via phone 02039858585

d) Issues with their own workload or wellbeing – talk to your line manager

e) Concerns about data protection – talk to the Assistant Principal: Curriculum in the first instance and then the Head of School

f) Concerns about safeguarding – talk to a DSL

4. Data Protection

4.1 Accessing personal data

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

a) Access Arbor and use Internet Explorer to access this.

b) Staff will not share personal details of pupils and their families to others outside of school.

c) If sensitive data/information is to be shared via email, write the word "encrypt" into the subject of the email to encrypt the email and to send it securely.

d) Use Microsoft Teams, SharePoint, and OneDrive to access files and information in the "cloud".

e) Use a school supplied laptop and mobile phone to communicate with parents and access data and not your own personal devices.

4.2 Processing personal data

4.2.1 Staff members may need to collect and/or share personal data such as email address, phone numbers, postal addresses, as part of the remote learning system. If this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

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

4.3 Keeping devices secure

4.3.1 All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

a) 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)

b) Ensuring the hard drive is encrypted –

i. School laptops should have a BitLocker code for the machine to be accessed

ii. External hard drive devices such as data sticks or dongles need to be encrypted before being used on any school device and it is recommended that these are not used. 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

iii. Shared spaces such as OneDrive and SharePoint should be used to store files for them to be accessed on other machines/devices

c) Lock your device (Windows key + L) when you are leaving it unattended

d) Making sure the device locks if left inactive for a period

e) Not sharing the device among family or friends

f) Installing antivirus and anti-spyware software

g) Keeping operating systems up to date – always install the latest updates

5. Safeguarding

5.1 The Trusts Child Protection and Safeguarding Policy is updated annually to reflect the changes in Keeping Children Safe in Education. Please refer to that for advice. It can be found online at https://www.raleightrust.org/compliance/policies/ or on the school's website.

6. Monitoring arrangements

6.1 This policy will be reviewed annually by Assistant Principal: Curriculum. At every review, it will be approved by the Head of School and Executive Principal.

7. Links with other policies

7.1 This policy is linked to our:

a) Behaviour policy

b) Safeguarding and Child protection policy

c) Data protection policy and privacy notices

d) Home-school agreement

e) ICT and internet acceptable use policy

f) Online safety policy