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## Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## Roles and responsibilities

- Teachers will deliver remote learning from school and home
- Administrators will assist with access to the portal and administration as required (Microsoft teams)
- Senior Leaders will visit remote lessons and monitor teaching and learning standards

## Teachers

When providing remote learning, teachers must be available between their contracted working hours. School days is from 7.30 am until 4.05 pm.

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. Cover work should be provided, and a message put up on the class teams to inform students about the work they should be doing in that lesson time ahead of the lesson.

When providing remote learning, teachers are responsible for:

Providing a good standard of online learning:

- Delivering live lessons on Microsoft Teams in line with the school timetable
- Teaching interactive and engaging lessons online
- Recording all online lessons and meetings
- Ensuring all students have their cameras on and working microphones
- Setting assignments and providing feedback to students

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

- Teachers are to take the register in the first 10 mins of every online lesson
  - Admin will then follow up any absences at the start of the day and call the parents' homes
  - Teachers should also email parents if students have been present online the rest of the day but have missed their particular lesson
  - Teachers and students can communicate with each other through Microsoft Teams, however this should be on a public platform and should be during working hours
  - Teachers and parents can communicate with each other through emails or phone calls
  - Any complaints or safeguarding issues raised by students or parents should be directed to the Headteacher, Mrs Adam
  - Any behavioural issues should be dealt with in line with the Azhar Academy behaviour policy
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## **Attending virtual meetings with staff, parents and pupils**

- Teachers should follow the Azhar Academy dress code and be dressed as they would be if they were in school
- Teachers should be on time to online meetings and ensure they have a working microphone and camera
- Teachers should never be alone in a meeting with less than three students
- SLT should be made aware of all online meetings with parents
- Teachers should be in a quiet space with no distractions
- Background should be as plain as possible, not revealing anything personal; if this is not possible, use the virtual backgrounds available on Microsoft Teams
- If teachers are going to be away from their residential home during lockdown – please inform Mrs Adam.

Teachers are required to teach online lessons every Friday.

If students are absent (due to self –isolation) teachers are also required to stream in school lessons online through Microsoft Teams to make learning accessible to all students. If teachers are moving around the classroom they need to attach the microphone to their clothes, they also need to ensure they share the PowerPoint through Microsoft Teams so students at home can view the same content.

In the case that a bubble is sent home to self-isolate for 10days teachers need to continue their lessons according to the in-school timetable on Microsoft Teams.

### **Setting work**

- All teaching staff are expected to teach the curriculum to their own timetabled classes as outlined in curriculum overviews and plan learning tasks accordingly.
- To support student mental health and well-being, all teaching staff must ensure a balance of on and off-screen tasks, while the teacher must remain available for the duration of the timetabled lesson to provide support if required.
- The task set for the off-screen portion of the lesson is to be shared in the first part of each lesson, with clear instructions on how it is to be completed and where it is to be saved at the end of the lesson.
- The off-screen task must be reasonable enough for students to complete independently and within the allocated off-screen time for that lesson. Students should be trained in the use of learning support aids should they need them.
- Time is to be allocated at the end of each lesson for students to upload/save work according to the teachers' requirements.
- Home learning tasks are to be limited to GCSE year groups/subjects. Only one hour per week per subject maximum, to be completed over the weekend- applicable to Year 10/11 Maths, English, Science, History, Geography, Arabic, French, Art, RE, Computing; Year 9/10- Citizenship, Computing.
- Aalimah and Islamic Studies home-learning tasks will similarly be limited to Year 10 and Year 11 students only, one hour per week per subject maximum, to be completed over the weekend.
- Hifz Studies will continue as normal.
- There will be no further home-learning tasks set for the remaining KS3 students during the remote learning period.
- Teachers should refer students with any barriers to learning such as access to resources or devices, to SLT.

### **Providing feedback on work**

- Teachers must use a variety of tools to ascertain student understanding and provide timely feedback to their students.

- Teachers may use online quizzes and polls to check student learning and provide immediate feedback. Microsoft Teams training has been provided to all teaching staff.
- Features including Assignments on Microsoft Teams are to be used to set written tasks and provide written feedback to students, including targets for improvement.
- On some occasions, teachers may also provide whole class feedback after reviewing student contributions.
- Teachers must outline clearly when and how tasks are expected to be uploaded and how feedback will be shared.
- Feedback may also be recorded and sent to students directly.
- Learning must be assessed against the progress maps for each subject on a regular basis.

## **Curriculum leaders**

Alongside their teaching responsibilities, curriculum leaders are responsible for:

- Supporting their teachers on the online platform
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely
- Promoting any extra-curricular activities which may still be possible through remote learning

## **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school- namely Ms Iqbal, Miss Aslam and Mrs Adam
- Regularly providing training opportunities to all staff on how to use Microsoft Teams and other online teaching tools to enhance teaching and learning in the lesson.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from staff, pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSLs are Mrs Adam and Apa Anila Khan. They can be contacted via email: [r.adam@azharacademy.org](mailto:r.adam@azharacademy.org) and [a.khan@azharacademy.org](mailto:a.khan@azharacademy.org)

## **Administration staff and Ms Iqbal**

Admin staff supported by Ms Iqbal are responsible for:

- Fixing issues with Microsoft Teams login issues
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Attend regularly (attendance is compulsory) unless parents inform school about a legitimate absence
- Engage in lessons
- Complete work according to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work
- Attend lessons dressed in school uniform
- Ensure mics and cameras are on for the duration of the lesson/s
- Use Microsoft Teams responsibly and appropriately
- Only use Microsoft Teams for teaching and learning purposes

## **Staff can expect parents with children learning remotely to:**

- Make the school aware if their child is sick or can't complete work
- Provide students with a quiet working space
- Provide students with good Wi-Fi and a functioning device with a camera and microphone that works
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **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

## **Who to contact**

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

- Issues in teaching live lessons – Deputy Headteacher (Miss F. Aslam), Teaching & Learning Lead (Ms S. Iqbal)
- Issues with behaviour – Apa Anila (student Mentor & DSL)
- Issues with IT – Email [support@businessip.net](mailto:support@businessip.net) or inform school office
- Issues with their own workload or wellbeing – Mrs Adam (Executive Headteacher)
- Concerns about data protection – talk to the data protection officer Ms Farzana Iqbal – [farzana.iqbal@azharacademy.org](mailto:farzana.iqbal@azharacademy.org)
- Concerns about safeguarding – Mrs Adam ([r.adam@azharacademy.org](mailto:r.adam@azharacademy.org)) Ms Anila Khan ([a.khan@azharacademy.org](mailto:a.khan@azharacademy.org))

## **Data protection**

### **Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will seek advice from the school office or Mrs Adam. Ensure that school devices are used to access data.

## **Processing personal data**

Staff members may need to collect and/or share personal data such as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

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

## **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 amongst family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Using school phones and devices to make calls home. Or, if necessary, staff will use personal phones, but they will withhold their personal number.
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## **Safeguarding**

The school's safeguarding policy will be used in the first instance to advise all stakeholders. This is available on the school website and can be requested from the school office.

## **Monitoring arrangements**

This policy will be reviewed annually or as required by Mrs Rookshana Adam – Executive Headteacher. At every review, it will be approved by Mr Yahya Nadat – Director of Education

## **Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding & child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy