

Remote learning policy



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1. 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm. A lunch break should be taken between 12pm and 1pm.

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 are responsible for:

- Setting work
 - All work is set using Google Classroom with paper copies of materials supplied where appropriate
 - Setting work for all levels of ability within their own class, differentiated appropriately
 - A daily English and Maths task will need to be set alongside a topic or foundation subject activity.
 - Work should be made available to the children on the day it is set. ideally by 9am.
- Providing feedback on work
 - Pupils should send an image/upload work to Google Classroom on the day it is due.

- Teachers will give feedback to children praising good work via Google Classroom.
- Teachers will contact parents if they have any concerns about work or if work is persistently not returned
- Teachers will inform the DSL immediately if any safeguarding issues arise
- Keeping in touch with pupils who aren't in school and their parents
 - A child not in school should have daily contact with their class teacher. This may be done through Google Classroom, emails or a phone call, whichever is appropriate in the situation
 - Parents can contact teachers using their nsix email accounts
- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Staff will ensure they are dressed appropriately
 - Staff will ensure that they are located in a space with limited background noise, and with no inappropriate items in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal working hours.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - TAs will be available on Google Classroom to support pupils with queries about work, using the chat feature or breakout rooms to answer questions
 - If live lessons are being delivered, TAs can join in with the lesson to support with behavioural issues and to answer questions posed over the chat
- Attending virtual meetings with teachers, parents and pupils
 - Staff will ensure they are dressed appropriately
 - Staff will ensure that they are located in a space with limited background noise, and with no inappropriate items in the background

2.3 Subject leads and SenCo

Alongside their teaching responsibilities, subject leads are responsible for:

- 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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

The implementation of the Safeguarding and Child Protection policy including Appendix 5 : Arrangements for Safeguarding and Child Protection during Covid - 19

2.6 Computing lead

The Computing lead will assist in:

- Fixing issues with systems used to set and collect work
- 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
- Assisting pupils and parents with accessing the internet or devices

2.7 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
- Ensure children are appropriately dressed and prepared for online learning
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're 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
- Be respectful when making any complaints or concerns known to staff

2.8 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

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – SLT
- Issues with IT – SLT
- Issues with their own workload or wellbeing –SLT
- Concerns about data protection – SLT
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Access data from within Pupil Asset without removing in from the system
- Use their school laptop or device only. Personal devices should not be used unless explicit permission is granted by the head teacher.

4.2 Processing personal data

Office staff will need to collect and/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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The Safeguarding and Child Protection policy including Appendix 5 : Arrangements for Safeguarding and Child Protection during Covid - 19 is displayed on the school website

6. Monitoring arrangements

This policy will be reviewed annually by Computing lead. At every review, it will be approved by the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection policy including Appendix 5 : Arrangements for Safeguarding and Child Protection during Covid - 19
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy