Policy Statement for

Remote Learning

Policies to refer and cross-reference: Remote Learning Guide, Safeguarding, Behaviour, Data Protection (GDPR), Home School Agreement, Online Safety

Change History	Summary of Key Changes
Sept 2020	Policy created

Contents

1. Aims

This remote learning policy for staff aims to:

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

2. Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.50-3.15.

If they are 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 will:

- o Provide work for their class, or any class they have been asked to cover.
- o Set appropriate work for their class to cover subjects timetabled for the day.
- o Set this work so that it is accessible at the correct lesson time or, if recorded, 6pm the day before.
- o Upload work to the remote learning platform:Teams 365. In circumstances where the majority of the class are in school, remote learning will be available for children off school.
- o Co-ordinate and liaise with other teachers, including those teaching in school, to ensure consistency across the year and to make ensure pupils with limited access to devices can still complete the work

Feedback on work –:

- o Completed work from pupils will be on Teams 365.
- o Feedback with pupils will be via Teams 365.

Keeping in touch with pupils who are not in school and their parents:

- o Teachers will make regular contact, via teams or phone.
- o Teachers will not be available to answer emails outside of working hours
- o Any complaints or concerns from parents will be shared with the Head teacher. For any safeguarding concerns, refer to the section below.

Owner:	Standards Committee	Delegated To	Headteacher
Review Frequency	Annual	Updated	Sept 2020
		Date ratified by Governing Body	Oct 2020
Version	1.0	Next Review	Oct 2021
Review Author	M Wooldridge	Published on Website	Yes

- o Behavioural issues, such as failing to complete work will initially be dealt with by the class teacher. If matters are not resolved, the issue will be escalated to the Head teacher.

   Virtual meetings with staff, parents and pupils:

- o Dress code will be work wear

- o Locations for virtual meetings will be appropriate with a minimum of background noise.

- o If teachers are also be working in school, remote learning will be in the form of work set on teams. Live streaming will take place when appropriate.

<u>Class teaching assistants</u>

When assisting with remote learning, teaching assistants will be available during their normal work times.

If a TA is unable to work for any reason during this time, they will report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for supporting pupils who are not in school with learning remotely. The class teacher, as normal, will identify these pupils.

<u>Attending virtual meetings with teachers, parents and pupils:</u>

- o Dress code will be work wear

- o Locations for virtual meetings will be appropriate with a minimum of background noise.

If teaching assistants are working in school, the class teacher will cover the responsibilities above during this time.

<u>SEND TAs</u>

When assisting with remote learning, SEND teaching assistants will be available during their normal work times.

If a TA is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they will report this using the normal absence procedure.

When assisting with remote learning, SEND teaching assistants are responsible for supporting pupils who are not in school with learning remotely. The class teacher, as normal, will identify these pupils.

   <u>Attending virtual meetings with teachers, parents and pupils:</u>

- o Dress code will be work wear

- o Locations for meetings will be appropriate with a minimum of background noise.

<u>Subject leads</u>

Alongside their teaching responsibilities, subject leads are responsible for:

- o Ensuring that the content of the subject they lead is consistent with remote learning.

- o Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- o 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

- o Monitoring the remote work set by teachers in their subject ,through scrutiny of curriculum planning, regular meetings with other teachers and reviewing the quality of work set

- o Alerting teachers to resources they can use to teach their subject remotely

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<u>Senior leaders</u>

Alongside any teaching responsibilities, senior leaders are responsible for:

o The Head teacher will be responsible for co-ordinating the remote learning approach across the school.

o The Head Teacher and the Deputy Head will be responsible for monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and eliciting feedback from pupils and parents

o The Head Teacher will be responsible for monitoring the security of remote learning systems, including data protection and safeguarding considerations

o Producing the Remote Learning Guide for parents and pupils (see separate document on school website)

<u>Designated safeguarding lead</u>

The DSL is responsible for:

The child protection policy and the addendum to it.

<u>I.T. staff</u>

"Edit Concepts" are responsible for:

o Fixing issues with systems used to set and collect work

o Helping staff and parents with any technical issues they are experiencing

o Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

<u>2.7 Pupils and parents</u>

Staff can expect pupils learning remotely to:

o Be contactable during the school day

o Complete work to the deadline set by teachers

o Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

o Make the school aware if their child is sick or otherwise cannot complete work

o Seek help from the school if they need it

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

<u>Governing board</u>

The governing board is responsible for:

o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

o 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:

o Issues in setting work –contact the subject lead or SENCO, Deputy or Head Teacher

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o Issues with behaviour –contact the SENCO, Deputy or Head Teacher

o Issues with IT –contact Edit concepts

o Issues with their own workload or wellbeing – contact the Head Teacher

o Concerns about data protection –contact the data protection officer ie the Head Teacher

o Concerns about safeguarding –contact the DSL or DDSLs

4. Data protection

Accessing personal data

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

o Access the data held securely on OneDrive

o Use school laptops laptops, NOT their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers 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.

Keeping devices secure

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

o 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)

o 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

o Making sure the device locks if left inactive for a period of time

o Not sharing the device among family or friends

o Keeping operating systems up to date and always installing the latest updates

5. Safeguarding

In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

The school Safeguarding and child protection policy and the associated Coronavirus addendum can be found under Policies on the school website.

6. Monitoring arrangements

Liz Geller (Head teacher) will review this policy annually or more frequently when necessary.

Governors will monitor this policy through the Standards Committee.

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7. Links with other policies

This policy is linked to our:

o Behaviour policy

o Child protection policy and coronavirus addendum to our child protection policy (in Safeguarding policy)

o Data protection policy and privacy notices (in GDPR policy)

o Home-school agreement

o ICT and internet acceptable use policy

o Online safety policy

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