

Remote Learning Policy



Mission Statement

Our school is a place where we come together as one community to learn, have fun and make lasting friendships, all under God's love and care.

Approved by:	Leo Duggan Head Teacher SLT School Governors	Date: September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2026	

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact	4
4. Data protection	5
5. Safeguarding	5
6. Monitoring arrangements	5
7. Links with other policies	5

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 Teacher

When providing remote learning, teachers must be available between 9am-12.15 pm and 1.15-3pm Monday to Friday

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 are responsible for:

- Setting work –
 - Providing work for your assigned class/classes.
 - Providing work to the equivalent of the school working day.
 - Setting work by 3pm for the next school day.
 - Uploading work to the relevant Google classroom/classrooms.
 - Co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work on a regular basis–
 - Through Google classroom
 - Through class emails if applicable.
- Keeping in touch with pupils who aren't in school and their parents –
 - Keep regular contact through Google classroom and Year group emails.
 - Answering emails from parents and Google classroom comments from pupils (this should only occur within school working hours.)
 - Refer any complaints or concerns shared by Parents or pupils to SLT

- Refer any behavioural issues, such as failing to complete work to SLT, who will instigate contact with parents
- Attending virtual meetings with staff, parents and pupils –
 - Dress code as per school site
 - Suitable Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - Second member of staff present for Safeguarding
 - SLT informed of any virtual meetings before hand and authorisation gained.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am – 12.15pm (unless contracted hours differ) Monday to Friday

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely through–
 - Ringing parents of pupils not engaging with work at the request of SLT
 - Marking work 'turned in' on Google classroom and informing teachers of work presented
 - Monitoring the year group email and Google classroom pupil responses and reporting to class teacher.
 - Attending virtual meetings with teachers, parents and pupils if required–
 - Dress code as per school site
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - Second member of staff present for Safeguarding
 - SLT informed of any virtual meetings before hand and authorisation gained.

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
- Monitoring the remote work set by teachers in their subject –through regular meetings with teachers and 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 for their Key stage and across the school
- Monitoring the effectiveness of remote learning –such as through regular meetings with teachers and subject leaders, reviewing work set and 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 Designated Safeguarding Lead(s) will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education' DfE (September 2019). The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded on our **Edukey Safeguarding on-line software package**. The DSL will be notified verbally and via electronic notification immediately.

Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

2.6 IT support staff

IT support staff are responsible for:

- › 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 but not necessarily online at all times
- › Complete work to the deadline set by teachers
- › 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. Inform school if they need support in accessing 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 coordinator or SENCO or Head of Key stage
- Issues with behaviour – talk to the Head of Key stage/SLT
- Issues with IT – talk to IT staff (Provision) or use the Help desk to log report
- Issues with their own workload or wellbeing – talk to Head of Key stage/ SLT
- Concerns about data protection – talk to the data protection officer- Jo Kennedy
- Concerns about safeguarding – talk to the DSL- Leo Duggan

4. Data protection

4.1 Accessing personal data

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

- Access the data, via secure cloud service/ server in school IT network
- Only use school provided laptops /surface pros/chrome books and not own personal devices.

4.2 Processing personal data

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

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

All Staff will follow guidance and requirements as per the school Child protection and Safeguarding policy and Covid 19 School closure arrangements for Safeguarding and Child protection addendum saved on the school staff shared drive- policy folder.

6. Monitoring arrangements

The Head teacher Leo Duggan will review this policy annually. At every review, it will be approved by the full governing board

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Covid 19 School Closure arrangements for Safeguarding and Child protection addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy