



Remote learning policy

January 2021

Approved by:	Greg Oates	Date: 29.01.2021
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Contents

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

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 during the normal working day- not including breaks and lunchtimes.

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:
 - Classteachers will need to provide work for their own class, those who cover other classes for PPA time, need to provide work for those lessons they would be covering.
 - The work should mirror what would normally be expected during a normal school day as much as possible, but with an understanding of the different format this is given and how accessible it will be for children working at home.
 - The work should be set prior to the start of the school at 9.00am, but we would ask teachers to endeavour to set this the night before if possible.
 - Work should be uploaded to the remote learning platform (dB Learning)
- Providing feedback on work
 - Children will upload their work into their own completed work folder on dB Learning. Other responses may also be included on the blog, forum or in a direct message.
 - Feedback will be given in line with our own marking and feedback policy, but with an understanding that children may be completing their activities at different times and teacher may not be able to respond with immediate effect due to their own workload.

- Keeping in touch with pupils who aren't in school and their parents.
 - When individual class bubbles are self isolating, regular contact should be made with families, this will be done usually via phone or zoom/teams call, two to three times each week.
 - Any emails or messages from parents should be responded to as soon as possible- if this becomes a workload issue, the member of staff should discuss this with the headteacher.
 - Any complaints or concerns should follow the usual procedures we have in school (eg. Logging details on CPOMS, discuss issue with the headteacher etc).
 - If a child is failing to engage with the work set, this should be shared with the pastoral leader who will arrange contact with the family in order to try and resolve any issues they may be having.
- Attending virtual meetings with staff, parents and pupils:
 - Any live/virtual meetings should comply with the normal expectations we have in school for dress.
 - Staff will need to be aware of their background surroundings- choose a space which is appropriate and if necessary, use a virtual background for the duration of the call.

Members of staff within each bubble are expected to arrange the covering of roles to ensure that virtual calls can be undertaken with no detriment to the provision for remote access or children learning in school.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between during their normal working day- not including breaks and lunchtimes.

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
 - Supporting the classteacher in uploading work on the dB learning platform.
 - Provide feedback to pupils via the dB learning platform
 - Deliver interventions via zoom, where requested and agreed
 - Make welfare calls where directed by the classteacher
- Attending virtual meetings with teachers, parents and pupils
 - Any live/virtual meetings should comply with the normal expectations we have in school for dress.
 - Staff will need to be aware of their background surroundings- choose a space which is appropriate and if necessary, use a virtual background for the duration of the call.

2.3 Pastoral Leader

When assisting with remote learning, the pastoral leader will be available between during their normal working day- not including breaks and lunchtimes.

- The pastoral leader should work with teachers and teaching assistants, being a single point of contact for concerns where a child is not engaging as well as hoped with the remote learning provision.
- The pastoral leader will follow up any concerns with phone calls to families or home visits to provide solutions to the issues faced.
- Where there are further concerns, the pastoral leader, in discussion with other designated persons in the school may seek further advice from the safeguarding team or make a referral.

2.4 Subject leads including the 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 to discuss the provision and give advice where appropriate.
- Alerting teachers to resources they can use to teach their subject remotely
- The SENCO to co-ordinate additionality for those children on the SEN register who require a more bespoke learning provision.

2.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Mrs. Edwards, the Deputy Headteacher has specific responsibility for this.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and gathering feedback from pupils and parents

2.6 Designated safeguarding lead

The DSL is responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Following advice and guidance as set out within the addendum to the Safeguarding Policy (Covid-19) published in September 2020.

2.7 ICT staff

ICT 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

2.8 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
- 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

2.9 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
- Ensuring that the workload of staff and their mental health and wellbeing is supported in response to ongoing factors.

3. Who to contact

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

- Issues in setting work – discuss with the Deputy Headteacher, relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher or Pastoral Leader
- Issues with IT – talk to the ICT network manager, Mr. M. Levine
- Issues with their own workload or wellbeing – talk to the Headteacher or a member of the senior leadership team.
- Concerns about data protection – talk to the Headteacher or School Business Manager
- 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:

- Only access data via our secure online systems. Under no circumstances should personal data be printed out and taken off the school site.
- Data should only be accessed using laptop devices provided by the school rather than their own personal devices

4.2 Processing personal data

Staff members may 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 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

For any further safeguarding concerns members of staff should seek further guidance from the school DSL or deputies, in addition to following guidance contained within the school Safeguarding Policy (September 2020) and Safeguarding Policy Addendum (Covid-19) September 2020.

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. 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
- Safeguarding policy September 2020 and Safeguarding Policy Addendum (Covid-19) September 2020. addendum to our child protection policy
- Data protection policy and privacy notices
- Online safety policy February 2021 (including the Acceptable use policy agreements).