REMOTE LEARNING POLICY

February 2021

Contents

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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 8.30am and 3.30pm.

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 by informing the Head of School by 7am at the latest.

When providing remote learning, teachers are responsible for:

> Setting work:

- o Provide work for their own class and others, if they may need to cover for other classes.

- o Teachers will provide a daily Maths and English input session of at least ½ hour each followed by a ½ hour activity, an afternoon topic lesson of ½ hour input, with ½ hour follow up activity will happen daily except for Wednesdays.

- o All resources will be added by the teacher before the lesson commences.

- o Resources are loaded in the "files" area for each class and may be posted in the chat for ease.

- o To ensure consistency, all teachers will follow the pre-agreed plans such as "White Rose" for maths and "Talk for Writing" for English for their year group.

> Providing feedback on work:

- o Most pupil work will be completed in the blank exercise books given to each pupil.

- o Pupil work should be photographed/scanned and sent to the class email accounts to allow the teacher to provide feedback.

- o Teachers should provide feedback via the class email about the pupil work within 2 days of receipt.

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

- o Teachers are expected to make a weekly phone contact with pupils who are not in school or regularly on Teams lessons. (refer to school guidance re phone calls to parents).

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- o Any safeguarding complaints or concerns shared by parents and pupils should be referred to the DSL.
  - o For other complaints or concerns follow the Complaints Policy on the school website.
  - o Serious behaviour (above tier 2) must be recorded in SIMS.
- ❯ Attending virtual meetings with staff, parents and pupils:
  - o Staff should wear smart casual clothing.
  - o Avoid areas with background noise or anything inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30 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 and report this using the normal absence procedure by informing the Head of School by 7am at the latest.

When assisting with remote learning, teaching assistants are responsible for:

- ❯ Supporting pupils to join in the lesson
  - o Helping pupils "raise a hand", ask questions, record challenges, assisting the log in process
- ❯ Attending virtual meetings with teachers, parents and pupils:
  - o Staff should wear smart casual clothing.
  - o Avoid areas with background noise or anything inappropriate in the background.

Those teaching assistants who are working in school, are responsible for following the given timetable with alternative planned lessons and/or remote lessons provided by the class teacher.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- ❯ Informing staff as to whether any aspects of the subject curriculum need to change to accommodate remote learning e.g. a focus on number skill.
- ❯ Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

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> 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 use of resources work set by teachers in their subject – by using the files section on Teams.

> Supporting the use and admin of resource systems / programs for their subject.

> Alerting teachers to useful 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 and ensuring clear information and guidelines regarding the time/subject/content expectations for teachers.

> Monitoring the effectiveness of remote learning through regularly joining in with teachers and subject leaders in live lessons and reviewing recordings of lessons.

> Weekly reviewing of work set and feedback offered to pupils and parents via the class email account.

> Weekly monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL (Head of School) is responsible for:

The DSL must ensure that staff complete careful recording of any concerns on CPOMs and any serious concerns are discussed with the safe guarding team and escalated to the MASH team / police as appropriate.

Any safe guarding concerns should be reported to the DSL immediately. This can be by phone if he is not on site.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

2.6 IT staff

IT 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.

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2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day.

> 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 including support with resources where appropriate.

> 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 SENDCo.

> Issues with behaviour – talk to the relevant year group leader or Head of School.

> Issues with IT – talk to Redcube IT staff.

> Issues with their own workload or wellbeing – talk to their line manager/ year group leader.

> Issues with logging in to/reset passwords for "Teams" – talk to the school office staff.

> Concerns about data protection – talk to the data protection officer.

> 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:

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> Use the Secure closed network on Teams as on a secure cloud service or a server based, encrypted service such as CPOMs.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as such as Teams log ins or 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 that no sensitive data is stored on the hard drive, use cloud based secure systems only, such as CPOMs. – this means if the device is lost or stolen, no one can access any files as they are not stored on the hard drive, nor retrievable 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

An updated child protection policy and Covid 19 addendum to it are available on the website.

6. Monitoring arrangements

This policy will be reviewed by the Executive Head teacher and Head of School annually.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

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> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

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