

# Remote Learning Policy - October 2020

---

## 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

Should the school need to adopt remote learning for pupils there will be a co-ordinated effort from staff to set and monitor activities to support our learners

### 2.1 Teachers

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

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

- Work should be set for each class on a teacher's timetable
- The work should be in line with the planned curriculum content
- When this work needs to be set on Microsoft Teams and made available to all pupils who require it

#### Providing feedback on work

- Teachers will need to explain how work will be assessed
- Teachers will need to provide feedback on work in line with the curriculum expectations set out by the curriculum leader
- Teachers will need to keep track of pupils' progress with the work being set

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

- Teachers are expected to provide open communication with pupils through TEAMS/e-mail
- Teachers should use TEAMS as the main communication method
- Teachers should never use private e-mails to communicate with the pupils
- Teachers should communicate any behaviour concerns to the Pastoral Leader

#### Attending virtual lessons with staff

- Ensuring that an appropriate dress code is adhered to
- Ensure that the location of the virtual meeting allows effective communication

### 2.2 Teaching assistants (need RT input)

- When assisting with remote learning, teaching assistants must be available between 8.50am - 3.15pm
- 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:
- Communicating with pupils as directed by the SENCO

- Supporting their learning for individual tasks and supporting their pastoral care
- Liaising with class room teachers and curriculum leaders on the appropriateness of tasks and how these can be adapted

#### **Attending virtual meetings with staff**

- Ensuring that an appropriate dress code is adhered to
- Ensure that the location of the virtual meeting allows effective communication

### **2.3 Curriculum Leaders**

#### **Alongside their teaching responsibilities, subject leads are responsible for:**

- Developing/adapting the curriculum to be taught as blended or remote learning
- 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
- Working with the SENCO and progress leaders to assess and meet the needs of learners

### **2.4 Senior Leaders**

#### **Alongside any teaching responsibilities, senior leaders are responsible for:**

- Co-ordinating the remote learning approach across the school including how this is delivered and celebrating best practice
- Monitoring the effectiveness of remote learning through line management processes with curriculum leaders
- Supporting Pastoral Leaders with the delivery of assemblies and key messages for pupils
- Communicating the principles of remote learning
- Ensuring that pupils and staff have training opportunities to develop their skills for remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **2.5 SENCO**

- Creating a communication log for all pupils who have additional needs
- Gaining information, through consistent home communication, on how effectively the curriculum is being delivered
- Assigning TA time and own time to ensure that pupils can access learning
- Communicating the remote learning plan in preparation for any enforced school closures so that learning can continue

### **2.6 IT staff**

#### **IT staff are responsible for:**

- Addressing 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:

- Access remote work through Microsoft TEAMS
- Be contactable during the normal timings of 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 via e-mail/TEAMS
- Alert teachers if they're not able to complete work via e-mail
- Be respectful at all times in their communication by using proper titles
- Understand the 48hour policy of teachers when requesting responses and advice
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
  - Be respectful when making any complaints or concerns known to staff
  - Make sure the school is aware of any IT needs that would help pupils' complete tasks

## 2.8 Pastoral Leaders

### Alongside any teaching responsibilities, progress leaders are responsible for:

- Prior to remote learning being required, and with pupil premium champions, assessing the need of pupils so that they all receive home learning
- Planning and delivering assemblies in line with the calendar
- Monitoring the interaction of pupils with Microsoft TEAMS and feeding back through line management structures
- Communicating with home for all pupils, indicating the pastoral support available within school and through other agencies

## 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

### 3. Who to contact

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

- Issues with behaviour – should be highlighted through Curriculum Leaders. Information should be shared with Pastoral Leaders.
- Issues with IT – should be reported as per normal procedures
- Concerns about data protection – speak to the Mr Chell / Mrs Couper
- Concerns about safeguarding – contact the DSL, Mr Chell

### 4. Data protection

#### 4.1 Accessing personal data

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

- Log in remotely using the school's encrypted remote desktop services
- This may be on work or personal devices. No data is stored locally.

#### 4.2 Processing personal data

- Staff members may need to collect and/or share personal data such as contact details of pupils and parents/carers, 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)
- Logging in through remote desktop systems which means no data is stored locally
- 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 software
- Keeping operating systems up to date – always install the latest updates

### 5. Safeguarding

For safeguarding information the Safeguarding Policy 2020 and addendum from June 2020 should be referred.

## **6. Monitoring arrangements**

This policy will be reviewed each academic year by the SLT. At every review, it will be approved by governance.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

**Signed:**            **J. Chapman**  
                          **Chair of Governors**

**Date:** 02.11.2020

**Review Date:** Autumn 2021