Shavington Academy
Remote Learning Policy
2022-23

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

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

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

Teaching assistants

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

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

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

SENCO

SENCOs are responsible for:

- 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

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

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

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 though 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

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

Data protection

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.

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.

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

Safeguarding

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

Monitoring arrangements

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

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

Approved at the Pupil, Curriculum & PCDL Committee

Signed: P.Barker

(Chair of Committee)

Signed: E. Casewell

(Head Teacher)

Dated: 10.10.2022

Review Date: Autumn 2023