Remote Learning

Policy

November 2020

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Approved by:	LAB
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Consilium
Academies

Contents

1. Overview Statement

Aims

- 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

Try to insert as much detail as possible when explaining the responsibilities below. If you haven't completely figured out all your systems for remote learning yet, explain where you'll be adding more detail later.

We've covered the people who will typically have a role in remote learning. You may want to add others, such as:

- pastoral leads (e.g. heads of phase or year);
- SENCOs

Teachers

When providing remote learning, teachers must be available between 8.10-3.00.

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 as agreed with the Quality of Education Team

- providing feedback on work using Microsoft Teams

- keeping in touch with pupils who are not in school and their parents as agreed with the Behaviour and Inclusion Team

- attending virtual meetings with staff, parents and pupils. During these sessions, staff are expected to wear business wear and be in a setting appropriate for those discussions e.g. uninterrupted office space.

If teachers will also be working in school, faculty leaders and The Quality of Education Team will direct staff to support in the delivery of quality first provision both in school and online.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.10-3.00

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;
- attending virtual meetings with teachers, parents and pupils – cover details like

If teaching assistants will also be working in school, they will be directed by the SENCO to complete appropriate tasks.

Faculty Leads

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

- 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 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.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- co-ordinating the remote learning approach across the school – this will be done by Andrew Bridge and Sarah Hanquinioux;
- monitoring the effectiveness of remote learning;
- 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:

- 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 – 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.

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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- issues in setting work – talk to relevant faculty lead or SENCO;
- issues with behaviour – talk to the relevant head of year;
- issues with IT – talk to IT staff;
- issues with own workload or wellbeing – talk to their line manager;
- concerns about safeguarding – talk to the DSL

3. Data Protection

Accessing personal data

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

Explain:

- how they can access the data, such as on a secure cloud service or a server in your IT network;
- which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data such registers to track participation, home phone numbers to make contact with parents and/or students 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)
- 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.

4. Safeguarding

Whether you've updated your child protection policy to reflect the current situation, or created an addendum to it (we have a model you can adapt here), refer to that here and explain where staff can find it.

5. Monitoring Arrangements

This policy will be reviewed annually – as often as you think is appropriate and manageable by Sarah Hanquinioux at every review, it will be approved by [the full governing board/committee name/name or job title of individual.

6. 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