



REMOTE LEARNING POLICY

Review Date Ongoing in line with Government Guidance				
Revision 0.1	Written by: J. Dowling	Statutory Policy? No	Governors Approval Approved	Date Sept 20
Date	Page	Details of Change	Amended by	To be Ratified

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

Teachers must be available between 8.30am and 3.30pm on the days they currently work. 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 procedures. If the school office phone is unavailable an email should be sent instead.

Teachers are responsible for:

Setting work:

- Planning a fortnightly timetable of work/activities for their class or individuals pupils who are not attending school because they are shielding but generally well in health and therefore able to access learning at home. This must include subjects from across the curriculum. Where possible co-ordinate with other teachers in their department to ensure planning is consistent and sequential
- Pupils who themselves are self-isolating or a member of their family are self-isolating and awaiting test results should be provided with learning materials in line with the curriculum map/blocks of learning (as above), teachers should liaise with parents/carers on the first day of absence to ascertain if they are well enough to complete work at home. If the pupil is well teachers will send work home within 24 hours. If the pupil is unwell work does not need to be sent home within that week but teachers must continue to email parents weekly until the pupil returns to school
- In the case of a bubble or whole school closure remote learning will begin within 24 hours of the closure, unless this is a Friday in which case it will begin on the following Monday
- Emailing tasks and homework activities home once a week linked to the long term curriculum plan including links to e-safety to ensure parents know how to keep their children safe online
- Identifying those families who do not have access to ICT/printers and informing their phase leader so that packs can be printed and delivered home
- Teachers should respond to any emails from parents/carers within 48 hrs
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher/AHT's should be BCC'd in the communication
- Record all contacts with parents on my concern and add any relevant actions. If there is a safeguarding concern alert the safeguarding team immediately
- There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best
- Attending virtual meetings with staff and/or parents
- In the event of another extended lock down teachers will be provided with a school mobile phone to call parents for when normal monitoring and feedback indicated practical issues or detailed individual advice is required.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.30pm on the days they currently work. During this time they are expected to check work emails.

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 procedures. If the school office phone is unavailable an email should be sent instead.

Under the guidance of the class teacher, teaching assistants are responsible for:

- Supporting pupils with learning remotely
- Attending virtual meetings with teachers

2.3 Subject leads (TLR's)

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 through regular meetings with
- Alerting teachers to 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
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Please see safeguarding policy

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection office.

2.7 Pupils and parents

Staff can expect parents/pupils to:

- 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
- Make the school aware if their child is sick or otherwise can't complete work so alternatives can be offered
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing body

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 JD
- Issues with behaviour – VS
- Issues with IT – DF
- Issues with their own workload or wellbeing – AHT
- Concerns about data protection – AC, EF
- Concerns about safeguarding – talk to the DSL, LC, VS or EF

4. Data protection

4.1 Accessing personal data

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

- Use SIMS or the list of contact details for your class provided by the school office
- Use devices provided by the school
- All staff have access to my concern to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party

4.2 Processing personal data

Staff members may need to collect and/or share data such as their class email address. Do not ever use your personal email address to contact parents. If you are required to call a parent when not on the school site ensure that you block your personal telephone number.

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

The policies are available on the school website and saved on the school drive.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Jodee Dowling (Assistant Head). At every review, it will be approved by the Headteacher and SLT.

7. Links with other policies and documents

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy
- Curriculum Policy
- Pupil monitoring sheet

8. Live and video teaching

We have considered the use of live teaching but due to the needs of our pupils we do not feel this is appropriate. Due to the generic nature of our classes pupils in each class require a fully differentiated and personalised curriculum tailored to their individual needs and this method of delivering lessons does not meet those needs. In the event of an another extend lock down, however, it may be introduced for a small group of our most able pupils who are working at national curriculum levels in a small specialist remote groups, which will be a remote extension of some catch up sessions we are already planning in school for later this term.

Teachers are skilled in providing well differentiated lessons, practical activities and learning materials for each pupil in their class which is why we have chosen to take this approach instead.

This will include:

- ✓ Prerecorded videos of class staff delivering activities and lessons linked to all curriculum areas and across all learning levels available through the school website. Each key stage will have their own areas where teachers are able to upload weekly lessons and activities for parents and pupils to access
- ✓ Teachers will also provide links to online learning materials for those pupils who it is appropriate for such as those found on the Oak academy and BBC bitesize.
- ✓ Weekly school assemblies will be able to be streamed
- ✓ Virtual parent support group to be led by Family Support Worker