

# Remote learning policy



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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 4pm.

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure by calling your line manager before 7.30am.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - For all the pupils in their class
  - Plan for a reduced timetable of four lessons, including breaks
  - All learning for the day must be uploaded by 8.30am each morning onto Google Classrooms
  - Any children who are unable to log on to online learning or prefer paper copies of their learning may collect from the school office. Teachers should ensure that all paperwork to be collected is sent in by 8.30am to the school office to be printed off, ready for collection.
- › Providing feedback on work:
  - All learning submitted by children should be read and offered feedback
  - This could be done in written form, through an email or verbally when on Google Hangouts.
  - Learning should be marked or offered feedback within two days
- › Keeping in touch with pupils who aren't in school and their parents:
  - Support staff will call every family at least once per week using the APP provided.
  - Class emails should be read and responded to each day but only within the hours of 8.30am and 4pm
  - Any complaints from parents should be handled in line with the complaint's procedures, so initially by the class teacher. If the complaint persists then the phase leader. All staff should try to reach and amicable resolution, especially in light of the difficult circumstances.

- Children who are unable to complete learning should be offered a reminder and a date to catch up. Support staff may call and check if everything is alright at home.
- Attending virtual meetings with staff, parents and pupils:
  - Staff should use the code of conduct for appropriate dress when making virtual phone calls
  - Staff should consider using blurred or appropriate imitation backgrounds

If providing learning both at school and at remotely for more than 5 pupils teachers should switch to a reduced timetable for all children.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.30am and 4pm

If you're unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure by calling your line manager before 7.30am.

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

- Supporting pupils who aren't in school with learning remotely:
  - Pupils as directed by the class teacher or specific children for Centre staff
  - This could be done through video call or email.
- Attending virtual meetings with staff, parents and pupils:
  - Staff should follow the code of conduct for appropriate dress when making virtual phone calls
  - Staff should consider using blurred or appropriate imitation backgrounds

## **2.3 SENDCo**

Alongside their teaching responsibilities, SENDCo's are responsible for:

- Liaising with SEND at the local authority to ensure therapies can continue remotely
- Working with teachers teaching and support staff to ensure they are meeting the needs of the SEND children
- Following up phone calls between support staff and pupils who receive therapies or specialist support and then advising next steps for staff and parents
- Monitoring the remote work set by teachers for SEND children and ensure all meetings, paperwork and reviews go ahead as planned
- Alerting teachers to resources they can use to teach their SEND children remotely

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – for Grove Road this is the DHT
- Monitoring the effectiveness of remote learning through weekly check ins with teachers and looking at the quality of the learning children are submitting.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

- Following up promptly on any concerns logged on Safeguarding Tool by staff and sourcing the correct support.

## **2.6 IT staff**

CITL staff are responsible for:

- › Fixing issues with systems used to set and collect work that are logged on the portal
- › 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:

- › Be contactable during the school day although 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 and point parents in the right direction for help videos. Websites or resources.
- › 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
- › Checking in on the staff's wellbeing, especially the leadership team.

## **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 DHT or SENCO
- › Issues with behaviour – Senior Leadership Team
- › Issues with IT – talk to CITL
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the DHT or report to CITL
- › 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:

- › Be provided with paper copies of personal details which should be shredded after use
- › Use school ipads and laptops to avoid any data breaches

#### **4.2 Processing personal data**

Staff members should not need to collect and/or share personal data such as parents' emails as part of the remote learning system. If this does become necessary, individuals will need to give permission for this to happen.

However, staff are reminded to try and avoid collecting and/or sharing personal data 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 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**

All safeguarding concerns should be logged on the Safeguarding Tool as per usual.

### **6. Monitoring arrangements**

This policy will be reviewed annually or sooner if things change and it is deemed necessary. The headteacher will review the policy with the staff and share it with the governors.

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

This policy is linked to our:

- › Behaviour and Anti-bullying policy
- › Safeguarding policy and coronavirus addendum to our safeguarding policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Wellbeing policy