



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 and safeguarding

2. ROLES AND RESPONSIBILITIES

2.1 Teachers

- When providing remote learning, teachers must be available between 8.30am and 3.00pm.
- 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:
- The implementation of the blended learning strategy [Link](#)

Setting work

Where the school enters the contain framework at tiers 2, 3, or 4, teachers should use the Blended Learning Planner [Link](#) to:

- Identify and plan for a series of lessons taking into account the last lesson students attended in school and where they anticipate students will be on their return to school.
- Consider what adjustments need to be made to ensure the same outcomes while working remotely?
- Use a variety of delivery methods that include the non-negotiable use of Loom and live teaching as well as text based work and tools to facilitate short stakes testing.
- Share the planner with students on Google Classroom so that they are aware of the schema of learning and how this will be delivered during the period of remote learning.
- All work is to be set on Google Classroom and this includes the sharing of links to Loom Videos and links to Google Meets. Guidance for making Loom Videos can be found here. [Link](#). Guidance for using Google Meets can be found here. [Link](#)
- Work should be set by 8.30am on the day of lesson.
- Teachers should plan for students to complete tasks that will take them no-longer than one hour.
- There will be no home learning/lesson ready set on top of remote learning. All home learning/lesson ready will be suspended during remote learning.

Providing Feedback

- Students should submit work on Google Classroom.

- Teachers should follow the school's assessment and marking policy and department assessment maps in the marking of work. Assessment and Marking Policy [Link](#)
- Teachers will be aware that formative assessment is more difficult to offer in a remote setting where live questioning is less frequent and will set regular short stakes tests to mitigate this.

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

- Communication between students and teachers should only happen via Google Classroom.
- Teachers should respond to parents' emails within 48 working hours but only during the hours of the school day (8.30am – 3.00pm)
- All safeguarding concerns should be put on CPOMS. CPOMS can be accessed here. [Link](#)
In an Emergency staff should call the DSL or one of the DSLs
- If teachers need to call parents they can access students details remotely using Edulink [Link](#)
- Teachers who are working from home are encouraged to use the 3CX remote phone app to make phone calls from home. Where this is not possible, they are permitted to block their outgoing phone number (especially where this is a personal, as opposed to a school provided, mobile). Where a number is blocked, teachers MUST leave a message on parent / carer voicemail where possible to do so.
- If a student fails to complete a piece of work teachers should email them via Google Classroom in the first instance. If the student fails again to complete work teachers should use Edulink to get parental email addresses and email parents. It may be necessary for teachers to telephone home if the situation does not improve after these measures have been taken.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between the hours they are contracted to 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 absence procedure.

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

- Ensuring that they have been invited into the Google Classrooms of their allocated students so they can see what work is being set.
- Contacting their allocated students at least three times in the week (EHCP students, once for K students) to check that they are able to access the work that has been set, this could be via phone or email, whichever is the most successful.
- Contacting the parents of their allocated students if the student doesn't appear to be accessing the remote work set.
- Encourage the student to contact their teacher if they do not understand the work despite your support, if they are unable to do this, contact the teacher for them to explain the situation.
- Checking the work set to see if it is at the right level for their allocated students and, if not, contact the teacher concerned.
- If the teacher is holding a live lesson, if possible, attending the lesson ensuring that the location of where they will be attending from is quiet, not in an inappropriate location etc.
- If applicable, set up a Google Meet with their allocated students to go through the work set ensuring that they are adhering to the school dress code and are running the meeting from an appropriate location.
- Noting on the Learning Support remote learning Google form when they have contacted their students and a note of the conversation that took place.
- Those teaching assistants who are remaining in school, but are also supporting remote learning, will be given time during the day by the SENCO to do the above.

2.3 Subject Leaders

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 and having oversight of their blended learning planners.
- 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:

- The senior leader with responsibility for teaching and learning - co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- The senior leader with responsibility for Safeguarding and the senior leader with responsibility for data protection - monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Oversight of part A and part B of the Safeguarding Policy. Part A can be found here. [Link](#). Part B can be found here [Link](#)
- The overview of CPOMS
- The coordination of the Safeguarding Team including attendance at meetings

2.6 IT staff

IT staff will

- Monitor and maintain the Remote Access System which allows staff to access school resources remotely. Fix any issues which prevent access.
- Monitor and liaise with Google to fix any issues with access to the school Google domain.
- Monitor and maintain the school internet connection and liaise with the ISP to resolve issues.
- Monitor and maintain the school servers. Fix any issues which prevent access.
- Assist with access to online school resources such as Kerboodle including account creation and password resets.
- Where a school-issued device has been provided to staff or students - provide remote support where possible with issues related to the device and access to school resources.

2.7 Students and parents

Staff can expect students 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. Students should 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. This should be done by calling the schools' usual absence line.
- Notify the school promptly if a student who was previously self-isolating as a precaution subsequently tests positive for Covid-19.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Local Governing body

The Local Governing Body 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 – Subject Leader or if you are the Subject Leader your SLT Link
- Issues with behaviour – Form tutor in the first instance and escalating to Year Leader, SLT Link
- Issues with IT – IT Department
- Issues with their own workload or wellbeing – Line Manager or the Senior Leader with responsibility for staff wellbeing
- Concerns about data protection – The Business Manager
- Concerns about safeguarding – The DSL or DDSLs

4. DATA PROTECTION

4.1 Accessing personal data

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

- Use either Google Classroom or Edulink to communicate or access information about students.
- Staff would be mindful of accessing this information remotely and ensure that they are the only people who view it.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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.

The school will continue to process personal data in line with the Data Protection Privacy Notice contained on the Trust website [Link](#). School staff should not collect additional personal data without the prior consent of the local Data Protection Officer. Members of the teaching staff should not subscribe to new online tools without first seeking advice from the Network Manager and the LocalData Protection Officer about the security of such a system.

Any data breaches must be reported to the Local Data Protection Officer at the earliest opportunity..

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their remote 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)
- Making sure the device is locked if left inactive for a period of time
- Taking care to ensure that other members of the household do not have access to confidential school information, including any personal data on students or staff.
- Installing antivirus and anti-spyware software on the device and keeping it up to date
- Keeping operating systems up to date – always install the latest updates
- Not downloading personal data to a remote device. Staff should always work within the Google suite of products.
- Not transferring any confidential or personal data via an insecure method. This includes emailing the data to a non-school email address or transferring it via an unencrypted portable device (eg USB stick or portable hard drive)

5. MONITORING ARRANGEMENTS

This policy will be reviewed annually by Alison Foster, Deputy Headteacher. At every review, it will be approved by the Governing Body.

6. LINKS WITH OTHER POLICIES

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
- Assessment and Marking Policy
- The Blended Learning Policy

Approval / Revision History

<u>Revision date</u>	<u>By</u>	<u>Summary of Changes Made</u>
November 2020	Local Governing Body	Date of First issue