Remote Learning Policy

Approved: spring 2021

To be reviewed: spring 2022

Contents

---

1. Aims

This Remote Learning Policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who are not 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

Blended learning is the responsibility of the Head of School. The running of internet learning platforms and responsibility for ensuring they are being used by staff and pupils is that of the Deputy Headteacher.

The SENCo will ensure that pupils have access to laptop computers or other devices, including dongles, to ensure all pupils can access our chosen remote learning platform.

Technical issues will be the responsibility of our ICT manager assisted by our ICT coordinator.

2.1 Governing Body

The 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.

2.2 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Coordinating the remote learning approach across the school: Deputy Headteacher.

Monitoring the effectiveness of remote learning: Head of School and Deputy Headteacher.

Via surveys, monitoring the quality of work and contact with parents through non-digital means.

Contacting staff on a regular or - in the case of lockdown - weekly basis.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations: All senior staff and Communications Manager.

2.3 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

Ensuring that all vulnerable pupils are contacted once a week.

Ensuring that pupils who experience problems are able to contact the SENCo who will provide where possible appropriate assistance.

Working with the ICT manager to attempt to provide digital devices to pupils who need them.

Monitoring uptake and act on any concerns raised either by teachers or their own observations.

Liaising with external agencies and update them with relevant information.

2.4 Subject Coordinators

Alongside their normal teaching responsibilities:

Work 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.

Monitor the remote work set by teachers in their subject by reviewing the work set through meetings with the Deputy Headteacher and regular dipsticking.

Offer advice and assistance on their Scheme of Work in remote usage.

Alert teachers to resources they can use to teach their subject remotely.

2.5 Teachers

When providing remote learning, teachers must be available between 9.00 am and 3.00 pm in the event of self-isolation or a lockdown called by local or national government.

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. All absence must be phoned into the Head of School on the usual number.

When providing remote learning, teachers are responsible for:

Setting work for their own class on Seesaw.

Receiving, marking and sending back to pupils their completed work.

In KS1, pupils will have no more than three hours of online learning per day and in KS2 no more than four hours of learning per day.

Teachers are responsible for ensuring they know how to upload, receive and mark work. They should seek assistance from the Deputy Headteacher.

Pupils who are totally unable to access digital devices should be set a paper pack of work and this will be given out by the school.

Teachers need to report to the Head of School and Deputy Headteacher any pupil who is not engaging with work either digitally or on paper.

Work set each day should be marked and sent back within two days so that pupils can continue to make progress.

If there are any complaints or concerns from parents, teachers should immediately report these to the Head of School who will deal with them.

Teachers need to ensure that in the event of any virtual meetings being called by management, or if attending virtual meetings with parents, that work dress is adhered to.

If a pupil is away from school for a period of time of a week or more, teachers need to set work for them on Seesaw as specified above.

If a pupil is away three days or less, the Teacher is responsible for ensuring work is set but it does not need to be marked as the work done by the pupil in school will be marked. It must, however, be acknowledged.

2.6 Teaching Assistants

When assisting with remote learning, Teaching Assistants must be available between 9.30 a.m. and 3.00 p.m. 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 and phone the Head of School.

When assisting with remote learning, Teaching Assistants are responsible for:

Communicating with their class teacher to ensure that work for pupils and respective adult roles are planned out and shared.

Liaising with their class teacher to ensure that marking is allocated and understood in order that every child has their work marked.

Teaching Assistants should also check on their own intervention group pupils to ensure they can access all work set and offer assistance.

2.7 IT Staff

IT staff are responsible for:

Fixing issues with systems used to set and collect work.

Helping staff with any technical issues they are 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.

2.8 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 are 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 cannot complete work.

Seek help from the school if they need it.

Be respectful when making any complaints or concerns known to staff.

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 class teacher, the subject coordinator or SENCo.

Issues with behaviour – talk to the Deputy Headteacher.

Issues with IT – talk to IT staff.

Issues with their own workload or wellbeing – talk to the Head of School.

Concerns about data protection – talk to the Deputy Headteacher or the Head of School.

Concerns about safeguarding – talk to the DSL.

If parents need to contact the school, they should email the school office in order to talk to the Head of School or Deputy Headteacher.

4. Data Protection

4.1 Accessing Personal Data

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

Only use their school email address.

Ensure their own privacy settings are as high as possible on any device they use at home.

If possible staff may work from school.

4.2 Processing Personal Data

Staff members do not need to collect or share personal data such as email addresses as part of the remote learning system. All parental email addresses are kept by the school office.

Staff are reminded to collect and/or share as little personal data as possible 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

Vulnerable pupils are to be contacted once a week. Pupils who experience problems are able to contact the SENCo who will provide, where possible, appropriate assistance.

To monitor pupils' work output and act on any concerns raised either by teachers or their own observations.

To liaise with external agencies and update them with relevant information.

6. Monitoring Arrangements

This policy and its procedures are ongoing and will be adjusted in the event of local or national events relating to the current pandemic.

It will, however, also be reviewed annually by the Executive Headteacher in conjunction with the Governing Body.

7. Links to Other Policies

This policy is linked to our:

Behaviour Policy

Data Protection Policy and privacy notices

Home-School Agreement

ICT and internet Acceptable Use Policy

Safeguarding Children Policy