Remote Learning policy

Contents

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

- AHT.

  The Director of year (DOY) KS2 and AHT Curriculum will co-ordinate work with the teachers and SENCO to ensure relevant work isprovided to pupils unable to attend school.

- Subject lead

  The subject lead will liaise with the DOY to ensure that appropriate work is available to staff for setting and highlight materials that could be used to enhance the learning experience at home for parents. The Business manager should then provide these resources via the school website.

- SENCO

  The SENCO will liaise directly with staff and parents of SEN pupils who are unable to attend school.

- Teacher

  The teacher of each class is responsible for ensuring that the correct quantity and quality of work is made available.

- Business Manager

  The Business manager will ensure relevant work is uploaded to the website.

- Designated Safeguarding lead

  The DSL will make regular contact with pupils who are deemed to be at risk.

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 3:00.

If you 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. Please contact the school in the usual way.

When providing remote learning, teachers are responsible for:

> Setting work:

  o   For the class following the agreed SOL. Who they need to provide work for, including if they may need to cover for other classes

  o   Work will be provided for English, Maths and foundation subject working on a carousel.

  o   Work needs to be set by 3pm the day before

  o   Work should be uploaded to the school website. This needs to be co-ordinated with the AHT and arranged with the Business Manager. Google classroom is our agreed platform for providing classwork

> Providing feedback on work:

- o completed work from pupils should be marked a feedback provided weekly via Google classroom.
  - › Keeping in touch with pupils who aren't in school and their parents:
    - o Teachers and the SENCO are expected to make regular contact via the most convenient method. Email or telephone communication is expected each two week cycle or as requested by parents.
    - o Normal working hours are to be used for communication with parents, not outside this timeframe.
    - o Complaints and concerns should be shared with the appropriate colleague depending on the issue: DOY; DSL; SENCO.
    - o How to handle any behavioural issues, such as failing to complete work
  - › Attending virtual meetings with staff, parents and pupils:
    - o Dress code

      Please ensure appropriate clothing is worn for virtual meetings.
    - o Locations

      Please ensure virtual meetings are held in areas where privacy and noise can be managed effectively.

Teacher who are able to attend school should do so and virtual meetings should be held in the classroom.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 2:40.

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:

Responsibilities:

- › Supporting pupils who aren't in school with learning remotely:
  - o Support those pupils who normally receive support.
  - o Provide support by liaising with the class teacher and SENCO to ensure sufficient support is provided for identified pupils. Support may take the form of communication with pupils and/ or parents; modifying work to improve access for pupils; developing materials to support pupils.
- › Attending virtual meetings with teachers, parents and pupils:
  - o Dress code

    Please ensure appropriate clothing is worn for virtual meetings.
  - o Locations

    Please ensure virtual meetings are held in areas where privacy and noise can be managed effectively

Teaching assistants who are able to attend school should do so and virtual meetings should be held in the classroom.

2.3 Subject 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

2.4 AHT

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school.
- › Monitoring the effectiveness of remote learning via regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring the relevant safeguarding policy is adhered to. [.\Child Protection (Safeguarding) Policy_Pix Brook.docx](.\Child Protection (Safeguarding) Policy_Pix Brook.docx)

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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
- Be respectful when making any complaints or concerns known to staff

2.7 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

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 SENCO
- Issues with behaviour – talk to the AHT, Vice Principal
- Issues with IT – talk to PEL
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- 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:

- Access the data and materials from the G drive.
- School devices should be used to access the data.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses. Please only use the school email address and if personal phones are used at home prefix the number with. As long as this processing is necessary for the school's official functions, individuals do not need to give permission for this to happen.

However, 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. Monitoring arrangements

This policy will be reviewed as is appropriate and manageable by the Principal.

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
- https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice