



## Remote Learning Policy – September 2020

### 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 due to Covid-19 restrictions
- 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

This policy sets out the roles and responsibilities for the implementation of the remote learning strategy. It also provides details of the online learning that will take place should there be a local lockdown in the locality or that a school bubble has to self-isolate due to positive testing.

#### 2.1 Teachers

When providing remote learning, teachers should strive to be available during school hours. 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.

When providing remote learning, teachers are responsible for:

- Setting learning for their class and where appropriate or necessary to assist in setting work for parallel or adjacent classes
- In Primary schools, work will be set to cover one Maths session and one English session daily. This will be through either recorded lessons that may be face to face or may be in the form of a narrated PowerPoint or through appropriate worksheets or tasks. Work will be set weekly for the children to complete within the wider curriculum in the afternoons. One task will be set per day that covers as much of the curriculum as possible
- In the secondary school, work will be set to follow the timetable daily. This will be through either recorded lessons that may be face to face or may be in the form of a narrated PowerPoint or through other appropriate tasks. Suitable homework should also be set in accordance with the school's homework policy
- Work will be uploaded by the teacher onto the school's remote learning platform
- Appropriate assemblies will be delivered at a frequency determined by senior leaders
- Where possible, teachers will work from school. If working from an alternative location, teachers will ensure that there is nothing inappropriate in the background
- Teachers will complete an attendance register in accordance with school's local arrangements / systems
- Teachers should be aware of any children that are having difficulty accessing appropriate ICT and liaise with school leaders about how to support the family

- Completed work will be uploaded by the pupils on to the learning platform and the teacher will respond with feedback to the children's work
- Deadlines for completed work will be set by the teacher and shared with pupils
- Teachers will record any safeguarding concerns to the DSL in their school following school procedures as laid out in the Covid annex of the Child Protection and Safeguarding Policy
- Should there be any behavioural issues during online learning sessions or any other issues then the school behaviour policy will be followed
- Teachers will wear professional dress as they would in school
- Where possible remote learning will link to that taking place in school in parallel classes if this is appropriate.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available to assist during lessons within their working hours. 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.

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

- Supporting pupils who are not in school with learning remotely – offering support in liaison with the class teacher and or the SENCO as appropriate to meet the individuals needs of the pupil/s
- Teaching assistants will wear professional dress as they would in school
- Where possible, TAs will work from school. If working from an alternative location, teachers will ensure that there is nothing inappropriate in the background.
- Where appropriate, TAs will be responsible for supporting children, both key worker and vulnerable, with their learning to allow teaching staff to deliver their remote learning commitments.

## **2.3 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 – this may be done in a variety of ways, such as: 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.

## **2.4 Designated safeguarding lead**

The DSL is responsible for providing advice and support to other staff on child welfare and child protection matters.

## **2.5 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents, via the school, with any technical issues
- 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.

## **2.6 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 and the teacher/teaching assistant and/or leaders/SENCO are able to support with additional services and/or resources
- Be respectful when making any concerns known to staff.

## **2.8 Trustee and Local Governing Bodies**

Both the Trustee and the Local Governing Board are 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 – line manager
- Issues with their own workload or wellbeing – line manager
- Concerns about data protection – data protection officer
- Concerns about safeguarding – DSL.

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Only access the email data for pupils via school secure systems.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as school pupil email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will 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)
- 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**

Please refer to the Child Protection and Safeguarding Policy (Annex 5 and 9) and to the Online Safety and Acceptable Use Policy.

We ensure that we have effective mechanisms to identify, intervene in, and escalate any incident where appropriate. Online safety is included in our curriculum at all levels and information is also provided to parents/carers.

All staff are made aware of the school policy on Online Safety which sets our expectations relating to:

- Creating a safer online environment – including training requirements, filters and monitoring;
- Giving everyone the skills, knowledge and understanding to help children and young people stay safe online.

## **6. Monitoring arrangements**

The CEO will review this policy annually and any amendments reviewed and approved by the Trust Board.

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

This policy is linked to our:

- Behaviour Policy
- Child Protection and Safeguarding Policy including the Covid-19 Annex
- Data Protection Policy
- Online and Acceptable Use Policy