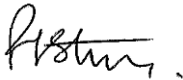


Remote Learning Policy

Document Information			
Policy Name:	Remote Learning Policy	Created by:	FGB
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Signature (Chair of Governors): 			

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 during the normal working school day.

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 as per the staff handbook.

When providing remote learning, teachers are responsible for:

- Setting work:
 - 1 x English lesson, 1 x Maths lesson and 2 x other subject lessons per day.
 - Work needs to be set and made available to pupils and parents via Teams.
 - Should one class within a year group be in school and one be at home then the two teachers within the year group should liaise to ensure consistency, where possible, between what is taking place in school and at home.
- Providing feedback on work:
 - Feedback will be given via Teams.
 - Feedback should be provided by teachers in a timely manner.
- Keeping in touch with pupils who aren't in school and their parents:

- Where available school phones should be used to make contact with pupils.
- School generic year group email addresses will continue to be used for communication.
- Should work not be completed, then a phone call home should take place in the first instance. The conversation should be recorded on CPOMS and further action taken from this point depending upon the outcome of the conversation.
- Any complaints or concerns shared by parents or pupils should be shared with a senior member of staff.
- Pupils who are engaging with remote learning should not need a follow up telephone call within a 14-day isolation period. Vulnerable pupils should receive at least one call over the 14-day period and extremely vulnerable pupils with external agency involvement should have weekly contact. All contact should be recorded on CPOMS.

➤ Attending virtual meetings or recording virtual meeting with/for staff, parents and pupils:

- Dress code – as would be for school as highlighted in the staff handbook
- Locations - avoid areas with background noise, ensure there is nothing inappropriate in the background (backgrounds should be a clear wall where possible) and also if the meeting is of a confidential nature, then this must take place in an area that allows this to be maintained.

> Live Lessons:

Teachers will send pupils/ parents links to 'live' lessons per day. These will be recorded so that pupils/ parents can access them when it is convenient.

2.2 All other staff

All staff must be available between their normal school hours.

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 as set out in the staff handbook.

During a period of isolation, a member of the SLT team will be in contact to set out expectations for working from home for that period. If necessary, resources and equipment will be provided to individuals.

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.
- Monitoring the remote work set by teachers in their subject and offering support where necessary.
- 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:

- Maintaining an oversight of the curriculum being delivered.
- Overseeing a tracking system for participation and actions undertaken for those not taking part.

- Monitoring the effectiveness of remote learning – regular staff meetings, discussions with subject leads etc.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for ensuring safeguarding continues to remain in place and is monitored through CPOMS. The Child Protection Policy and addendum should continue to be followed.

2.6 IT infrastructure

School will be responsible for:

- Ensuring systems within school support remote learning.
- Providing parents with instructions and passwords to enable them to access remote learning.
- Ensuring the security of remote learning systems and flagging any data protection breaches to the data protection officer.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the best of their ability and to submit it via Teams.
- Seek help if they need it, from someone at home, teachers or teaching assistants.
- Alert someone at home or school 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.
- Make the school aware if they have limited access to online resources.
- Seek help from the school if they need.
- 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

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work for pupils on the SEND register – talk to the SENCo
- Concerns over subject content – contact and discuss with specific subject manager
- Issues with behaviour – talk to a member of the SLT

- Issues with IT – Contact school office initially
- 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

All data can be accessed through remote working. This is a secure system managed with a 2 Factor Authentication (2FA) when accessing personal data for remote learning purposes, all staff members have access to this. If you do not and you feel you need this for remote working then please contact Heather Elliott.

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. Any concerns please discuss with the Data Protection Officer.

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 that no work is saved locally on the laptop but remains on the server which requires 2FA access from outside of the school.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.

5. Safeguarding

Please see the addendum to the child protection policy.

6. Monitoring arrangements

This policy will be reviewed regularly when implemented by the Senior Leadership Team. It will be reviewed with the Governing Body during full governing body meetings.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy