Remote learning policy

Last reviewed on:	[Sept 2020]
Next review due by:	[July 2021 – unless alterations are needed]

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

> Pastoral leads: Julie Beechey, Nick Andrews, Kerri Houlston

> SENCO: Kerri Houlston

> English Lead: Emma Woodhouse

> Maths Lead: Kerri Houlston

> Subject Leads: various

> Lead DSL: Nick Andrews

> Deputy DSLs: Kerri Houlston, Julie Beechey, Emma Woodhouse, Fay Astill-Evans

2.1 Teachers

When providing remote learning, teachers must be available between 9:00am and 4:00pm.

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. Contact the Principal by telephone call by 7:30am.

When providing remote learning, teachers are responsible for:

> Setting work, which includes:

    o   Work specific to their year group

    o   Daily activities for English and Maths

    o   Weekly activities for Science and foundation subjects

    o   Updated on a weekly basis, by 4pm on the Friday

    o   Work to be uploaded to the Academy website

    o   Paper copies to be made available by the class teacher for those who have limited or no access to the internet

- Providing feedback on work:
  - Via Purple Mash and / or Padlet
  - Email comments to pupils / comments via Padlet / telephone call
  - To be done on a weekly basis (time to be allocated in school for staff who are currently on rota to provide feedback)
- Keeping in touch with pupils who aren't in school and their parents:
  - Weekly telephone call (time to be allocated in school for staff who are currently on rota to provide feedback)
  - Answer any email queries within 48 hours; no contact to be made outside the allotted working hours (see above)
  - Usual safeguard procedures apply – DSL to be contacted by telephone and advice sought;
  - Other concerns to be emailed or via telephone call to Principal or Vice Principal for advice, before contacting the parent
  - All contact to be made via blocked number in order to protect the privacy of teacher
  - If children do not complete set work, teacher to contact via telephone or email to discuss any issues and see if these can be resolved
- Attending virtual meetings with staff, parents and pupils:
  - Smart/casual dress code – no pyjamas
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If the Academy is still expected to be open to pupils, a decision will be made as to the staffing needs, dependent on the number of children in school. The Academy may use a rota system for staff. Those teachers who are not on rota for that week, will still be expected to carry out duties as detailed above.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00am and 4:00pm.

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. Contact the Principal or Vice Principal by telephone call by 7:30am.

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

Insert details of responsibilities. This could include:

- Supporting teachers in gathering and creation of resources for pupils who aren't in school.

If teaching assistants are in school, where relevant explain who will cover the responsibilities above during this time.

2.3 Subject leads

Subject leads will be required to monitor the provision offered by the Academy for their specific subjects. Monitoring forms will need to be completed and these emailed to the teacher and Principal and Vice Principal, as part of the usual monitoring process. The SENDCo will be responsible for ensuring the provision offered to those children with SEN is appropriate and meets their needs.

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

> 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:

> 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

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring the Child Protection and Safeguard procedures as detailed in the current Child Protection and Safeguarding Policy are adhere to. The Lead DSL is Nick Andrews, and the deputies are Kerri Houlston, Julie Beechey, Emma Woodhouse and Fay Astill-Evans.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day (however we do need to appreciate that 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'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

2.8 Governing Body (LAC)

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 Vice Principal

> Issues with IT – talk to Josh Di Donato (email: josh.didonato@taw.org.uk Tel: 01952 3834444)

> Issues with their own workload or wellbeing – talk to the Principal or Vice Principal

> Concerns about data protection – talk to the Principal or Vice Principal

> Concerns about safeguarding – talk to one of DSLs

4. Data protection

4.1 Accessing personal data

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

> Use SIMS via their work laptops – this is a protected network computer

> Staff not to use their own personal laptops or devices

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.

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

Our safeguarding policy is available on the Academy website.

6. Monitoring arrangements

This policy will be reviewed regularly by Kerri Houlston (Vice Principal). At every review, it will be approved by Nick Andrews (Principal).

7. 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
> Online safety policy