
Remote Learning Policy

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

Roles and Responsibilities

Teachers

Teachers are responsible for:

- Setting work for home learning packs (if assigned to home learning team), which is then uploaded to the school website and sent home where required
- Setting appropriate work for in-school groups (if working in school)
- Producing learning activity videos (if assigned), which are then uploaded to the school website
- Leading a daily tutor group session using Microsoft Teams
- Keeping in touch with students and parents/carers, including making weekly wellbeing calls to all students in their tutor group and responding to messages received via the school communication system Weduc
- Supporting parents/carers and students with remote learning expectations
- Supporting parents/carers with gathering evidence towards EHCP objectives met at home
- Uploading any evidence of progress towards EHCP objectives to school assessment system Classroom Monitor
- Reporting any safeguarding concerns that arise from the use of remote learning to the DSL/DDSL
- Passing on any complaints or concerns shared by parents/carer and students

Teaching Assistants

On the rare occasion that a Teaching Assistant is involved in remote learning, staff will use Weduc to contact the parent/carer.

Vice Principal for Teaching and Learning

- Coordinating the remote learning approach across the school
- Monitoring the quality and effectiveness of remote learning provision
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations in coordination with the ICT Team

Vice Principal for Safeguarding (DSL)

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations in coordination with the ICT Team
- Ensuring the remote learning approach across the school meets the safeguarding policy

- Following up any safeguarding concerns raised by staff, students or parents/carers about the remote learning approach

Assistant Principals

- Coordinate the home learning packs for phases/key stages
- Monitoring the quality and effectiveness of remote learning provision for phases/key stages
- Support staff and students working in school as and when needed
- Attend tutor group sessions across phase/key stage
- Support parents/carers with any remote learning concerns

Student Support Officers

- Keeping in touch with students and parents/carers, including making weekly wellbeing calls to identified students in phase/key stage
- Support pastoral needs of students working in school

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

Students and parents

- Seek help if they need support with the remote learning being set, from teachers
- Seek help from the school if they have wider questions regarding the remote learning approach

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 systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact

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

- Issues in setting work – talk to the Vice Principal for Teaching and Learning
- Issues with behaviour – talk to the Phase Leader
- Issues with ICT – talk to ICT Support Team
- 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

Accessing and sharing personal data

When accessing personal data, all staff members will:

- Use a school laptop or iPad where possible. When using their own devices, ensure they follow the acceptable use policy already in place and the advice given below
- Staff should continue to use their school email address, Weduc and Microsoft Teams as the only forms of communication and should not share personal data

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

Safeguarding

Please refer to the appendix added to our Safeguarding Policy

Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy and coronavirus addendum to our safeguarding policy

Data protection policy and privacy notices

ICT and acceptable use policy

Online safety policy

Policy Review Date: January 2022