

Remote Learning Policy

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

Use of remote learning

All students should attend school, in line with our attendance policy.

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

Roles and Responsibilities

Teachers

In case of individual students:

- Liaising with the Learning and Behaviour Mentors to provide work that replicates as closely as possible what is happening in school
- Marking work submitted via Weduc and using this to inform ongoing assessments

In case of class, key stage or whole school closure:

- Setting work for home learning, which is then sent home via Weduc
- Directing parents and carers to pre-existing resources and activities on school website
- Setting appropriate work for in-school groups (if whole school closure and assigned to work in school)
- Leading twice daily tutor group sessions using Microsoft Teams, where work for the day is explained
- Keeping a register of students attending the Teams sessions and contacting home for any non-attenders
- Providing verbal feedback via Teams sessions and written feedback via Weduc for any work submitted

- 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/carers 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/carers. Staff may also be placed into pairs to lead reading sessions via Teams

Learning and behaviour mentors

In case of individual students:

- Contacting parents and carers to arrange twice daily Teams sessions
- Directing parents and carers to pre-existing resources and activities on school website
- Liaising with class teachers to ensure that home learning replicates as closely as possible what is happening in school
- Sending work home via Weduc
- Providing verbal feedback via Teams sessions
- Ensuring work completed is passed to class teachers
- Liaising with attendance admin team member
- 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/carers and students

Executive Vice Principal for Teaching and Learning

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

Executive 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

Heads of Centre

- Monitoring the quality and effectiveness of remote learning provision for their centre

Assistant Principals

- In case of closure, coordinate the home learning provision for phases/key stages
- Monitoring the quality and effectiveness of remote learning provision for phases/key stages, including attending at least 1 daily Teams session
- 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
- In case of closure, monitoring telephone records to ensure all children have been contacted
- Liaising with Learning and Behaviour Mentors re: work set for individual students

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, from teachers, if they need support with the remote learning being set
- 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 Head of Centre
- 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

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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on our website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures

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 reviewed: January 2023

Next Policy Review Date: January 2025