



Remote Learning Policy

Approved by:

Full Governing Body

Date: September 2020

Last reviewed on:

Next review due by:

September 2021

Contents

1. Aims	2
2. Roles and responsibilities	2
3. Who to contact.....	4
4. Data protection	4
5. Safeguarding	Error! Bookmark not defined.
6. Monitoring arrangements.....	5
7. Links with other policies.....	5

1. Aims

This remote learning policy aims to:

- › Ensure consistency in the approach to remote learning for pupils who are not able to attend school
- › Allow those who are not in school to access a broad and ambitious curriculum in all subjects
- › 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 are responsible for:

- › Setting work:
 - Setting work in all subjects for the pupils in their class who are unable to attend school.
 - This will include plans for daily English and Maths lessons plus weekly or termly plans for Topic, RE, Computing, D&T and Art.
 - This work needs to be set by end of day Sunday to be ready for the coming week.
 - All work should be uploaded to the homework section of the portal, <https://classroom.thesystem.cloud/homework>.
- › Providing feedback on work:
 - Completed work from pupils should be uploaded to the homework section of the portal.
 - Feedback will be entered onto the portal within 48 hours of homework being uploaded, or 72 hours if the teacher is also teaching a class in school.
- › Keeping in touch with pupils who aren't in school and their parents:
 - Teachers should make contact with families whose children are not able to attend school at least once a week, either by telephone or email.
 - Teachers are only obliged to answer emails from parents during working hours.
 - Teachers will contact the parents of children who fail to complete homework and offer support.
- › Attending virtual meetings with parents and pupils:
 - Teachers will ask that a parent is present with the pupil
 - Teachers will ensure that nothing inappropriate can be seen in the background of their location.

2.2 Teaching assistants

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

- › Supporting pupils who have been assigned to them with learning remotely
- › Attending virtual meetings with teachers

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
- › Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- › Alerting teachers to resources they can use to teach their subject remotely

2.4 Co-Head Teachers

Alongside any teaching responsibilities, Co-Head Teachers are responsible for:

- › Working with the IT provider to resolve any issues with the learning platform
- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and 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:

- Child Protection Policy
- Child Protection Addendum
- Safeguarding Policy

2.6 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 remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day
- › 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 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – talk to the class teacher or SENDCO
- › Issues with behaviour – talk to the Co-Head teacher
- › Issues with IT – talk to IT staff
- › 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

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

- › Use Uniquity
- › Use a school laptop if this has been provided to them

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as assessments, 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)
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends

6. Monitoring arrangements

This policy will be reviewed annually or by the Co-Head Teacher. At every review, it will be approved by the full governing body.

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
- ICT and internet acceptable use policy
- Esafety policy
- Safeguarding policy.