



# Remote Learning Policy

January 2021 – 2022

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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for those pupils who are attending Care Club and those who are working from home
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Since this is an evolving policy, expectations will continue to change and be reviewed regularly by Senior Leaders. In the meantime, it is important that staff are able to contribute ideas and raise concerns regarding the expectations within the policy, which can then feed into its on-going development.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.45pm daily. Should a teacher be 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.

When providing remote learning, teachers are responsible for:

Setting work:

- For the children in their classes, year groups or as directed by the senior leadership team
- Sufficient to meet the needs and expectations as laid out in the weekly timetable
- Well in advance of when it is required: at the latest, by 5pm on the day before the work is expected to be completed
- Ensuring that this work is uploaded onto Purple Mash appropriately

- Liaising with their colleagues within their year group/phase, to ensure consistency in expectations and quantity, to share planning across classes,
- Planning activities across the curriculum with a careful balance of screen/non screen activities that can be accessed in a variety of ways.
- Providing learning in a variety of forms depending on the age and needs of the children.

Providing feedback on work:

- In relation to the work set, and as directed by Senior Leaders
- Either through Purple Mash, the class email, telephone calls (using school phone or home phone with tracking disabled), marking within an acceptable timeframe as directed by Senior Leaders

Keeping in touch with pupils and the parents of those children who aren't in school:

- Through regular contact via Purple Mash, the class email system, Groupcall, Twitter and the school website
- Via weekly emails, phone calls, videos, Twitter and the daily blog in Key Stage 1
- Only responding to emails during the school working day
- Referring any concerns to a senior member of staff, should they feel uncomfortable in any way
- Regarding contacting a pupil/parent where there is a Safeguarding or other concern
- Chasing up where a child has not completed work remotely through phoning parents
- Discussing concerns with their line manager, should work consistently not be completed and agreeing next steps

Attending virtual meetings with staff, parents and pupils if necessary:

- Where possible the staff member/s attending the virtual meeting should be located in school
- Adhere to Helmshore's School's Code of Conduct in terms of professionalism, dress code and other expectations
- If a virtual meeting is with one pupil only, another member of staff should always be present and should not enter or remain in such a meeting, without this being the case. Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns
- To avoid areas with background noise and find as neutral a background as you can.

Combining home learning with Care Club provision; Consideration will be given to the following:

- Effective management of the amount of remote learning to balance workload for the teacher
- Using non-class based teachers, Teaching Assistants and Apprentices to assist in the Care Club to support the teachers who are planning and delivering remote learning
- To provide hardware, learning packs and learning aids to complete at home which address the pupils' individual needs
- To consider how to prepare lessons which can be delivered both in school and remotely efficiently and effectively

- Teachers, Teaching assistants and Apprentices who are required to self-isolate should stay at home.

## **2.2 Teaching assistants**

- When assisting with remote learning, teaching assistants must be available between 8.30am and 3.45pm.
- If a member of support staff is 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.

When assisting with remote learning teaching assistants are responsible for:

- Supporting individual pupils in accessing and completing appropriate remote learning in the school setting
- To support the teacher in monitoring remote learning, marking and assessment tasks
- To continue to support the teacher in delivering lessons within the classroom and overseeing the remote learning
- There may be occasions where the TA is required to attend a virtual meeting with a parent and/or child. This should only be as directed by the class teacher or senior leader and the TA should follow the same rules as teachers where this is the case (see above).
- The TA should be working in Care Club on the rota to support the teachers and other TA's in their Year group bubble. They should stay at home if they are required to self-isolate.

## **2.3 Subject leaders**

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 SENCo**

- The SENCo is responsible for ensuring that children with EHCP are able to access home learning as appropriate to their need.
- They will oversee the remote learning provided by the teachers for individual children and advise support TAs on how to support their children learning at home.
- They will provide regular communication and support for SEND parents in the form of emails, links to relevant documents and personalised information
- They will prioritise and promote pupils social and emotional well-being whenever and wherever possible

## **2.5 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 – Department leaders and Assistant Headteachers will review work set and monitor the completion rate by pupils through collecting online data (access figures), feedback from parents, feedback from teachers etc.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.6 Designated safeguarding leaders**

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic.

## **2.7 IT staff**

IT staff are responsible for:

- Resolving 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

## **2.8 Pupils and parents**

Staff can expect pupils learning remotely to:

- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary
- Discuss with their parents when there are issues relating to the work set or remote learning in general

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure work is completed on time and submitted as necessary
- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- Be respectful when making any complaints or concerns known to staff

## **2.9 Local Governing Board**

The Local 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. Useful contacts**

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

- Issues in setting work – talk to their team leader/department leader, the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant department leader or Headteacher

- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their department leader or the Headteacher
- Concerns about data protection – talk to the data protection officer/Headteacher
- Concerns about safeguarding – talk to one of the DSL's

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use the school's server or secure cloud service to access their data
- Use only those devices made available to them by the school or their own secure devices, if approved by the school

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses, telephone contact numbers 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**

Safeguarding remains key throughout this time and particularly in this new area of remote learning for our schools. The Child Protection Policy and any addendums added during this time of the pandemic, remains in place and should be followed at all times.

## **6. Monitoring arrangements**

This policy will be reviewed in January 2022 by the Governing Board and will be monitored on a termly basis.

## **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
- Code of Conduct