



# Remote learning policy

**Approved by:**

Education and  
Standards Committee

**Date:** 23<sup>rd</sup> Sept 2020

**Next review due by:**

20<sup>th</sup> Jan 2021

# Remote Learning Policy

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## 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

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.

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.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For the children in their classes, year groups or as directed by senior leadership
  - Sufficient to meet the needs and expectations as laid out in the weekly timetable
  - At the latest, by 3pm on the day before the work is expected to be completed
  - Ensuring that this work is uploaded to the website/learning platform as directed
  - Liaising with their colleagues within their year group/phase, to ensure consistency in expectations and quantity, to share planning across classes,
- Providing feedback on work:
  - As appropriate to the work, and as directed by Senior Leaders
  - Either through email (school email addresses), response online, 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 who aren't in school and their parents:
  - Through regular contact as directed by Senior Leaders
  - Via weekly emails, phonecalls, videos
  - 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 (safeguarding or other)
  - 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 the Trust's Code of Conduct in terms of professionalism, dress code and other expectations
  - If a virtual meeting is with the pupil/s 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 with to use plain backgrounds
  
- Combining home learning with in class provision
  - In some cases, there may be a necessity to provide remote learning for some children whilst continuing to provide in class teaching for other children. Where this is the case, consideration will be given to the following:
    - Reducing the amount of remote learning to balance workload for the teacher
    - Using non-classed based teachers, cover supervisors/Senior TAs, and senior leaders to either prepare the remote learning or give extra release time to teachers to prepare
    - To provide books/learning aids to complete at home which require less preparation time
    - To consider how to prepare lessons which can be delivered both in school and remotely with little extra workload

Wherever possible, the teacher should be working in school to support other teachers who are still in school. They should only be at home if they are required to self-isolate.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.45pm.

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

- If working 1:1 with a child, supporting them in accessing and completing appropriate remote learning
- For more general TAs and Senior TAs, to support the teacher in monitoring remote learning and contacting individual children/parents as directed by the classteacher

- To continue to support the teacher in delivering lessons within the classroom and in groupwork beyond the classroom

There may, on occasions, be the need for the TA to attend a virtual meeting with a parent and/or child. This should only be as directed by the classteacher or senior leader and the TA should follow the same rules as teachers where this is the case (see above).

Wherever possible, the TA should be working in school to support other TAs and teachers who are still in school. They should only be at home if they are required to self-isolate.

## **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
- 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 direct 1:1 support TAs on how to support their children learning at home

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

## **2.6 Designated safeguarding lead**

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. 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 their team leader/phase leader, the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant phase leader/AHT
- 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 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 2021 by the Trust's Education and Standards Committee. It will be monitored by the Local Governing Boards of each school.

## **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