



Remote Learning Policy

Our remote learning curriculum is closely aligned to the curriculum that students would normally receive in the classroom. We are committed to providing our students with a broad and balanced curriculum, even when accessed remotely. Before remote learning begins the Head of Learning will have a conversation with each family involved to determine the best plan for their child's remote learning based on the level of adult support and digital access available. Regular communication between the family and the school is paramount to delivering remote learning successfully.

Roles and responsibilities

Teachers

When providing remote learning **from home**, teachers must be available between 9am and 4pm. 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:
 - Provide work for your class, meeting the individual needs of all children.
 - You need to set one piece of English and one piece of Maths for each school day.
 - Every week you need to set one piece of Science, Geography/History, PSHE, Music, Art and Computing.
- Teaching:
 - Provide video lessons for those students this has been arranged for.
- Providing feedback on work:
 - Respond to every activity with a comment and a next step. Ideally this will be communicated during a video call, but can be voice recorded or typed.
- Keeping in touch with children who aren't in school and their parents:
 - Keep regular contact with parents via email if appropriate (between 9am-4pm)
 - Phone parents once a week
 - Set up a Zoom or Google Meet video call with individual children at least once a week, but preferably once a day.
 - Any complaints or concerns shared by parents and children, raise with the Head of Learning and record using the logging concerns form
 - Any safeguarding concerns, report to DSL immediately

- Keep track of level of work completed and raise concerns with head of learning if work isn't completed at all (appropriate to individual needs)

- Attending virtual meetings with staff, parents and children:

- Wear appropriate clothing.

- No offensive logos or slogans, smart/casual appearance.

- Avoid areas with background noise, nothing inappropriate in the background.

No live streaming or recording of live lessons involving students will occur.

Student Support Assistants

When assisting with remote learning, Student Support Assistants must be available between 9-3pm.

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, Student Support Assistants are responsible for:

- Supporting children who aren't in school with learning remotely by:

- Organising Zoom or Googlemeet video calls for mentoring sessions and pastoral check-ins.

- Attending virtual meetings with staff, parents and children:

- Wear appropriate clothing.

- No offensive logos or slogans, smart/casual appearance.

- Avoid areas with background noise, nothing inappropriate in the background.

Head of Learning

Alongside their teaching responsibilities, the Head of Learning is responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning.

- Working with teachers teaching remotely to make sure all work set is appropriate and consistent.

- Working with teachers 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 (they must ensure they have explained how they'll do this, such as through regular meetings with teachers or by reviewing work set).

- Alerting teachers to resources they can use to teach their subject remotely.

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers, reviewing work set or reaching out for feedback from children and parents.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Children and parents

Staff can expect children learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers as often as possible.
- Seek help if they need it, from teachers or Student Support Assistants.
- Alert teachers or their parents 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.

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 the Head of Learning
- Issues with behaviour – talk to the Head of Learning or the Head of Pastoral Care
- Issues with IT – talk to the Head of Learning
- Issues with their own workload or wellbeing – talk to the Head of Learning
- Concerns about data protection – talk to the Head of Learning
- Concerns about safeguarding – talk to the DSL (Fiona D'Arcy)

Data protection

Accessing personal data

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

- Access the data via the Google Staff Drive (password protected)
- When using personal devices, make sure these are password protected and kept securely
- When using personal internet service make sure this is password protected and kept securely

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, however, staff are reminded to collect and/or share as little personal data as possible online.

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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Safeguarding Monitoring arrangements

Please read the updated Child Protection policy found on the school's internal Drive.

Links with other policies

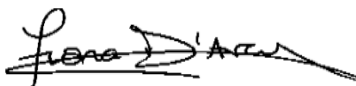
This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety policy (which includes internet acceptable use)

Signed:



Head of Learning



Head of Pastoral Care

Date: March 2024

Review Date: March 2025