Remote Learning Policy

Owned and Written by	Joanne Travi Headteacher	Date Autumn 2021
Approved by	Full Governing Body	Date 29/11/2021
Date for Review	Autumn 2022	
This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015. **https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/**		

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1. Aims

This remote learning policy 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.

2. Roles and responsibilities

- SLT set the agenda and monitor the curriculum, support teams and provide pastoral support.
- Year Leaders set home learning daily.
- Class teachers plan lessons for and engage with their classes daily.
- Specialist teachers set daily learning.
- The Inclusion Manager provides and facilitates additional support for SEND children, including those with an EHCP.
- Teaching assistants provide learning support, for example EAL or SALT.
- The Family Worker team offers pastoral support.
- The IT manager assists with digital support.
- Welfare Officer monitors the health concerns - records if pupils are unable to complete their learning due to illness

2.1 Teachers

When providing remote learning, teachers must be available during normal working hours (8am - 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

  o For their class or whomever they are directed to do so by the SLT

  o 3 - 4 hours per day for class teachers in EYFS/KS1 & KS2 respectively.

  o Parentmailed to families by 9.00am.

  o Learning will be completed via Google Classrooms (Years 3-6) or via Parentmail (Years R-2). Some year groups may also use the website to publish the day's work.

  o Parents can communicate directly with the teacher via email.

- Providing feedback on work:

  o KS2 via Google Classrooms

  o EYFS & KS1 via email

o Year groups may organise video recordings to address misconceptions.

- Keeping in touch with pupils who aren't in school and their parents:

    o There should be daily contact within normal working hours (8am - 4pm).

    o We advise staff to activate an `out of office` reply so that parents know when they are available.

    o The Family Worker team will contact parents on the third day of non-engagement.

- Attending virtual meetings with staff, parents and pupils:

    o See separate protocol.

    o All staff should follow the Code of Conduct and pupils should follow the Behaviour Policy.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available within their normal working hours. If they're unable to work for any reason during this time, they should report this using the normal absence procedure.

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

- Supporting pupils under the direction of the Year Leader, SLT or Inclusion Manager.

- Attending virtual meetings with staff, parents and pupils:

    o See separate protocol.

    o All staff should follow the Code of Conduct and pupils should follow the Behaviour Policy.

2.3 Subject Co-ordination

Alongside their teaching responsibilities, subject co-ordinators are responsible for:

- Considering whether any aspects of their 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 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 by reviewing the level of engagement, the pitch of the learning and feedback from pupils and families.

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

2.5 Designated safeguarding lead

The DSLs are responsible for the ongoing safeguarding of pupils (see the addendum to our Safeguarding Policy).

2.6 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 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 either themselves or via their parents during the school day
- Complete work to the deadline set by teachers to the best of their ability.
- 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.
- Contact school (either via the class teacher or office) to share any changes in circumstance e.g. personal circumstances or about completion of work.

2.8 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 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 – Year Leader, SLT or Inclusion Manager
- Issues with behaviour – Deputy or Assistant Head
- Issues with IT – ICT Manager
- Issues with their own workload or wellbeing – line manager, Family Workers or Headteacher
- Concerns about data protection – talk to the data protection office
- Concerns about safeguarding – talk to the DSLs

If parents or pupils have a concern they should contact the class teacher or the school office.

4. Data protection

4.1 Accessing personal data

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

- How they can access the data, such as on a secure cloud service or a server in your IT network.
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as your school email address, 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

Please see our Safeguarding Policy & COVID addendum.

6. Monitoring arrangements

This policy will be reviewed annually. 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
- Safeguarding Policy
- Data Protection Policy and privacy notices
- Home-school agreement
- Code of Conduct
- ICT and internet acceptable use policy
- Online safety policy

Including our COVID 19 Addendums.