

Remote Learning Policy



Approved by: Gordon Muir **Date:** 09/11/2020

Signed

A handwritten signature in blue ink, appearing to read "G. Muir", is written over a white rectangular background.

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Howard Park Community School

Contents

Table of Contents

Aims.....	2
Roles and Responsibilities.....	2
Who To Contact	5
Data Protection	5
Safeguarding.....	6
Monitoring Arrangements.....	6
Links With Other Policies	6

Remote Learning Policy

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

Roles and Responsibilities

Teachers

When providing remote learning, teachers must be available between 9:00am and 3:30pm

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. In the first place they should attempt to contact the Headteacher, if this is unsuccessful they should then contact another member of the SLT.

When providing remote learning, teachers are responsible for:

- Setting work
 - Work should be set to an appropriate level for all pupils in their class.
 - English and Maths lessons should be set on a daily basis. Where appropriate, pupils should also be set phonics/reading and or comprehension activities. Other subjects should be set on a daily basis based on the class timetable, this should include topic activities, science, PSHE, PE etc where possible.
 - Videos and work will be uploaded using Microsoft Teams on a daily basis.
- Providing feedback on work:
 - Feedback will be provided to pupils during afternoon 'Teams' sessions. Pupils will be in small groups and will have the opportunity to share how they have got on with their work and teachers will be able to tackle misconceptions, answer questions and provide praise.
- Keeping in touch with pupils who aren't in school and their parents:
 - Contact with pupils when a whole class isolates should be made on a daily basis. This will primarily be through Teams. Where children are not engaging phone calls should be made on the first day to seek if additional help is required.
 - It is expected that staff will respond to email and contact between the working hours stated above. Parents will be made aware of this expectation.
 - Where parents may have concerns or complaints teachers should deal with these in the first place where appropriate. If the complaint or concern is more serious the parents should be instructed to speak to a member of the SLT. The Headteacher should be made aware of any concerns that a parent may have.

- Expectations will be made clear to parents regarding appropriate behaviour during online sessions. Where pupils are not completing work, conversations will be held with parents to identify and problems and work towards a solution.
- Attending virtual meetings with staff, parents and pupils:
 - Should be dressed appropriately. Whilst pupils are not expected to wear school uniform they should be dressed and ready for learning. Staff should also be dressed in a manner that upholds the profession and adheres to Part 2 of the Teacher's Standards.
 - Find a suitable workspace in the home. It is perfectly appropriate for staff to use one of the optional backgrounds in 'Teams.'

Where a whole class is isolating work will may be slightly different from what is being studied in class to allow for tasks that are more suitable. When individuals or small number of children are isolating and the teacher continues to be in school, work will reflect the learning that is taking place in class to help ensure continuity.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9:00am and 3:30pm.

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 In the first place they should attempt to contact the Headteacher, if this is unsuccessful they should then contact another member of the SLT.

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

- Supporting pupils who aren't in school with learning remotely:
 - Any pupils who may contact the TA, or any pupils under the direction of the class teacher.
 - Support may be provided in the form of a telephone call, email conversation or via a Teams meeting
- Attending virtual meetings with teachers, parents and pupils – cover details like:
 - Should be dressed appropriately. Whilst pupils are not expected to wear school uniform they should be dressed and ready for learning.
 - Find a suitable workspace in the home. It is perfectly appropriate for staff to use one of the optional backgrounds in 'Teams.'

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

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – The Headteacher is responsible for the overall co-ordination, organising information to be shared with parents and setting the general direction and expectations of home learning. The Deputy Head will oversee the distribution of day to day work to be sent out and distributed to parents.
- Monitoring the effectiveness of remote learning – This will be achieved by holding conversations with staff who have led home learning for their class; speaking to pupils about and surveying parents on their experiences
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Senior Leaders

The DSL is responsible for:

- Ensuring the welfare of any pupils who may already be identified as vulnerable or at risk.
- Responding to any new concerns that are raised.
- Please refer to the Child Protection addendum for further details.

IT Support

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Pupils and Parents

Staff can expect pupils 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
- 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

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 relevant subject lead or SENCO
- Issues with behaviour – talk to a member of SLT
- Issues with IT – talk to the Headteacher
- Issues with their own workload or wellbeing – talk to the Headteacher or member of SLT
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL

Data Protection

Accessing Personal Data

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

- Use the school's MIS system (Arbor) for finding any contact details they may require. Other relevant information will also be available on the school's OneDrive account.
- Laptops that school have provided should be used instead of personal devices. These devices are encrypted therefore ensuring security.

Processing Personal Data

Staff members may need to collect and/or share personal data such as parental 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)
- 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 if necessary (not required on Macbooks)
- Keeping operating systems up to date – always install the latest updates

Safeguarding

An addendum to the safeguarding policy has been created to reflect the current situation. This can be found either online via the school website or by asking at the school office or the Headteacher.

Monitoring Arrangements

This policy will be reviewed in light of any feedback given from home learning experiences. This will be on a needs basis but at a minimum of every term. The policy will be reviewed by the Headteacher and SLT. At every review, it will be approved by the full governing body and signed off by the Chair of Governors.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy