Remote Education 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am-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. When providing remote learning, teachers are responsible for:

- Setting work:
    - For all pupils in their class who are absent from school as a result of Covid-19, following the guidance within the Trust's Remote Education Action Plan.
    - Teachers may be required to set work for pupils in differing classes and year groups under the direction of senior leaders.
    - Work will be uploaded to electronic platforms, including, where applicable, social media.
    - Teachers will ensure work is appropriately differentiated for all pupils particularly SEND, EAL, PP pupils and children who need to 'catch up'.
    - For pupils who do not have access to ICT devices, paper-based learning resources will be provided. This will also be differentiated. Electronic devices may be loaned to children, if they are available.
    - Teachers will ensure remote education is in line with curriculum expectations by:
        - Ensuring children access high quality online and offline resources
        - Ensuring the curriculum is sequenced, progressive and links to the year group objectives as well as being broad and ambitious.
- Providing feedback on work:
    - Teachers will provide electronic feedback on children's work submitted in a timely manner. (This will be reviewed in the event of staff shortages).
    - Teachers will actively chase pupils who are not completing their work.
- Keeping in touch with pupils who aren't in school and their parents/carers:
    - Teachers should communicate with children in their class and their parents/carers daily using Class Dojo. This communication will be focussed on setting work and providing feedback.
    - Teachers will actively chase pupils who are not completing their work.
    - In the event of a local/national lockdown, increased contact will be made with vulnerable families (This will be reviewed in the event of staff shortages).
    - All staff to follow the Trust's Class Dojo guidance and only respond to parents/carers between 8.30am – 4.00pm.

- Complaints should be dealt with following usual procedures.
- Any safeguarding, behaviour, parental concerns will be logged on CPOMS by staff.

- Attending virtual meetings with staff, parents/carers and pupils:
  - Staff will ensure they are in a quiet location, with nothing inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between ~~8.30am-3.30pm~~ their usual contracted hours.

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~~.~~

School will designate laptops for support staff who do not have access to a suitable device for home working.

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

- Supporting teachers to:
  - Set work for pupils and provide feedback
  - Keep in touch with pupils who aren't in school and their parents/carers
  - Delivering online interventions where appropriate
- Attending virtual meetings with staff, parents/carers and pupils:
  - Staff will ensure they are in a quiet location, with nothing inappropriate in the background.

2.3 Office staff

To support with remote education. Office staff will:

- Be familiar with all remote education platforms to ensure they can offer support to staff, parents/carers and pupils when required
- Check the office platforms of communication regularly and respond to all messages received in a timely manner

2.4 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum needs to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate, progressive and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject – this could be done through regular meetings with teachers or by reviewing work set

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

2.5 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, in line with Government guidance
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and seeking feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL is responsible for:

- Keeping in touch with and supporting vulnerable families
- Ensuring all safeguarding duties are fulfilled, reporting any concerns following processes outlined in the Academy's Child Protection Policy (and Covid addendum)

2.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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/carers with children learning remotely to:

- Ensure their child completes all work set
- Make the school aware if their child is sick or otherwise can't complete work by contacting the school office team by telephone. In the event of a full lockdown this will be by the Office email.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and is in line with Government guidance
- 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, you should contact the following individuals:

- Issues in setting work – seek support from other staff within their year group or from their Year/Key Stage Leader
- Issues with behaviour – seek support from the pastoral team
- Issues with IT – seek support from Evolve
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to their line manager
- 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 CPOMS to access contact details of pupils
- Use secure, school devices

4.2 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.

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

It is the duty of all staff to report any safeguarding concerns following processes outlined in the Academy's Child Protection Policy (and Covid addendum).

6. Monitoring arrangements

This policy will be reviewed annually by the Academy's Teaching, Learning and Assessment Lead. At every review, it will be approved by the full governing board.

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