Harlow Fields School & College

Working Together To Succeed

Remote Learning Policy

ADOPTED:	**November 2022**
COMMITTEE:	C&PR
DATE FOR REVIEW:	November 2024
AUTHOR:	The Key / Kathleen Wall
NUMBER:	HFP - 51

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This policy was updated, to take effect from:	**January 2021**
School staff were consulted on this document and it was accepted by the personnel committee on:	N/A
It was ratified by the governing board on:	23. 11. 2022
Signed by Chair of Governors	

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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 are not 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

Class teachers will plan and coordinate remote learning for learners in their class who are not attending school.

The following groups will also play a part in supplementing the offer

- Learning support assistants
- Music teacher
- Music therapist
- SLT
- Therapy Team and School Nurse

2.1 Teachers

Teachers will set up remote learning as appropriate for their class. We are aware most teachers are in class with pupils all week therefore we do not expect live lessons to be carried out unless teachers feel it is appropriate.

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 learners in their class who are not attending school
    - Providing suitable activities in a way which their learners can engage with for example virtual, work packs, sensory stories
    - Work will be uploaded via Purple Mash / Microsoft Teams
    - This will be part of a phased approach, ensuring offer is planned and sequential and work load is manageable
- Providing feedback on work:
- Regularly commenting on work sent in via email or phone calls
- Marking work via Purple Mash / Microsoft Teams
- Keeping in touch with pupils who are not in school and their parents:
    - Weekly contact through the family's preferred method unless they have been contacted by another member of staff i.e. school nurse
    - Contacts to be recorded on contact sheets and saved on Staff server. If staff have any safeguarding concerns they should follow usual procedures.
    - Teachers are only expected to liaise with parents during their working hours
- Attending virtual meetings (Annual Reviews, CiN) with other agencies, parents and pupils:

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- Ideally meeting to be carried out via TEAMS however Zoom can be used if appropriate
- Staff are still expected to follow the GDPR policy and adhere to the staff code of conduct

2.2 Teaching assistants

Teaching assistants are required in school to work their usual contracts. They may be asked to support remote learning or make parental contact by their class teacher. When not on site teaching assistants may be asked to prepare resources during 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.

2.3 Senior leaders & subject leaders

Senior leaders & subject leaders are responsible for:

- Co-ordinating the remote learning approach across the school and/or in their strand
- Monitoring the effectiveness of remote learning through regular virtual meetings with teachers and feedback from families
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- Promoting staff to continue to share safeguarding concerns in the usual manner

2.5 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 are 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

2.6 Pupils and Families

Staff can expect families learning remotely to:

- Be contactable during the school day – although consider they may not always be available due to the needs of their child
- Seek help if they need it, from teachers, learning support assistants or relevant staff contacts
- Alert teachers if they are not able to complete work or if it needs to be amended
- Make the school aware if their child is unwell or otherwise unable to complete the work
- Be respectful when making any complaints or concerns known to staff

2.7 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
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

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3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – subject leaders or deputy head
- Issues with behaviour – deputy head
- Issues with IT – IT support
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – School Business Manager
- Concerns about safeguarding – talk to the DSL (Head Teacher or deputy head)

4. Data protection

4.1 Accessing personal data

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

- Access the data securely through the remote access https://remote.harlowfields.essex.sch.uk

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

The Child Protection policy has been updated in line with current situation and can be found on the website.

6. Monitoring arrangements

This policy will be reviewed annually by SLT. At every review it will be approved by the Curriculum and Pupil Related committee.

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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
- Esafety policy

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