



Mayfield School

Remote Learning 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

Teachers

When providing remote learning, teachers must be available between 9.00 and 3.00.

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

This will be either shared on dojo, on the school website or via email or, if parents do not have access to internet, then work packs will be sent home.

Work will be set each day

- › Providing feedback on work

Feedback will be via the same systems.

If a pupil is self-isolating, parents are asked to inform the school if the child tests positive.

Parents are also requested to attend any virtual meetings e.g. Annual Reviews.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00 and 3.00

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, teaching assistants are responsible for:

- › Supporting the class teacher in their delivery of learning.

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 monitoring parent responses and pupils work
- › SLT meet at least three times per week to discuss

Designated safeguarding lead

The DSL is responsible for the usual safeguarding duties as outlined in the Child Protection Policy and any addendums

Pupils and parents

Staff can expect pupils learning remotely to be supported by parents and carers.

Governing Body

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

Who to contact

If staff have any questions or concerns about remote learning, they should contact their head of department or a member of the Senior Leadership Team (SLT)

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will only use the secure methods outlined above.:

Processing personal data

Staff members may need to collect and/or share personal data such as 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.

Monitoring arrangements

This policy will be reviewed half termly or after each new case (whichever is sooner)

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