



Mayfield School

Remote Learning Policy

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Date:	Jan 2021
Proposed review date:	Summer Term 2021

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

- Head: Responsible for ensuring that the school is covering the legal requirements
- Assistant Headteacher's and Inclusion lead: To liaise families and other agencies to work out appropriate additional support for individual families.
- Teachers: To have on screen face-to-face engagement with students via dojo. To plan weekly for the curriculum areas ensuring opportunities for assessment and feedback. This to be delivered online or through paper copies. To have a weekly discussion with parent/career to see how learning is going and for this to be recorded this on CPOMs
- IT Support Staff to support remotely and trouble shoot issues as they arise.

2.1 Teachers education provision

When providing remote learning, teachers must be available during their normal school day working 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.

When providing remote learning, teachers are responsible for:

- To set meaningful and ambitious work in an appropriate range of areas
- Use dojo, email or text to allow interaction, assessment and feedback
- Provide printed resources and learning packs for pupils as required so that no pupil is disadvantaged.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between normal contracted school hours or when placed on rota to support learning.

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 students who aren't in school with learning remotely
- Which students they'll need to support, in discussion with class teachers and SLT
- How they should provide support, in discussion with class teachers and SLT

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school and monitoring it weekly.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for all those responsibilities as outlined in the child protection policy and any addendums

2.5 IT staff

IT staff are responsible for:

- Providing IT equipment in good working order for use in the home where families have requested it
- Keeping a log of what equipment is on loan to families with signed agreements in place
- 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

2.6 Students and parents

Staff can expect students and parents of the students learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Make the school aware if their child is sick or get COVID-19
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

2.7 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 reason

3. Who to contact

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

- Issues in setting work – Relevant Assistant Headteacher or Inclusion lead or Head
- Issues with behaviour – As above
- Issues with IT – IT help desk
- Issues with their own workload or well-being – Headteacher
- Concerns about data protection – Data Protection Officer
- Concerns about safeguarding – DSL and Deputy DSLs.

4. Data protection

4.1 Accessing personal data

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

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

Safeguarding remains everyone's responsibility and is as per Child Protection Policy and any addendums

6. Monitoring

This policy will be reviewed termly unless guidance changes.

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