



# Mountjoy School

## Remote Education Policy

January 2022

Policy reviewed by Senior Leadership Team:

May 2022

Date of next review:

May 2023

## 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 8.45 am and 3.55 pm on their usual working days.

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 –

- Providing work for the pupils in their own class (they may need to cover for other classes within the same department (Primary, Secondary, Post 16))
- Providing enough open-ended activities to give parents and carers the choice of how much work to complete each day
- Ensuring it is set by the end of the day prior to being needed
- Using school systems to get the work to their pupils (work can be put on the school website, emailed to parents/carers or sent through the post)
- Liaising with Subject Leaders if needed to find suitable home-learning activities

Providing feedback on work –

- Collecting in work if appropriate and providing feedback via email, phone or written notes on the work

Keeping in touch with pupils who aren't in school and their parents –

- Making regular contact (at least weekly) with parents/carers using emails, phone calls or platforms such as Team or Zoom)
- Answering emails from parents and pupils within working hours)
- Sharing any concerns or complaints with SLT (Department Lead or DSL)
- Encouraging pupils with support of their parents/carers to complete work

Attending virtual meetings with staff, parents and pupils –

- Maintaining a dress code appropriate for school
- Working in an appropriate location for example areas without background noise, other people or personal belongings in view.

If teachers are also teaching in school, they will be given additional time if needed to set work for remote learning.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.55 am and 3.40 pm.

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 pupils who aren't in school with learning remotely –

- Supporting the teacher by creating / photocopying resources
- Taking part in teacher-directed activities e.g. leading a music or discussion session

Attending virtual meetings with staff, parents and pupils –

- Maintaining a dress code appropriate for school
- Working in an appropriate location for example areas without background noise, other people or personal belongings in view

Teaching assistants may also be working in school and may need to divide their time between tasks.

## 2.3 Subject Leaders

Alongside their teaching responsibilities, subject leaders 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
- Suggesting activities or links to suitable websites

## 2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Suggesting activities or links to suitable websites
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring our child protection policy and addendum to it is fit for purpose when remote learning is necessary

## 2.6 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

- Be contactable during the school day – although consider they may be needing to do other activities such as a physio programme
- Complete work to the deadline if it is set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're having any difficulties

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

## 2.7 SENCO

The SENCO is responsible for:

- Ensuring all EHCP reviews and PEPs are carried out within legal deadlines
- Suggesting activities or links to suitable websites
- Supporting teachers with any aspects of the curriculum that needs to change to accommodate remote learning
- Liaising with other agencies if needed e.g. HVSS

## 2.8 Family Liaison Officers / Parent Support Advisors

The FLOs / PSAs are responsible for:

- Maintaining contact with families who need their support
- Suggesting activities or links to suitable websites to families
- Liaising with teachers if there are any difficulties with work
- Liaising with other agencies if needed e.g. West Dorset Locality Team

## 2.9 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

## 3. 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 Leader, Department Lead or SENCO
- Issues with behaviour – talk to the relevant Department Lead (Primary or Secondary)
- Issues with IT – talk to IT Systems Manager
- Issues with their own workload or wellbeing – talk to the relevant Department Lead (Primary or Secondary)
- Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to a DSL

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access the data, on the secure school server through RMUnify
- Use school devices use to access the data such as laptops or for SLT and FLOs school phones

### **4.2 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 and always send emails with encryption (using 'confidential' in the subject).

### **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 school child protection policies continue to apply to remote learning, and the addendum takes into account remote learning risks.

## **6. Monitoring arrangements**

This policy will be reviewed yearly by the Head Teacher and Governing Body. At every review, it will be approved by the full governing board.

## **7. Links with other policies**

This policy is linked to our:

- 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