Remote Learning Policy

Last Review Date	November 2020	**Review Period**	Every two years
Next Review Date	November 2022	Approved by:	Lynda Harris Headteacher

Contents

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
> Support pupils' ongoing education during any local/national lockdown situations
> 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 8.30-4.00pm.

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 groups taught within usual school timetable, including any small group sessions, 1-1 personalised learning sessions or ongoing regular cover:
>   o Work should be differentiated to suit individual pupil needs and match the timing of the normal working week.
>   o Lessons must be in place on Google Classrooms by 3pm the day before.
>   o Alternative hard copies must be provided for those pupils who do not have access to devices, or whose preference is paper copies.

> Providing feedback on work:
>   o All teaching staff must be available (health enabling) for all timetabled lessons to respond to comments from pupils during that time.
>   o Teachers share feedback with pupils via Google Classrooms online, or through written marking on paper-based work.
>   o Follow school marking policy
>   o Maintain positive/negative points on Sleuth.

> Keeping in touch with pupils who aren't in school and their parents:
>   o Regular contact maintained by teachers/tutor teams via emails, phone calls and/or doorstep visits where appropriate, preferably during school working hours.
>   o Any complaints or concerns shared by parent/carers and pupils should be referred to MLT/SLT/DSL as required.
>   o Teachers to keep parent/carers informed if pupils fail to complete work, and remind pupils of what needs to be done, by when and where they can find the work.

> Attending virtual meetings with staff, parents and pupils:
>   o Maintain appropriate dress code (as per normal school appropriate attire).
>   o Ensure locations have reduced background noise with nothing inappropriate visible in the background (e.g. personal/ family photos).

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30-3.30pm. 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 assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who are in school with learning:
>   o In class where teachers are delivering remotely on GC from home
>   o Helping gain access to GC in school

- Supporting pupils who are not in school with their learning:
  - Door step visits
  - Phone calls home
- Attending virtual meetings with teachers, parent/carers and pupils:
  - Maintain appropriate dress code (as per normal school appropriate attire).
  - Ensure locations have reduced background noise with nothing inappropriate visible in the background (e.g. personal/ family photos).

2.3 Subject coordinators/Middle Leaders

Alongside their teaching responsibilities, subject leads/middle leaders are responsible for:

- Monitoring whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with all staff facilitating their subject remotely, to make sure all work set is appropriate, consistent and coherent
- Working with SLT to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Alerting teachers to resources/guidance they can use to teach remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school:
  - Katherine Peck – for teachers delivering sessions on GC
  - Andrea Atkins – around pupils' engagement and access on GC
- Monitoring the effectiveness of remote learning:
  - regular meetings with teachers and subject coordinators
  - reviewing work set
  - reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems:
  - data protection
  - safeguarding

2.5 Designated safeguarding lead

The DSL is responsible for making sure that all safeguarding procedures are followed in line with the relevant policies.

The DSL is available to support pupils, staff and parent/carers where appropriate.

Safeguarding concerns should be reported to the DSL as normal.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work once a ticket has been raised on Parago.

2.7 Pupils and parent/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers/tutors if they're not able to complete work

Staff can expect parent/cares 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 to support their child to access the work
> Be respectful when making any complaints or concerns known to staff

2.8   Academy Council

The Academy Council 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 – email Katherine Peck (AHT – Teaching and Learning) kpeck@wandlevalleyacademy.org.uk
> Issues with behaviour – email Roy Charles (Pastoral Lead) and Danni Lessey-Edwards (Behavioural Lead) mcharles@wandlevalleyacademy.org.uk dlesseyedwards@wandlevalleyacademy.org.uk
> Issues with IT/pupil access – email Andrea Atkins (AHT – Curriculum) aatkins@wandlevalleyacademy.org.uk
> Issues with their own workload or wellbeing – talk to their line manager
> Concerns about data protection – email Chris Phillips (Data Protection Officer) cphillips@wandlevalleyacademy.org.uk
> Concerns about safeguarding – email Charlotte Finning (Lead DSL) cfinning@wandlevalleyacademy.org.uk

4.   Data protection

See policy.
Data Protection Officer – Chris Phillips

4.1   Accessing personal data

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

> All teaching staff will have Remote Access to the school system. No data should be saved onto personal computers.
> Pupils data should only be accessed via Remote Access and should be used through this portal only.
> Use of LGFL MyUSO can be used to store data securely if required.

4.2   Processing personal data

Staff members may need to collect and/or share personal data such as work 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) is suggested
> Making sure your device locks if left inactive for a period of time
> Log out of the remote access when finished working

5. Safeguarding

Please see all policies relating to Child Protection and Keeping Children Safe in Education

6. Monitoring arrangements

This policy will be reviewed every half term by Andrea Atkins (AHT Curriculum), with support from the relevant area leads. At every review, it will be approved by Lynda Harris (Headteacher).

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