



# Remote Learning Policy

Status:	<b>STATUTORY</b>
Responsible person:	Headteacher
Responsible Governors' Committee:	Full Governing Body
Review date:	July 2022

# 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 9am and 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. In the event of a full school site closure, this should be reported to a member of SLT using work mobile numbers.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Work should be set for all classes that a teacher usually teaches as per the 'normal' school timetable
  - Learning activities should be planned that are of equivalent length to the core teaching pupils would receive in a lesson at school
  - Teachers should plan a curriculum sequence that allows access to high quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
  - Work needs to be set by 3:30pm the day before the 'lesson' is due to take place. If there are extenuating circumstances where this is not possible please email the designated member of SLT (N Laughton).
  - Work should be uploaded via the school Spider VLE system.
  - Microsoft Teams can be used to co-ordinate planning with other teachers if required, for example in the event of a split-teaching class to ensure continuity in planning.
- Providing feedback on work:
  - Feedback on completed pupil work should be given using the School Spider system.
  - Teachers should gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks.
  - Teachers should interact with class groups on days that they are timetabled to teach them as per the on-site school timetable – this can be whole class interaction through the group comments section on School Spider.
  - Individual feedback for pupils should be offered at least once a week to give personalised feedback and learning support following the submission of completed pieces of work.
- Keeping in touch with pupils who aren't in school and their parents (if the rest of the school is in as usual e.g. pupil is shielding or having to isolate with family according to government guidelines):
  - Form tutor teams are expected to make pastoral contact with pupils from their form once a week. This phone call should be made during the school day.
  - Teachers of pupils who are not in school should set work as outlined above and make contact via School Spider as described in the 'Providing feedback on work' section.
  - Teachers are not expected to respond to contact made by pupils or parents and carers regarding schoolwork outside of school hours e.g. 9am-3:30pm.

- Causes for concern:
  - Pupil engagement should be monitored by teachers. Teachers should follow up non-engagement with a phone call home (if school is open/open on a rota basis) to ensure that the work is accessible to the pupil in the first instance. Information regarding ongoing non-engagement should be passed on to Key Stage leads who will liaise with a designated member of SLT (N Laughton).
  - In the event of a complaint being shared by parents or pupils via School Spider, teachers should inform Key Stage leads and a member of SLT (N Laughton in the first instance). A response will be provided to parents or carers via telephone or from the central school email address.
  - In the event of any safeguarding concerns being raised through School Spider, teachers should follow the school Safeguarding and Child Protection Policies.
  
- Attending virtual meetings with staff, parents and pupils:
  - Dress code: staff are expected to maintain the school dress code when taking part in virtual meetings at school or at home.
  - Location: when taking part in virtual meetings from home, staff are encouraged where possible to ensure that background noise is kept to a minimum and that consideration is given to the topics discussed during the meeting. Sensitive information should only be discussed if the location is private.

## 2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between their usual contracted start and finish times.

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. In the event of a full school site closure, this should be reported to a member of SLT using work mobile numbers.

When assisting with remote learning, teaching assistants will be responsible for duties which reflect their role in school. Responsibilities will be discussed and agreed with a member of SLT and may include activities such as:

- Supporting pupils who aren't in school with learning remotely:
  - Pastoral/welfare calls with vulnerable pupils using Microsoft Teams
  - Adapting resources to assist the remote teaching of individuals with specific learning needs
  - Developing resources which help parents and carers respond to and manage complex behaviours at home e.g. social stories, visual timetables for at home, reward charts for pupils who would normally have a 1:1 support in school to help the family during a period of local lockdown or isolation.
  
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  - Dress code: staff are expected to maintain the school dress code when taking part in virtual meetings at school or at home.
  - Location: when taking part in virtual meetings from home, staff are encouraged where possible to ensure that background noise is kept to a minimum and that consideration is given to the topics discussed during the meeting. Sensitive information should only be discussed if the location is private.

## 2.3 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (N Laughton)
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and gathering feedback from pupils and parents/carers

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

## **2.4 Designated Safeguarding Lead**

The DSL is responsible for:

- Responding to any concerns raised by staff as per the safeguarding and child protection policies.

## **2.5 Website Manager**

The website manager is responsible for:

- Ensuring staff and pupils accounts are set up on School Spider and accessible to users
- Helping to resolve technical issues with the School Spider system used to set and collect work
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## **2.6 Pupils and Parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day through School Spider – 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
- Alert teachers if they're not able to complete work

Staff can expect parents and carers 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 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

## **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 Assistant Headteacher (N Laughton)
- Issues with behaviour – talk to the relevant head of Key Stage and/or a member of SLT if required
- Issues with IT – for hardware or main school account issues, call the St Helens Schools IT support desk 01744 676525 (Option 2). For technical issues with School Spider, talk to the website manager (H Lyons) in the first instance
- Issues with their own workload or wellbeing – talk to their line manager in the first instance. If their line manager is not readily available, staff members can reach out to any member of SLT in regard to wellbeing concerns
- Concerns about data protection – talk to the school business manager (C Langeveld) or the website manager (H Lyons) who can make a referral to the data protection officer based within St Helens Council (Caroline Barlow contacted via email at [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk))

- Concerns about safeguarding – talk to the DSL as per the safeguarding policy (J McKune, D Francis or N Laughton)

## **4. Data Protection**

### **4.1 Accessing personal data**

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

- Access data through the secure cloud service (St Helens Schools Office 365 suite) or through FortiClient secure server in our IT network
- Staff should only access pupil personal or secure data for remote learning purposes using designated school laptops.

### **4.2 Processing personal data**

Some staff members may need to collect and/or share personal data such as school email addresses and progress data 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. School laptops are set up with some key security features by IT support. Security measures include, but are 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 (IT Support)
- 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 (IT Support)
- Keeping operating systems up to date – always install the latest updates (IT Support)

## **5. Safeguarding**

All staff have the responsibility to familiarise themselves with and adhere to the school Safeguarding and Child Protection Policy including the Child Protection policy addendum relating to the COVID-19 pandemic.

## **6. Monitoring Arrangements**

This policy will be reviewed termly by Nicola Laughton (Assistant Headteacher) in line with ongoing updates from the Department for Education. At every review, it will be approved by our link governor for Quality of Education, Leah Beirne, and any updates will be shared with staff in advance of any changes coming into effect.

## **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