



Remote Learning Policy

September 2023

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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

2.1 Teachers

Teachers must be available between 8:20am and 3:50pm. 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 procedures of calling a member of SLT by 7:00am on that day. If it affects the completion of any work required, they should ensure that arrangements have been made with year group partners or SLT so that the work is completed.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Creating a weekly timetable of planning and delivering daily online lessons.
 - Creating a weekly timetable of work for their class in liaison with year group partners.
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- Year group weekly timetables to be uploaded to the Teachers planning folder on Microsoft Teams. This should be done by the Friday before the week that the work commences.
- Setting work on Microsoft Teams by no later than the Friday before the week that the work commences.
- Ensuring that, over the course of a week, the work includes English, Maths, Science, a Foundation subject and a Personal Development focus.
- Set differentiated Maths and English work using **My Maths, Accelerated Reader, Active Learn, Times Table Rockstars and Reading Eggs, Oak National Academy, Language Nut activities** as well as any additional resources required to assure quality first teaching and learning.
- Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- SLT to proof read all and ensure consistency.
- Deploying class teaching assistants and learning support assistants with tasks relating to pupils' learning and engagement.
- Deploying support staff or directly supporting families of pupils with SEND who may not be able to access remote education without adult guidance to deliver a broad and ambitious curriculum through means of one-to-one online lessons and resources pitched to their needs.
- Sending a reminder message to pupils on Teams every school day by no later than 8:30am outlining the work that should be covered during that day.
- Where the school remains open but a pupil, group or small number of pupils need to self-isolate, teachers to offer access to remote education immediately by setting high-quality resources and work which align as closely as possible with in-school provision.
- Online safety curriculum to be followed from the thinkuknow website. The page has been created to support parents during the closure of schools. It contains home activity packs with simple 15-minute activities that can be completed at home to support children's online safety at a time when they will be spending more time online.

➤ Providing feedback on work:

- Pupils to send any completed work to teachers via Microsoft teams
- Teachers to message the pupils in their class via Microsoft Teams by no later than 3:15pm on each school day to provide them with feedback on their learning
- Teachers to respond to any messages from parents or pupils within 48 hours
- Teachers to acknowledge the outstanding work of any pupil by displaying it on the Home Brilliance folder, for the all pupils and staff members to see
- Teachers to call pupils who are not completing their work on time and to alert the SLT about those pupils
- Teachers to schedule times to provide individual or small group conferencing for feedback on work completed.
- Teachers to direct any complaints or concerns to the SLT
- Raising safeguarding concerns promptly with Teacher Shiraz, Teacher Abshir, Teacher Sajid or Teacher Ainour by Microsoft Teams, telephone or email.

➤ Attending virtual meetings with staff, parents and pupils:

- In case of a lockdown, teachers to plan and deliver lessons, following their normal class timetable.
- SLT to plan and deliver virtual assemblies via Microsoft Teams.

- Teachers and pupils to follow the school [online safety poster](#) to maintain modest dress code and security systems.
- Teachers and pupils should be in an appropriate environment that is conducive to learning, avoiding areas with background noise, nothing inappropriate in the background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:40am-3:50pm Monday to Friday. During this time, they are expected to check work uploaded on Microsoft Teams and be available when called upon to attend school. 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.

- Teaching assistants are responsible for:
 - Supporting pupils with learning remotely when requested by the teacher
 - Supporting teachers to provide feedback to pupils
 - Attending virtual meetings/online lessons with teachers, parents and pupils
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject
- Review work set weekly on the website
- Review their current subject in the light of home learning.
- Evaluate what changes will need to be made ready for creating a subject action plan next term.
- 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
- Working with other subject leads and senior leaders 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
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school, giving strategic feedback and guidance to staff members, as necessary.
- Monitoring the effectiveness of remote learning through regular virtual meetings with teachers, TAs, LSAs, subject leaders and other senior leaders.
- Coordinating communication with staff members through a bi-weekly bulletin and with parents through a weekly bulletin.
- Conducting virtual meetings with admin staff members.
- Attending local authority virtual hub meetings and webcasts.

- › Monitoring and evaluating the work set by class teachers.
- › Responding to feedback from pupils, parents and staff members.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- › Planning and delivering weekly whole-school virtual assembly sessions.

2.5 Designated safeguarding lead

The DSL is responsible for:

- › Processing and responding to safeguarding concerns raised by staff members, parents and pupils.
- › Identifying the most vulnerable children in school.
- › Keeping track of the most vulnerable children in school via phone class.
- › Updating and managing access to child protection files, where necessary.
- › Liaising with children's social workers where they need access to children in need and/or to carry out statutory assessments.

For further information, please refer to the COVID-19 amendments to the Child Protection Policy

2.6 IT staff

The IT Support (Netflo) are responsible for:

- › Monitoring systems used to set and collect work and resolving issues as they arise.
- › Providing senior leaders and admin staff with remote access to the school servers.
- › Helping staff and parents with any technical issues they're experiencing
- › Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable between 8:40am and 3:00pm on school days.
- › Complete work to the deadline set by teachers on daily basis.
- › Seek help if they need it, from teachers or teaching assistants.
- › Alert teachers if they're not able to complete work.
- › Attend virtual teaching sessions set by class teachers and virtual assembly sessions
- › Minimum hours for pupils per day is 3 hours.

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 – 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

2.8 Governing board

The governing body is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- › Ensuring that systems are appropriately secure, for both data protection and safeguarding reasons.
- › Holding the Headteacher to account for the delivery of the school's remote learning model.

3. Who to contact

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

If staff have any questions or concerns, they should contact the following individuals:

- › Issues in setting work – email the relevant Key Stage Leader or subject leader
- › Issues with IT – email the school admin and they will get in touch with our IT Team (Netflo).
- › Issues with their own workload or wellbeing – email or telephone a senior leader.
- › Concerns about safeguarding or data protection – email or telephone Teacher Shiraz or Teacher Abshir

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- › All staff should contact the DSL or deputy DSLs to report any parent contact or concerns
- › All concerns should be recorded on CPOMS
- › Teachers are able to access parent contact details via Sims using a secure password. Do not share any details with third parties and ensure Sims is logged off.
- › SLT have the ability to locate personal details of families when required through securely accessing Sims.
- › SLT are not to share their access permissions with other members of staff.
- › School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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

Please refer to our safeguarding policy

6. Monitoring arrangements

This policy will be reviewed annually.

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
- › ICT and internet acceptable use policy
- › Online safety policy