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.

Roles and Responsibilities

Class teachers are responsible for the planning and delivery of remote learning, with provision overseen by Year Group Leaders.

Monitoring and evaluation of provision throughout the Learning Federation is overseen by the Senior Leadership Team.

Teachers

When providing remote learning, teachers must be available between 8.15am and 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.
- Providing feedback on work.
- Keeping in touch with pupils who aren't in school and their parents.
- Attending virtual meetings with staff, parents and pupils.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.15am and 4.00pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure.

Teaching Assistants will be required to attend daily on-line meetings to support the class teacher.

Subject Leaders

Alongside their teaching responsibilities, subject leads 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.
- 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.

Year Group Leaders
Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their Year Group school
- Monitoring the effectiveness of remote learning

Senior Leadership Team
The Senior Leadership team is responsible for:

- Co-ordinating the remote learning approach across the Learning Federation.
- Monitoring the effectiveness of remote learning across the Learning Federation.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Setting the vision and strategic development of remote learning.
- Ensuring that staff and pupils are able to access suitable hardware and software.

Designated Safeguarding Lead
The DSL is responsible for ensuring the safeguarding of pupils whether at home or in school. The School Safeguarding Policy has been amended to include risks associated with remote learning.

Pupils and parents
Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Attend daily Google Meet sessions.

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.

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.
- Allocating funds to purchase appropriate hardware and software.
- Staff well being.

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 class teacher or SENDCO.
Issues with behaviour – talk to the relevant class teacher and/or Year Group Leader.
Issues with IT – talk to Head Teacher.

Issues with their own workload or wellbeing – Headteacher/Deputy Head Teacher
Concerns about data protection – talk to the Data Protection Officer.
Concerns about safeguarding – talk to the DSL.

Data protection

Accessing personal data

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

- How they can access the data, such as on a secure cloud service or a server in your IT network.
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices.

Processing personal data

Staff members may need to collect and/or share personal data such as insert examples, 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.

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.

Safeguarding

Please refer to our Safeguarding Policy

Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the Learning and Achievement Committee of the Governing Body.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection Policy
- Data Protection Policy and privacy notices
- Acceptable Use Policy
- Online Safety Policy

Policy Reviewed January 2021