



Remote Learning Policy

2020-2021

Approved by:

Date:

Last reviewed on:

New policy

Next review due by:

Spring 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 during normal school hours.

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 and parents
- Attending virtual meetings with staff, parents and pupils.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during normal school hours.

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
- Attending virtual meetings with teachers, parents and pupils

2.3 Subject leads

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

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning, such as through regular meetings with teachers and subject leaders, reviewing work set and 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 that remote learning delivery and issues that may arise out of it is dealt with in line with the school's child protection / safeguarding policy.

2.7 Pupils and parents

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 if they're not able to complete work

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 Management committee

The management committee 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 lead
- Issues with behaviour – talk to the head of behaviour
- Issues with IT – talk to your IT staff or IT provider (support@jtrs.co.uk)
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the bursar regarding GDPR
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will must use a school device or log on through the school network.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers and personal 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)
- 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. Guidance on appropriate conduct for remote working

- Staff should not communicate with pupils or parents outside of school channels.
- When uploading resources ensure that there is no personal data included on open areas.
- If using a facility with chat, please decide if you need to disable this function.
- If you do use chat, ensure that pupils are informed that they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting, if they post anything that's inappropriate or bullying in nature.
- Give parents the chance to opt out of their child posting in the chat too. If they opt their child out, mute them or disable the chat facility.
- Always sit against a neutral background and ensure there is no personal data in the background.
- Ensure you all other tabs or files open on your computer if you are sharing your screen.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- Live lessons to be delivered from school only and must be recorded (recording for school records only) as per the safeguarding updates. Written feedback and marking can be carried out if working from home. Exceptions to this may be made in the event of a full school closure.
- Ensure pupils are in a shared space in their house and that they are dressed appropriately – if they are not than ask them to turn off their camera.
- Inform parents that other children might see or hear them and anything in the background.
- When phoning students do this through parents' phones only (unless this itself poses a safeguarding risk) and in all cases make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware, and keep a record of the date and time of each call log on CPOMS.
- Have a parent there at the child's end, and have the phone on speaker phone