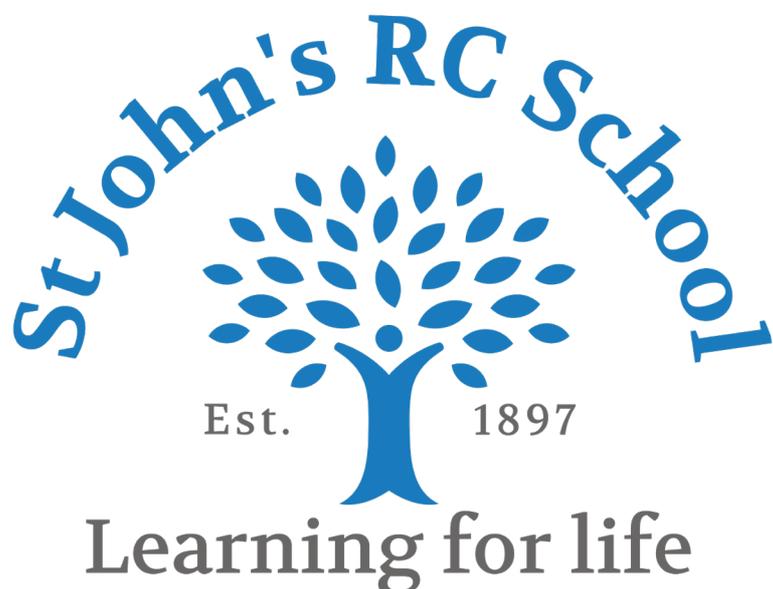


# Remote learning policy



<b>Approved by:</b>	Wendy Killilea	<b>Date:</b> October 2020
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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

When providing remote learning, teachers must be available between 09.30 – 3.30

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:
  - Teachers should set work according to the needs and abilities of the students in their class – this should be differentiated where appropriate;
  - Sufficient work for the week should be available on the Google Drive for the class by Monday morning;
  - Work should be uploaded to the Google Drive, Purple Mash and Seesaw;
  - They should provide hard copies for those students who cannot access work electronically. They should liaise with teachers who are working with any students in their class who are still attending School (children of Key Workers and vulnerable students).
  
- Providing feedback on work –
  - Through Purple Mash or by email to parents;
  - During Class Zoom meetings;
  - Feedback should be given within 3 days of receiving the work.
  
- Keeping in touch with pupils who aren't in school and their parents:
  - Through emails and telephone calls – this will be supported by the Learning Mentors;
  - Teachers should respond to any emails from parents which are sent within working hours;
  - Teachers should log all contact with parents and students using the log on Google Drive;
  - Teachers should try to address any complaints or concerns themselves. If parents are not satisfied, they should contact SLT. If there are any Safeguarding concerns, they should follow the School's Safeguarding Policy and see section below.
  
- Attending virtual meetings with staff, parents and pupils:
  - Teachers should dress appropriately for virtual meetings;
  - Teachers should ensure that they are in an appropriate location with low background noise and nothing inappropriate in the background.

- Teachers working in School will be responsible for the learning of the students in their bubble in consultation with their class teacher.
- Complete paperwork for Annual Reviews.
- Liaise with therapist to jointly set individual targets.
- Attend online training as directed by SLT – requests for attendance at courses should be requested through Laura Baker.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 09.00 – 3.30.

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:

- Attending virtual meetings with teachers, parents and pupils:
  - Support staff should dress appropriately for virtual meetings
  - Support staff should ensure that they are in an appropriate location with low background noise and nothing inappropriate in the background,
- Support staff who are working in School will be responsible for supporting the students to complete work set by their class teacher. They should support them to attend any virtual meetings eg Class Zoom meetings.
- Support staff should ensure that they are available to work in case they are needed to cover staff who are on the rota to work in School.
- They should undertake any admin tasks which are requested by class teachers eg printing and posting of hard copies of work, making resources.

## 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 by checking work set on the Google Drive and Purple Mash
- 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 through regular meetings with teachers and subject leaders, reviewing work set and requesting 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:

See Child protection and safeguarding: COVID-19 addendum

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## 2.7 Therapists

Therapists are responsible for:

- Providing a wide range of resources, on the school website, to support student emotional wellbeing and communication.
- Joint target setting with teachers for all students.
- Online Elklan training to develop staff skills in supporting students' speech, language and communication needs.
- Completion of reports for annual reviews and tribunals
- Weekly therapy activities given on school newsletter.
- Individual music therapy sessions for specific College students via zoom, following set criteria to determine a student's ability to access it.
- Telephone contacts with parents as appropriate.
- Attendance at annual review meetings via zoom.
- Review of EHCPs prior to annual review.
- Weekly therapy meetings via zoom.
- Weekly liaison with SLT.
- Completion of training, including 5P approach, to ensure consistency of approach across school.
- Liaison with SLT re appropriate training for specific staff members, including SCERTS and PECS, to support speech, language and communication needs in class.

## 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 – help may be provided by the Learning Mentors and Family Support Worker
- Be respectful when making any complaints or concerns known to staff

## 2.8 Governing board

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 relevant subject lead
- Issues with behaviour – talk to Learning Mentors, therapists or SLT.
- Issues with IT – Austin or Padraig
- Issues with their own workload or wellbeing – talk to their line manager or SLT
- Concerns about data protection – talk to the office manager
- 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:

- › Access data via the School website
- › Follow the School's 'Using Your Own Device' Policy

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, review documentation and EHCPs 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. Safeguarding

See Child protection and safeguarding: COVID-19 addendum

## 6. Monitoring arrangements

This policy will be reviewed yearly by Wendy Killilea, Head of School. At every review, it will be approved by the Head of School.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › GDPR policy
- › Home-school agreement
- › ICT and internet acceptable use policy
- › E-Safety Policy

All policies can be found on the Teacher Store.