Remote Learning Policy

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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. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

* Occasions when we decide that opening our school is either:
  + Not possible to do safely
  + Contradictory to guidance from local or central government
* Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

# 3. Roles and responsibilities

# 3.1 Teachers

When providing remote learning, teachers must be available between 08:45am and 3:15pm.

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 should:

* Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
* Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

* Setting work
* Staff will provide work for the children in their own class, the duration of which will be matched to an individual’s need and developmental capacity. The work will be sent out prior to the week that it should commence (if paper copies are required this will be delivered by school staff or posted, where appropriate).
* Staff will use Class Dojo to communicate the timetable and activities which have been set. Parents/carers need to ensure that they are able to access this and let staff know if they require printed copies in sufficient time for it to be delivered.
* Staff will also provide links to appropriate online activities and games for children to access in order to extend learning.
* Providing feedback on work
* Teachers will access Class Dojo to access work that has been completed. This can also be emailed to class teachers.
* Staff will endeavour to feedback on as much work as possible, whilst also maintaining a balance of the workload within school.
* Teachers will provide feedback on at least two pieces of work per child per week.
* Keeping in touch with pupils who aren’t in school and their parents
  + DSL and Family Support Network will outline those families who are required to keep in touch, recording correspondence on CPOMS and liaise with teaching staff regarding progress of work.
  + Teachers should not expect correspondence or be expected to correspond outside of school hours.
  + Any concerns or complaints received by parents and carers to be shared with the DSL.
  + Pupils failing to complete work will be reviewed by SMT and next steps agreed.
* Teachers will access Class Dojo to access work that has been completed. This can also be emailed to class teachers.
* Staff will endeavour to feedback on as much work as possible, whilst also maintaining a balance of the workload within school.
* Teachers will provide feedback on at least two pieces of work per child per week.
* Attending virtual meetings with staff, parents and pupils
  + Appropriate dress code should be followed at all times – see staff handbook.
  + Staff should aim to work in a quiet, confidential space when meeting with staff, parents and pupils virtually.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 08:45am and 3:15pm.

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:

* Providing individual support for pupils who are identified as children who are not engaging in academic remote learning.
* Providing therapeutic sessions for those children who would normally access these within school, where appropriate.
* Providing learning packs for children who are accessing remote learning.
* Checking in with families who are accessing remote learning.

If support staff are also within school during this time, timetable will be agreed with Class Teachers initially and then Team Leader to ensure that there is sufficient cover provided within classes.

3.3 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

3.4 Senior leaders

Senior leaders have overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school’s digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

* Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
* Securing appropriate internet connectivity solutions where possible
* Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
* Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

* Co-ordinating the remote learning approach across the school – if you’ve assigned 1 member of staff to lead on this, highlight them here
* Monitoring the effectiveness of remote learning – explain how they’ll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for ensuring that online safety is always followed where remote learning is concerned. Details of this can be found in the Child Protection and Safeguarding Policy and Online Safety Policy via the school website by clicking [here](https://www.elmtree.lancs.sch.uk/information/policies).

3.6 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

3.7 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
* Act in accordance with the normal behaviour rules / conduct rules of the school

Staff can expect parents with children learning remotely to:

* Engage with the school and support their children’s learning and to establish a routine that reflects the normal school day as far as reasonably possible
* 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

3.8 Governing board

The governing board is responsible for:

* Monitoring the school’s approach to providing remote learning to ensure education remains of as high a quality as possible
* Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

# 4. 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 or SENCO – Mr S Brown ([browns@elmtree.lancs.sch.uk](mailto:browns@elmtree.lancs.sch.uk))
* Issues with behaviour – talk to the relevant head of phase or year
* Issues with IT – talk to IT staff – Mr K Ali ([alik@elmtree.lancs.sch.uk](mailto:alik@elmtree.lancs.sch.uk))
* Issues with their own workload or wellbeing – talk to their line manager
* Concerns about data protection – talk to the data protection officer – Mr H Cartwright ([cartwrighth@elmtree.lancs.sch.uk](mailto:cartwrighth@elmtree.lancs.sch.uk))
* Concerns about safeguarding – talk to the DSL – Mr H Cartwright ([cartwrighth@elmtree.lancs.sch.uk](mailto:cartwrighth@elmtree.lancs.sch.uk))

# 5. Data protection

5.1 Accessing personal data

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

Explain:

* 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

5.2 Processing personal data

Staff members may need to collect and/or share personal 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found via the school website by clicking [here](https://www.elmtree.lancs.sch.uk/information/policies).

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school’s policies and procedures.

5.3 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

# 6. Safeguarding

All school staff are responsible for safeguarding children in school. If any member of staff has any safeguarding concerns regarding individual children, they must record on CPOMS, ensuring that Mr H Cartwright and the Team Leader are tagged in the incident post.

# 7. Monitoring arrangements

This policy will be reviewed yearly by Senior Leaders.

# 8. Links with other policies

This policy is linked to our:

* Behaviour policy
* Child protection policy
* Data protection policy and privacy notices
* Online safety policy