

Remote learning policy



The Downley School

Approved by:

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Last reviewed on:

April 2020

Next review due by:

Continuous review during Covid-19

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1. Rationale

In the event of a school closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term student absence.

Remote learning may also be appropriate in situations when students, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness, assuming students are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, students are self-isolating at home but are not suffering with relevant symptoms.

At the time of writing, the school has experienced an example of an extended school closure. The school will continue to review and amend this policy, in light of government or county guidelines. For example, the extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both students and teachers to participate in remote learning, owing to widespread illness, for example.

2. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

3. Roles and responsibilities

3.1 Teachers

Teachers must be available between **8am – 4pm**. 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.

Teachers are responsible for:

- Setting work
- Set and record all remote learning lessons
- Set work for the 30 children in their class for independent learning using the school platform suggested by SLT
- Coordinate work within their year group partner to ensure consistency across the year group
- Providing feedback on work
- Children will upload completed work on Purple Mash or send to class emails
- Feedback to pupils can be provided using Purple Mash or the class email address

Keeping in touch with pupils and parents –

- Use the class email address to communicate with parents
- Continue to do welfare calls to pupils who may not be attending school
- Emails to parents should only take place during working hours
- Any complaints or concerns must be shared with your Phase Leader and Family worker and be recorded using CPOMS

Attending virtual meetings with staff, parents and pupils:

- Dress like you would for school
- Video calls should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background
- 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

3.2 Teaching assistants

Teaching assistants must be available during their contracted 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely – this may include
- Support the children within their bubble – with guidance from the class teacher
- Sharing learning outcomes with the children
- Provide learning support during lesson times
- Provide verbal feedback to children within their bubble
- Keep their learning environments clean before and after lessons

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- Use professional language

Please also refer to the guidance from the Head Teacher about responsibilities and duties during Covid-19 circumstances.

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- 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 (Refer to supporting Safeguarding documents)

- The DSL is responsible for:
- Use CPOMS to record safeguarding concerns
- Record all safeguarding concerns
- Respond to all safeguarding concerns
- Liaise with Phase Leaders and the Family Worker to monitor children are working within the safeguarding guidelines when they are working remotely

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 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 to:

Be contactable during the required times – 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 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

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 as high quality as possible

Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

Issues in setting work – talk to the Computing Lead or Phase Leader

Issues with behaviour – talk to your Phase Leader or Family Worker

Issues with IT – talk to Computing Lead

Issues with their own workload or wellbeing – talk to their Phase Leader

Concerns about data protection – talk to the Computing Lead, Head Teacher or Phase Leader

Concerns about safeguarding – talk to the DSL

This contact can be made via email or on Microsoft Teams Chat.

5. Data protection

5.1 Accessing personal data

When accessing personal data, all staff members will:

- If using a personal device, use [Log me in](#) to access personal data when working remotely
- Use the Microsoft Office software to share data with colleagues (this includes email and Microsoft Teams and excludes Zoom)
- Staff should refrain from using their mobile phones to access personal data, even using the software above, where possible and must make this known to the Computing Lead and Head Teacher if there is no other option

5.2 Sharing personal data

Staff members must not share any personal data whilst using the remote learning platforms. If any personal data is shared this must be report to the Computing Lead or Head Teacher immediately.

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)

Making sure the device locks if left inactive for a period of time

Installing antivirus and anti-spyware software

Keeping operating systems up to date – always install the latest updates

Manage how to keep pupils personal details secure where family members are sharing devices

6. Monitoring arrangements

This policy will be reviewed by the Computing Lead and the Head Teacher. At every review, it will be approved by the governing body.

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