

Staff responsible	Andy Taylor
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Governing body ratified	30/09/2020
Review cycle	1 year
Next review	24/09/2021

1. Aims

1.1 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

The following roles indicate the responsibilities that will be assigned relating to remote Learning

2.1 Teachers

When providing remote learning, teachers must be available between 8.45 and 3.15.

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 reporting procedure.

When providing remote learning, teachers are responsible for:

- Setting work – suitable T&L activities should be provided for pupils by class teachers and a blended approach is encouraged
- Class teachers should exercise their professional judgement in relation to the tasks that are set depending on the specific needs of learners taking account of their SEND and ability of families to offer support in completing tasks.
- It is appropriate to use electronic methods of communication but some families may need hard copies of materials and these should be made available with clear instruction to Admin staff who will send packs home by post to families
- Class teachers should, where appropriate to need and pupil ability, offer Teams sessions to deliver content and provide instruction to facilitate completing tasks.
- Subject teachers should make work available for all of the groups that they would normally teach during the week and this should be forwarded to class teacher/Form Tutor who can then distribute to families using the class email or other agreed method depending on family context. It is not the responsibility of class teachers/form tutors to set work outside of their own areas of T&L.
- The learning resources sent home should, wherever possible, relate to the Scheme of Work that is being followed which is detailed in Subject Handbooks
- Work should be sent home weekly with weekly 'phone calls to establish suitability of tasks and any issues relating to pupils' ability to complete tasks.

- Where pupils are able to access BKSCconnect this should be the primary platform for uploading resources.
- Keeping in touch with pupils who aren't in school and their families
 - Contact should be made weekly by 'phone to ensure that families have a mechanism to share concerns and discuss issues relating to pastoral care and T&L.
 - Email channels of communication have been established through the class email addresses and these should be used as the primary form of communication to share tasks and point to external resources that may be of value in delivering T&L such as websites/online learning platforms
 - Any complaints or concerns shared by families should be referred to the SLT member responsible for the phase of the pupils in the first instance
 - Safeguarding concerns should be lodged using MyConcern. This platform is monitored daily by the DSL who is in daily contact with the HT
 - 'Catch ups' with pupils in class groups will be achieved weekly to ensure that pupils have an opportunity to meet with their peers and the class team
- Attending virtual meetings:
 - Some virtual meeting may need to take place such as Annual Reviews of EHCP's
 - Staff should apply standards detailed in the Code of Conduct ensuring that the environment from which the meeting is conducted is appropriate and does not offer distraction.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available between 8.45 and 3.15

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:

- Assisting Teachers in supporting pupils who aren't in school with learning remotely
 - Providing support to their assigned class group under direction of teacher
 - Providing Learning resources in conjunction with the class teacher
 - Attending virtual meetings where directed by the class teacher where appropriate

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.
- Monitoring the remote work set by teachers in their subject

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 – 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

2.5 Designated safeguarding lead

The DSL and Pastoral Manger is responsible for:

- Monitoring all concerns logged through MyConcern
- Liaising with class teachers/form tutors
- Liaising with HT and reporting back concerns and actions taken
- Providing data and information to the Governing Body

2.6 IT maintenance contractor

IT maintenance contractor is responsible for:

- General maintenance
- 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 Pupils and families

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Seek help if they need it
- Alert teachers if they're not able to complete work
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Staff can expect families 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 and detail requirements in term of needing physical rather than online resources
- 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:

3.1 If staff have any questions or concerns about remote learning, they should contact :

- Issues in setting work – relevant subject lead
- Issues with behaviour – relevant head of phase
- Issues with IT – contact Covue using IT ticket system
- Issues with their own workload or wellbeing – line manager
- Concerns about data protection – talk to the data 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:

- Use devices provided by the school
- Use school accounts and software such as BKSCONnect and Office 365
- Class and school account emails

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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
- 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

5. Links with other policies

5.1 This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy