

REMOTE LEARNING POLICY

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

Roles and responsibilities

Teachers

When providing remote learning the following will apply

- Teachers will deliver lessons according to their normal working timetable for that year.
- If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure.
- If a teacher is unavailable for work, then cover is set inline with our normal requirements. This will be set on Google classroom so all students can access this and is available online published at or before the normal lesson time for each student.
- Remote learning lessons will be live where possible and the content should follow the current Scheme of Work, as set by the Head of Faculty/Department.
- In cases where a minority of students are working from home whilst the majority of students are in school lessons will not be live streamed.
- All lessons and material are delivered through the Google suite and live lessons are delivered through Google meet.
- For each discrete lesson the amount of work provided should cover one hour as per the normal timetable. Teachers are asked to be mindful of the amount of work set, so students do not feel overwhelmed and yet have enough work to allow them to progress in each subject. When delivering live lessons it is not expected that a teacher spends the full hour of each lesson directly teaching. A typical lesson might include 30 mins of teacher input at the start of the lesson followed by 30 mins for students to complete a set task.
- When delivering live lessons teachers should work from school but if necessary lessons could be delivered from home; e.g. during national lockdown where workers are requested to work from home if possible.
- Students are required to switch off their camera and microphone during a live lesson. They may use the microphone if given permission by the teacher. Teachers may choose to use their camera during a lesson if they wish to do so.

- Students will be removed from a live lesson immediately for inappropriate behaviour. For persistent low level disruption students will be given a warning before being removed from an online lesson.

Providing student feedback

As per classroom based lessons, teachers should gain feedback from students to assess engagement and learning. This can be done in a number of ways:

- Questioning-direct, using polls or in the chat box
- Using one to one interaction tools: jam boards, Google docs etc
- Feedback is most effective when it is given whilst a student is working. Comments could be given 'live' as the student is writing in any of the interactive one to one tools, or a mark scheme can be posted on Classroom for students to self-mark.
- Feedback on how students have done can then be gathered at the start of the next lesson through the chat box.
- Providing written feedback on through google classroom

Students not engaging in, or attending lessons and additional support offered

Lesson attendance is monitored daily by the year team and parents are contacted when a student is absent from a lesson. This is done by the year team and is monitored through SIMS.

Where students fail to complete work as required by teachers, the teacher would be expected to inform parents/carers of any tasks that have not been completed with details of missing work and where it should be submitted. The responsibility for submitting work would then rest with the parent/carer.

The year team make home visits to families where the need is great and make weekly calls to parents/carers of vulnerable students.

Tutors are expected to check in with their tutees and share feedback with the year team and SLT.

All PP parents/carers of year 9 and 10 disadvantaged students in school have been contacted by our graduate tutors and this contact is weekly. These students have one to one support in school as part of our catch up programme.

Teaching assistants

When assisting with remote learning, teaching assistants must be available for all timetabled lessons as per their normal working day.

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 remote learning.

Students to be supported are identified by the SENCo.

When supporting students with remote learning care is taken to ensure dress is appropriate and professional, as are the background surroundings and noise levels.

Subject Leads/Heads of Faculty

Alongside their teaching responsibilities, Subject Leads/Heads of Faculty 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
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

Senior Leadership Team

Alongside any teaching responsibilities, SLT are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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

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
- Be respectful when making any complaints or concerns known to staff

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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

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 Leader/Head of Faculty or SENCO
- Issues with behaviour – talk to the relevant Head of Year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL (Luan Tink)

If parents or students have any questions or concerns about their remote learning they should inform the class teacher in the first instance if appropriate. Where this is not appropriate they should contact the form tutor, head of year or for if necessary the DSL (Luan Tink)

Data protection

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

Processing personal data

Staff members may need to collect and/or share personal data such as 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.

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

Safeguarding

For full details on safeguarding please refer to our Safeguarding Policy available via the Redborne website (www.redborne.com).

Where any person working remotely with our students has concerns, these can be raised immediately with the year team. For safeguarding concerns, these must be raised immediately with the DSL, Luan Tink or the headteacher, Olly Button.

The DSL is responsible for:

- Ensuring the Safeguarding Policy is implemented

Dissemination of the Policy

This policy will be available on the school website.

Monitoring, Evaluation and Review

The policy will be reviewed every third year by the SLT

Date approved by governors	Feb 2021
Date for review	Feb 2022

