



# Huxlow Science College

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CWood	SLT	January 2022	18 January 2022	Annual	January 2023

## Remote Learning Policy

Policy Approver: Curriculum & Welfare Committee

### Version Control

Version Number	Date of Change	Changes Made



# Huxlow

## Science College

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## 1. Policy Name

Remote Learning Policy

## 2. 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

## 3. Roles and Responsibilities

### 3.1 Teachers

When providing remote learning, teachers must be available between 8.50am to 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. Please contact your line manager and Ali Ward on the morning of absence.

When providing remote learning, teachers are responsible for:

- **Setting work:**
  - Your classes (subject) and tutor group (LORIC)
  - The equivalent of a lesson worth
  - The day before by 3pm or if live lesson, at the timetable allocated time
  - For KS3, all core subject lessons should aim to be live stream, or as appropriate with discussion with Learning Leader
  - For KS4, all core subjects, and two options subject lessons should aim to be live stream, or as appropriate with discussion with Learning Leader
  - Attendance will be recorded on Go4Schools
  - Uploaded onto Sharepoint or on Teams if live lesson
  - Co-ordinate with other teachers in the department, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- **Providing feedback on work:**
  - Set work through Assignments on Teams and online learning eg. Educake, Senaca, Mathswatch
  - Share feedback through Teams
  - Adhere to the timeframes detailed in the department feedback policy
- **Keeping in touch with pupils who aren't in school and their parents:**
  - Maintain regular contact through online learning, using Teams for feedback or if necessary phone calls and email
  - Teachers are not expected to answer emails outside of working hours
  - Respond to complaints or concerns shared by parents and pupils as department policy– for any safeguarding concerns, see section below

- Follow up behavioural and engagement issues, such as failing to complete work with communication to students and parents by email or phone calls
- **Attending virtual meetings with staff, parents and pupils:**
  - Dress code should be professional and adhere to the school policy
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
  - Adhere to safeguarding policy for adjustments and expectations

If teachers are also be working in school, i.e. during partial closure, they will need to provide remote learning linked to in-school and remote provision – for example, streaming lessons in school to complement pupils’ learning remotely.

### **3.2 Teaching Assistants and Learning Mentors**

When assisting with remote learning, teaching assistants must be available between 8.50am 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. Please contact your line manager and Ali Ward on the morning of absence.

When assisting with remote learning, teaching assistants are responsible for:

- **Supporting pupils who aren’t in school with learning remotely:**
  - SEND students identified by SENCO
  - Disadvantaged students identified by Student Welfare Lead
  - Provide core support for students accessing remote learning, as directed by SENCO and Student Welfare Lead
- **Attending virtual meetings with teachers, parents and pupils:**
  - Dress code should be professional and adhere to the school policy
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
  - Adhere to safeguarding policy for adjustments and expectations

### **3.3 Learning Leaders, Pastoral Leaders and SENCO**

Learning Leaders co-ordinate subject provision across the school, and the SENCO will support Learning Leaders and Pastoral Leaders by monitoring remote learning for children with SEND across the school.

Alongside their teaching responsibilities, Learning Leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning, including ROT (revision over time) and catch up provision
- 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 through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

Alongside their teaching responsibilities, Pastoral Leaders (Year and Key Stage) are responsible for:

- Working with Learning Leaders and the SENCO and LM team to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the engagement of students by regular meetings with form tutors or by reviewing work set
- Ensuring that students have appropriate pastoral care and support from their form tutors through remote assemblies and LORIC time
- Ensuring that regular liaison takes place with parents where appropriate in the form of emails or phone calls

### **3.4 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

### **3.5 Designated safeguarding lead**

The DSL is responsible for:

Please refer to the child protection policy addendum.

### **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

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 – 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 as high 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or 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

## **5. Data Protection**

### **5.1 Accessing personal data**

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

- Use secure cloud service or a server in your IT network
- Use school lap tops or iPads rather than their own personal devices

### **5.2 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.

### **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

Please refer to the child protection policy addendum, found in Staff Information in Sharepoint.

## 7. Monitoring arrangements

This policy will be reviewed termly by Charlotte Wood, Deputy Head Teacher. At every review, it will be approved by the Curriculum committee.

## 8. 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- SEND Policy

Signed: \_\_\_\_\_

Chair of Curriculum & Welfare Committee

Date: \_\_\_\_\_