Remote Learning Policy

Date of issue: February 2023

Review Date: February 2025

Contents

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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9.30 – 2pm.

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 contacting the Head teacher.

When providing remote learning, teachers are responsible for:

Setting work:

  o Work must be set in reflection of the in school timetable

  o For core subjects (English & Maths) work must be set to ensure pupils have work to complete for every weekday they are not present in school. o The work needs to be uploaded before 3pm the previous day. o Uploading work to the remote learning platform.

  o Work set should be recorded on the tracking document shared on the drive.

> Providing feedback on work o Students are encouraged to return work in a number of ways. They can return work electronically, via post or return completed work by hand.

  o Feedback should be given in line with the school marking policy. For students working exclusively at home, this should sent electronically.

> Attending virtual meetings with staff, parents and pupils o Staff are expected to respect the smart casual approach to clothing which reflective their usual in school attire.

  o Staff are asked to avoid areas with background noise with nothing inappropriate in the background. Staff are expected to ensure information shared is kept confidential by ensuring conversations cannot be overhead by others in the household.

2.2 Teaching assistants

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

> Supporting pupils who aren't in school with learning remotely o If required to support online, teaching may be asked to work with students on a 1:1 basis. This support will be directed by the class teacher

  If in teaching assistants are expected to continue their usual support duties. This may include 1:1 or small group work, general administrative duties and lesson preparation.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Ensuring the work set for students is suitable and achievable for students working remotely.

> Working with teachers teaching their subject 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 > Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Monitoring the effectiveness and engagement of remote learning via regular dialogue with parents and pupils

2.5 Pastoral Care Team

The Pastoral Care Team is responsible for:

The school will maintain contact with children who are at home. Staff will speak to Parents/Carers and may also try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

> Not completing assigned work or logging on to school systems

> No contact from children or families

> Seeming more withdrawn during any class check-ins or video calls

2.6 Designated safeguarding lead The

DSL is responsible for:

> Ensuring any safeguarding concerns are recorded, investigated and referred where necessary.

2.7 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 designated teachers

> 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. Who to contact

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

> Issues in setting work –Nichola Desmond, Curriculum Manager

> Issues with behaviour – Lucy Shury, Assistant Head

> Issues with IT – Contact SCIS 01522 525229/ helpdesk@scisuk.com

> Issues with their own workload or wellbeing – talk to their line manager/Ang Dawson

> Concerns about data protection – Rosie Rowe, Business Manager

> Concerns about safeguarding – Ang Dawson/Lucy Shury, DSL/Deputy DSL

4. Data protection

4.1 Accessing personal data

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

> Staff can access data via the School pod using their usual password. This service should not be left open and should be logged out of when away from device

> Staff 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

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as yourname@theacornschool.co.uk 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.

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 – 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

5. Safeguarding

The Child Protection Safeguarding Policy can be accessed via the school website

6. Monitoring arrangements

This policy will be reviewed by Eve Tyson, Curriculum Manager. 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

> Home-school agreement

> ICT and internet acceptable use policy

Signature: _____ Date:_____
Chair, Standards Committee

Signature: _____ Date: _____
Headteacher