

# Remote Learning Policy

Park School



<b>Approved by:</b>	James Davis	<b>Date:</b> 12/01/2021
<b>Last reviewed on:</b>	20 January 2021	
<b>Next review due by:</b>	20 April 2021	

# Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	4
4. Data protection .....	4
5. Safeguarding .....	5
6. Monitoring arrangements .....	5
7. Links with other policies .....	5

---

## 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 am and 3 pm.

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 providing remote learning, teachers are responsible for:

- Setting work –
  - This is for their own 'bubble' and for their subject area, for others to access
  - The work should follow the scheme of work and should be done weekly
  - Work for the week should be uploaded by 4:30pm on the Friday before
  - The weekly plan is to be uploaded to the Staff Drive
  - Any resources needed for lessons are to be emailed to the teachers delivering it
  - For pupils not in school or residential homes, the work must be printed and given to the office
- Providing feedback on work –
  - Teachers delivering the work are to liaise with subject leads to share completed work
  - Teachers will give feedback to pupils in their 'bubble'
  - Feedback should be completed at the end of each week
- Keeping in touch with pupils who aren't in school or residential homes and their parents/carers –
  - Contact parents/carers directly via email to provide work and offer support via Zoom
  - Teachers should not answer emails from parents/carers before 8:30am or after 4:30pm
  - Any concerns or complaints are to be passed on to the Senior Leadership Team
  - Safeguarding concerns are to be passed to the DSL as per Safeguarding Policy
- Attending virtual meetings with staff, parents and pupils –

- Dressed appropriately
- In a quiet location, avoiding background noise, with nothing inappropriate visible in the background

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm.

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. It is expected that staff inform school of absence by 7:30am on the day they will be absent.

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

- › Supporting pupils in residential homes:
  - Staying inside their 'bubble', with their designated children – this is to be agreed prior to remote learning
- › Attending virtual meetings with teachers, parents and pupils:
  - Dressed appropriately
  - In a quiet location, avoiding background noise, with nothing inappropriate visible in the background

## 2.3 Subject leads and SENCO

Alongside their teaching responsibilities, subject leads and the SENCO are responsible for:

- › Delivering the remote lessons allocated to them by the senior leadership team
- › 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, and deadlines are being set an appropriate distance away from each other
- › Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › 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:

- › Co-ordinating 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

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that appropriate safeguarding procedures are in place in relation to remote learning take place (such as the recording of Zoom lessons). Staff to access Zoom, only through the ADL platform to ensure they are adequately safeguarded. Staff to be aware of Section 3, in the Park School Safeguarding Policy regarding the referral process, should there be any safeguarding concerns raised during their remote teaching sessions.

## 2.6 IT staff

IT staff will support, where practically possible, with:

- › 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 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

## 2.8 Governing board

The governors though OFGL 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

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 lead or SENCO
- › Issues with behaviour – talk to the relevant Behaviour Co-ordinator
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – please talk to the Deputy Headteacher or the Headteacher
- › Concerns about data protection – talk to the Deputy Headteacher
- › Concerns about safeguarding – talk to the DSL or where unavailable the Headteacher

## 4. Data protection

### 4.1 Accessing personal data

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

- › Be able to access student records via the S:Drive and Clearcare
- › Where possible, please use only school provided IT equipment to provide remote learning – please check with the Deputy Head if you are unsure about this aspect of the policy

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as student details, email addresses and contact numbers 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

Staff can find our safeguarding policy on the S Drive using the following hyper-link. Further e-learning safeguarding guidance for staff will be published internally in due course, to support remote learning - <S:\!Policies Autumn 2020\Safeguarding Policy PS Reviewed Nov 2020..doc>

## 6. Monitoring arrangements

This policy will be reviewed every 3 months by the Leadership Team and Headteacher. At every review, it will be approved by line manager for education.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Safeguarding policy and the coronavirus addendum to our safeguarding policy <S:\!Policies Autumn 2020\Safeguarding Amended policy COVID-19.doc>
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy