Remote learning policy

**St Giles’ and St George’s CE Academy**



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| **Approved by: C Pointon** |  | **Date:** 02/10/2020 |
| **Last reviewed on:** | 20/12/2020 | |
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# 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
* To follow the guidelines outlined in Appendix 1 to ensure remote learning can be provided in various situations should they arise

# 2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 16:00

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 for their class (English, Maths and Foundation each day) and delivering these lessons via Teams if appropriate.
* Completing a register at 9am to ensure children working from home are ready to access their learning
* Ensuring the work is set and available online by 9am at the latest
* Uploading work to the class materials folder on the class channel of Teams
* Ensuring work is consistent by coordinating with other teachers (especially in mixed year group classes)
* Responding to children’s posts and providing feedback to the children via Teams
* Rewarding children who have completed home learning via the class dojo system
* Making contact with pupils who they haven’t received work from by asking the school office to ring and chase the work
* Sharing any safeguarding concerns with DSL via My Concern
* Attending virtual staff meetings and briefings where appropriate

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00 and 16:00

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 teachers with monitoring posts on Teams and providing remote learning
* Attending virtual staff meetings and briefings where appropriate
* Creating and researching resources and worksheets to be used online in liaison with the class teacher

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
* Monitoring the remote work set by teachers in their subject
* 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
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

* Be online at 9am for registration
* Be available online throughout the day to engage with lessons alongside their class
* 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

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

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 SLT
* Issues with IT – talk to IT staff
* Issues with their own workload or wellbeing – talk to Key Stage Lead
* Concerns about safeguarding – talk to the DSL

# 4. Data protection

4.1 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.

4.2 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- please ask the technician to do this
* Keeping operating systems up to date – always install the latest updates

# 5. Safeguarding

* See Safeguarding Policy

# 6. Monitoring arrangements

This policy will be reviewed termly by H Booth (Assistant Headteacher).

At every review, it will be approved by C Pointon (Headteacher)

# 7. Links with other policies

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

