

Remote learning policy



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1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for students who are not 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 8.15am and 3.30pm.

Work set must be equivalent to the curriculum time students would experience if in school, following the normal daily timetable. This will be five hours a day for KS3 and KS4. KS5 will have equivalent curriculum hours for each subject they study.

Teacher's may use recorded or live direct teaching time, and must allow time for pupils to complete tasks and assignments independently.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. If they are unable to teach due to CPD course (or similar professional engagement) then work should be set and a covering video (Screencastify/Looms) should be uploaded onto Google Classroom. The Subject Leader should also be informed.

When providing remote learning, teachers are responsible for:

- Provide work for all classes they teach.
- Work must be set in line with the school day timetable
- Work must be set by 8am on the day of the lesson
- Work must be uploaded to Google Classroom. Guidance is available in the staff CPD Classroom if required.

Providing feedback on work

When they set assessed work, teachers must ensure it is designed in such a way that meaningful feedback may be provided. Possible methods may include:

- Recording oral feedback and sharing an audio file with the student via Mote/Screencastify. Hearing the teacher's voice is hugely important to students. Furthermore, it can often make the delivery of feedback less onerous to teachers.

- Providing whole class feedback rather than comments on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research
- Using the “Comments” function on online documents, or in Google Classroom assignments
- Feedback via another website / piece of software (e.g. SenecaLearning, MyMaths, Kahoot challenges etc.)

Keeping in touch with students who are not in school and their parents.

- Tutors have registration every day to touch base with their tutees.
 - Emails from parents and students will be answered during working hours
 - Deal with any complaints/concerns from parents. Passing on issues to the relevant staff member (Head of Years, Subject Leaders, IT technician)
 - If staff need to phone parents from home then please dial '141' before their number to keep your personal number anonymous.
- Attending virtual meetings with staff, parents and students:
 - Dress code should be smart professional when interacting with parents (such as parents evening).
 - Locations should be suitable for teaching or having a professional conversation. (e.g. avoid areas with background noise, nothing inappropriate in the background, also be sure that your screen does not have inappropriate tabs open if you are sharing your screen).

If a member of staff is in school then they should still take their normal timetabled lessons.

Homework

There is no expectation that staff will set additional homework tasks. However, staff can set tasks that will supplement/enhance the learning experience, when appropriate.

2.2 SENDCo

The SENDCo will oversee the provision of the SEND students. Their role is to coordinate so that support has been individualised to the needs of each student. This includes the allocation of Learning Support Assistants, liaising with parents and timetabling of remote teaching lessons.

2.3 Learning Support Assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours.

If they are 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.

The Learning Support Assistants have been allocated a caseload of students (depending on their hours and timetables) to support the students throughout the day. Students requiring academic mentoring and/or curriculum support, they have a timetable of sessions with the allocated LSA. This is to review the work that has been set or provide support as/when required. The LSAs are reviewing the work that has been set on their allocated student's Google Classroom and liaising with parents.

2.4 Subject leads

Alongside their teaching responsibilities, subject leaders 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.
- Working with other subject leaders 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.

2.5 Heads of Year

Alongside any teaching responsibilities, Heads of Year are responsible for:

- Monitoring and promoting student engagement with their lessons
- Keeping an accurate record of regular contact between home and school
- Supporting a team of tutors
- Liaising with the DSP / DDSP in relation to CP and safeguarding issues
- Liaising with other HOYs and the SENDCo
- Liaising with and attending meetings with external agencies as required

2.6 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – please speak to Joanne Rourke or Richard Baker
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations - please speak to Brett Daddow
- Assisting students and parents with accessing the internet or devices - please speak to Ase Welsh

2.7 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work,
- Helping staff, students and parents with any technical issues they are experiencing, a dedicated email address has been sent to all parents and is regularly checked by the IT staff.
googleclassroomhelp@astleycooper.herts.sch.uk
- Reviewing the security of remote learning systems and flagging any data protection breaches to Avis Catterall (data protection officer).

2.8 Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day – although 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 are 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 not complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.9 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 SENDCo
- 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 DSP

4. Data protection

4.1 Accessing personal data

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

- Use CC4 network to access the school server and SIMs.
- Staff can use their own personal devices. They need to take the appropriate steps (outlined below) to ensure their devices are secure. If their device is not able to support the necessary applications then they need to speak to the Business Manager.

4.2 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 will not 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)
- 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 (unless advised not to do so by IT support)

5. Safeguarding

The Child Protection Policy (updated September 2020) can be found in the staff area and on the school website. Please see appendix 5 for details relating to COVID.

6. Monitoring arrangements

This policy will be reviewed as appropriate, in line with changes to government guidance, by Joanne Rourke (Assistant Headteacher) and Richard Baker (Associate Assistant Headteacher).

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy