THE ASTLEY COOPER SCHOOL

REMOTE LEARNING POLICY

Updated March 2023

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Contents

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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

2. Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

› Occasions when we decide that opening our school is either:

　o　Not possible to do safely

　o　Contradictory to guidance from local or central government

› Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8.15am and 3.30pm.

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

Insert details of responsibilities. This could include:

- Setting work
    - 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
- Providing feedback on work
    - Using the comments function on online documents or in google classroom
    - Providing whole class feedback
- Keeping in touch with pupils who aren't 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 department)
    - If staff telephone parents from home then please hide your phone number to keep it anonymous
- Attending virtual meetings with staff, parents and pupils
    - Dress code should be smart professional
    - Locations should be suitable for teaching or having a professional conversation (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 they should still take their normal timetabled lessons

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.

SENCO

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.

3.2 Teaching 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 also liaising with parents

3.3 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

3.4 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

3.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – please speak to the DHT/AAHT responsible for remote learning.

- 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 the DSP

- Assisting students and parents with accessing the internet or devices - please speak to the AHT responsible

3.6 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 the Data protection officer).

3.7 Students and parents

Staff can expect pupils 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 cannot complete work

- Seek help from the school if they need it

- 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:

- 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

5. Data protection

5.1 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 Network Manager.

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 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.

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)
- 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)

6. Safeguarding

The Child Protection Policy can be found in the staff area and on the school website.

7. Monitoring arrangements

This policy will be reviewed as appropriate, in line with changes to government guidance, by the DHT/AAHT responsible for remote learning.

8. 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