

# Remote learning policy



Beaucroft School

**Approved by:**

**Date:**

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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. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.45pm on their usual working days.

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 – contacting the school supply mobile between 6.45am and 7.30am. If it affects the completion of any work required ensure that arrangements have been made with Team Leaders to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Providing physical packs to send home with students that have been pre-prepared. This is done in consultation with families to determine volume and nature of the work.
- Providing virtual face to face sessions for all their students - either individual, small group or as a class depending on the student's ability to access the sessions and the family's views. This must be offered at least daily.
- Provide a daily Numeracy and Literacy based lesson that reflects the outcomes in each students' EHC plan. Some of our students may not be able to access this, in which case the teacher must support parents/ carers to meet EHC plan outcomes by providing physical activities, supporting ways to deliver and signposting to other resources.
- Daily plans to be in place by the previous day and shared with Team Leaders – this can be done through Resources.
- Liaising with the rest of the class staff team to include them in virtual sessions, planning and resource making.
- Providing feedback verbally to students via Teams and via email to parents / carers at least weekly.
- BCC in Team Leaders to any emails to parents / carers.
- All correspondence, including emails, telephone calls and Teams sessions to be recorded in the appropriate class file on Resources – COVID-19.

- Teachers should not respond to email or initiate any correspondence with parents / carers outside the hours 8am – 6pm. Contact Co-Heads if it is felt necessary to do so.
- Contacting the DSL and/or SLT with any safeguarding concerns.
- Contact Team Leaders and/or Co-Heads with any complaints/concerns from parents/carers.
- When conducting virtual meetings teachers must adhere to the school dress code, use a quiet location with a background that is free from anything inappropriate.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am and 3.45pm on their usual working days.

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 – contacting the school supply mobile between 6.45am and 7.30am. When assisting with remote learning, teaching assistants are responsible for:

- Supporting their students under the direction of the class teacher. This can include making resources and leading/supporting Teams sessions.
- BCC in Team Leaders to any emails to parents / carers.
- All correspondence, including emails, telephone calls and Teams sessions to be recorded in the appropriate class file on Resources – COVID-19.
- TAs should not respond to email or initiate any correspondence with parents / carers outside the hours 8am – 6pm. Contact Co-Heads if it is felt necessary to do so.
- Contacting the DSL and/or SLT with any safeguarding concerns.
- Contact Team Leaders and/or Co-Heads with any complaints/concerns from parents/carers.
- When conducting virtual meetings staff must adhere to the school dress code, use a quiet location with a background that is free from anything inappropriate

## 2.3 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 weekly meetings with teachers, reviewing the recording sheets on Resources
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- Monitoring contact, collating, passing on information and responding to any concerns.
- Completing the DC Vulnerable Children Spreadsheet.
- The DSL should not respond to email or initiate any correspondence with parents / carers outside the hours 8am – 6pm. Contact Co-Heads if it is felt necessary to do so.

See the addendum to Child Protection Policy

## 2.6 IT Lead

IT Lead is responsible for:

- 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 where possible.

## 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 set by teachers if agreed by parents/carers
- 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/carers 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 –refer to the website, email teachers or the school office.
- 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 their Team Leader
- Issues with IT – talk to IT Lead
- Issues with their own workload or wellbeing – talk to their Team Leader and/or Co-Heads
- Concerns about data protection – talk to the data protection officer – Phil Childerhouse.
- Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, teachers to keep a secure email that has the contact details for each of their students and their parents/carers.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or telephone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a

school and doesn't require explicit permissions. While this may be necessary, 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 to follow our Child Protection Policy and refer to the DSL or Deputy DSLs with any concerns.

See also the addendum to Child Protection Policy

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by Diane Makariou (Co-Head). At every review, it will be approved by SLT.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and COVID-19 addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy