

Remote Learning Policy



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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 Conductor-Teachers

When providing remote learning, teachers must be available between 8.30am-4.30 pm.

If they're unable to work for any reason, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure (a phone call to the school office before 8.30am each morning and the absence recorded on Breathe).

When providing remote learning either from school or from home, teachers are responsible for:

- Liaising with any members of school staff who might be providing support via Zoom for a short English and Maths lesson each day. Share planning where necessary.
- Making contact with the parents of each child in their class who needs remote support at least every other day.
- Emailing each parent information of any worksheets/activities that the parent would successfully be able to complete at home with their child.
- Reminding the parents of any passive stretches that would be appropriate for the child.
- Providing, where possible, daily zoom sessions designed to meet the physical needs of each of the pupils. If this is not possible then other ways of providing support with a pupil's physical needs will be explored i.e. a copy of the task series shared with parents, a pre-recorded video shared with the parents etc. The decision regarding how best to support individual pupils with their physical skills will be at the discretion of the teacher-conductor in conjunction with the management team, based on the needs of the pupil and the overall

needs of their class in school. If delivering Zoom sessions, the camera will not be directed at any other pupils- it will display staff members only. The session can be stopped at anytime the teacher feels it is appropriate.

- Adapt the curriculum where possible and necessary to facilitate remote learning.

If a teacher is working in school, then this support must be organised once the pupils in school have gone home. There is no expectation to provide support for pupils during their first day of isolation between the hours of 9.00am and 3.00pm. Contact will be made prior to the second day of self-isolation and a plan of support put into place.

2.2 Senior/Conductor Assistants

When assisting with remote learning, senior/conductor assistants must be available between 8.30am-4.30pm

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 (a phone call to the school office before 8.30am each morning and the absence recorded on Breathe).

Staff can be asked to assist with remote learning both from school or from home. If a staff member is self-isolating but otherwise well they may be asked to support with remote support. When assisting with remote learning, teaching assistants may be asked to undertake the following tasks:

- Support a parent in their child's participation in a task series via zoom.
- Support a pupil with short English and Maths activities via Zoom following the direction and planning of a teacher.
- Support a teacher to prepare and email resources to a parent.
- This support may take place during the school day if there is appropriate levels of staffing or after 3.00pm when the pupils in school have left.
- Senior Conductor Assistants may be asked to plan some of these sessions with minimal input from the teacher.

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 staff and feedback from parents and pupils.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Provide support with access to It for families who do not have access.

2.5 Designated safeguarding lead

The DSL, Eva Sebeszta, is responsible for ensuring that the aims of the Safeguarding Addendum are met at all times for any pupils who is being supported remotely.

2.7 Pupils and parents

At Paces we acknowledge that for a pupil to access learning remotely they will more than likely require the support of a parent/adult in the home environment. We appreciate that this may have implications for parents, particularly those who are working from home. It is our hope that we can support pupils effectively with remote learning and that parents will want to engage in the support that is on offer.

Parents can expect:

- Daily contact from a member of staff from the end of the first day of self-isolation.
- Contact from their class Conductor Teacher at least every other day.
- The opportunity to participate in short Zoom sessions delivering elements of the English and/or Maths curriculum (this will be dependent upon staff attendance on any one day).
- The opportunity to participate in a task series via Zoom or access to alternative support with physical tasks (this will be dependent upon staff attendance on any one day).
- Continued support with passive stretches following the advice given prior to the lockdown in March.
- Continued support with communication strategies and devices (this will be dependent upon staff attendance on any one day)
- Any relevant worksheets/activities to be sent home via email.
- Support will be put in place for pupils who are unable to attend school due to the fact that are self-isolating.
- There will be no remote support put in place for pupils who are not able to attend school due to the fact they are unwell. Regular contact will be kept with families whose children are unwell as per the usual protocols.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't engage in remote learning.
- Seek help from the school if they need it.
- Be understanding of the fact that any Zoom sessions will be offered at a time suitable for staff working in school.
- Be understanding of the fact that at times it will be difficult to adapt the curriculum and staff will do their best to accommodate this.
- When accessing Zoom sessions to ensure, where possible, that the child and the parent are the only people in the room and that both are appropriately dressed.

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 member of SLT.
- Issues with behaviour – talk to the relevant class teacher.
- Issues with IT – talk to BDI. They are contactable via Ruth Liu.
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer Harry Ware. (Harry is contactable via Kate in the school office)
- Concerns about safeguarding – Eva Sebeszta.

4. Data protection

4.1 Accessing personal data

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

- Where staff need to access data this should be done via a member of the SLT or via the school server.
- Where a staff member has access to a work laptop this should be used to facilitate remote support rather than a personal device.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone 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)
- 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

Our usual Safeguarding policies remain in place with an addendum to the document for instances when pupils are being supported with their learning remotely. Both of these documents can be found on the website.

6. Monitoring arrangements

This policy will be reviewed half termly by the Headteacher and the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy and coronavirus addendum to our Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy