



Remote Learning Policy

Approved by:	Chair of Quality of Education Committee	Date:	March 2021
Signed:	Due to the pandemic this policy was agreed virtually at the Governors meeting on 19 th May 2021		
Next review due by:	March 2023 Mrs Fiona Webster-Lee		

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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

Head Teacher and Senior Leadership Team:

The Senior Leadership team are responsible for overseeing the remote learning. The Assistant Head is responsible for Curriculum and in turn for Remote Learning. Senior Teachers are responsible for supporting their departments with remote learning and ensuring that they are supporting pupils at home with regards to pastoral and safeguarding issues.

Subject Leaders:

Subject leaders are responsible for supporting class teachers with their remote learning planning for their subject. They are responsible for adjusting their curriculum for a remote learning environment.

Teachers:

Teachers are responsible for creating remote learning resources and plans to share with parents/carers. They are responsible for ensuring that all pupils are able to access home learning according to their home situation. For example if a pupil does not have access to the internet at home they will be provided with paper home learning packs with all the resources they will need to do this learning at home. They will create both online resources accessible by using Padlet and email. Teachers will check in daily via email or phone and weekly by zoom if a whole class is self-isolating.

Teaching Assistants:

Teaching assistants are responsible for supporting the class teacher with remote learning. They will support the remote learning as directed by the class teacher.

2.1 Teachers

When providing remote learning, teachers must be available between the times they are usually allocated on the timetable plus the directed time as laid out in the directed time document.

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.

Each class teacher has created their own remote learning offer which can be found on the drive https://drive.google.com/drive/folders/1dbvE1_qaXnvUGEzmvZYArYLgTbnebe9x3

When providing remote learning, teachers are responsible for:

Setting work daily:

- For their classes and any other class groups they regularly teach and responsibility for in terms of the class' learning
- This should include a daily interaction via email with parents explaining the days tasks
- This work needs to be set by 8.45am that morning and can be set the day before, as long as there is daily email feedback
- Work should be uploaded to Padlets and class emails
- Packs of work should be sent out to pupils without access to technology at home
- Subject leads and senior teachers for each department should communicate regularly in order to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work:

- Completed work can be emailed back to staff via photos or be in discussion with parents over email

Keeping in touch with pupils who aren't in school and their parents – cover details like:

- Class emails should be the main way communication happens for remote learning, phone calls can take place from the school phone or by hiding your caller id
- Teachers should not respond to emails from pupils or parents before 8.45 am or after 4.30pm. Emails can be scheduled to be sent at an appropriate time
- Any complaints or safeguarding concerns should be sent straight to the Senior Leadership Team
- Safeguarding concerns should also be recorded onto Cpoms immediately
- Staff should keep a simple log of pupil engagement and encourage this, but if there is no engagement notify SLT via the senior Teachers for departments

Attending virtual meetings with staff, parents and pupils – cover details like:

- When attending a virtual meeting ensure you are wearing appropriate clothing- as laid out in the dress code policy
- Ensure that virtual meetings have more than 1 Parkside employee in them at all times unless it is a professionals only meeting
- Live platforms can be used to organise meetings but not live lessons
- Lessons can be streamed through you tube – but SLT must be aware of the content first

2.2 Teaching assistants

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

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 pupils in their classes who aren't in school with learning remotely under the direction of the teacher

Attending virtual meetings with staff, parents and pupils – cover details like:

- When attending a virtual meeting ensure you are wearing appropriate clothing- as laid out in the dress code policy
- Ensure that virtual meetings have more than 1 Parkside employee in them at all times unless it is a professionals only meeting
- Live platforms can be used to organise meetings but not live lessons
- Lessons can be streamed through you tube – but SLT must be aware of the content first

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
- Working with other subject leads 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 and emails
- 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 - Fiona Webster-Lee is the senior leader responsible for co-ordinating remote teaching
- Monitoring the effectiveness of remote learning - Mrs Webster-Lee will have, regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for following up any safeguarding concerns and continuing to monitor pupils with social workers.

DSLs are:

Carolyn Ellis-Gage Head Teacher

John Habershon –Deputy Head

Fiona Webster-Lee- Assistant Head

Clare Savory- Year 9,10,11

Iain Mills Year 7,8

Lucy Kent year 3,4,5,6

Tracey Daniels- Pathways 6th Form

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

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 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 - if you know of any resources staff should point parents towards if they're struggling, include those here
- 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
- Ensure workload and wellbeing is being considered

3. WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work - talk to the relevant subject lead or Senior Teacher
- Issues with behaviour - talk to the relevant Senior Teacher or John Habershon
- Issues with IT - talk to Joshua Culley or David Hook
- Issues with their own workload or wellbeing - talk to their line manager
- Concerns about data protection - talk to Fiona Webster-Lee
- Concerns about safeguarding - talk to the DSL

4. DATA PROTECTION

4.1 Accessing personal data

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

- Have access to BromCom and Google emails from home

- Staff should use their school laptops NOT personal devices to access personal information

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
 - Keeping operating systems up to date - always install the latest updates

5. MONITORING ARRANGEMENTS

This policy will be reviewed bi-annually: At every review, it will be approved by the full governing board/committee.

6. LINKS WITH OTHER POLICIES

This policy is linked to our

- Behavior policy
- Child protection policy
- Data protection policy and privacy notes
- Home-school agreement
- ICT and internet acceptable use policy
- Risk Assessment
- Online safety policy