



EXCELLENCE • LEARNING • LEADERSHIP
KING RICHARD
SCHOOL

STAFF REMOTE LEARNING POLICY
KING RICHARD SCHOOL

Approved by: Richard Sproson **Date:** 2 November 2020

Last reviewed on: 5 January 2021

Next review due by: 5 February 2021

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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. Role and Responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 08:00 – 14:00hours.

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 are responsible for:

- Setting work:
 - For the classes they teach as per their usual timetable.
 - An amount of work should be set that provides enough work for at least 50 minutes of a one-hour period. This will incorporate time for a screen break should the work be IT dominant.
 - Work should be available for the pupil when the lesson is due to take place as per their usual timetable or any interim timetable that has been put into place.
 - Students must be clear which learning platform is being used for the subject in question.
 - Teachers should consider a student's access to technology and ICT prowess when setting appropriate work.
 - That considers how a blended learning approach where online and face-to-face learning can become complimentary when students return
- Providing feedback on work:
 - That should be accessible to teaching staff through a clear means that has been disseminated with students.
 - Where marking and feedback is appropriate and will lead to student progress it should be given remotely and electronically.
 - Feedback should be shared with students as per the Marking and Feedback Policy.
- Keeping in touch with pupils who remote learning and their parents:
 - Teachers should be in regular contact with students as per their normal or interim timetable. Any student absence should be escalated through Attendance Officer/Assistant Headteacher Pupil Support
 - Teachers should only be expected to reply to parental email during school hours and through the appropriate means i.e. modschools.org email address
 - Any concerns, complaints of safeguarding concerns should be sent remotely through the usual points of contact. Should any issue be deemed as urgent and critical e.g. a serious safeguarding concern then it should be done by telephone using the normal process and contact cascade system.

- Behavioural issues should be dealt with remotely in the same way as if the student was physically present i.e. expectations shared and consequences for actions outlined. Escalation should be followed using the normal means.
- Attending virtual meetings/lessons with staff, parents and pupils:
 - Staff should be mindful of professionalism when dressing for meetings about school and should be dressed in a similar style to how they would conduct business when in school.
 - Staff should consider location carefully when arranging meetings with staff/students and who can overhear.
 - Students are only to share live camera or share screen when specifically asked by the teacher
 - There is to be no recording of live lessons/meetings for any circumstance

If teachers will also be working in school, explain who'll cover the responsibilities above during this time, or if they'll still need to provide remote learning (and if so, whether there'd be any links between the in-school and remote provision – for example, streaming lessons in school to pupils learning remotely).

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for work between 08:00 – 14:00 hours or as per the hours that their contract dictates.

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 who aren't in school with learning remotely:
 - Students who are absent from school for COVID based reasons.
 - Support should be offered in line with the requirements of the class teacher/intervention programme and by remote means.
- Attending virtual meetings with teachers, parents and pupils:
 - Staff should be mindful of professionalism when dressing for meetings about school. Staff should be dressed in a similar style to how they would conduct business when in school.
 - Staff should consider location carefully when arranging meetings for with staff and students.
- Supporting other settings within MOD Schools
- Should the normal setting be closed for normal business there may be a requirement for staff to work at settings that remain open.

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 (remotely where possible) 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 remote meetings and discussion.
- 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.
- Monitoring the effectiveness of remote learning –through 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 (DSL) and Deputy DSL (DDSL)

The DSL is responsible for:

Ensuring safeguarding practices are strong and students are protected in line with the school safeguarding policy.

2.6 Leader on Learning Technologies/IT Network staff

Are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they are 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.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- 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.
- Students must be clear which learning platform is being used for the subject in question.

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.
- Be respectful when raising any issues to staff.
- Be in the vicinity of the learner during live lessons wherever possible.
- Consider location for live lessons. These should ideally offer a place where the student can concentrate but be in a communal room.
- To ensure students are aware only to share live camera or share screen when specifically asked by the teacher
- To ensure students are aware that there is to be no recording of the live lesson for any circumstance
- Email consent for live learning to school

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 (remotely where possible):

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the tutor and if there is no improvement then to Head of Department and the Assistant Headteacher (Pupil Support).
- Issues with IT – talk to IT network staff/Leader of Learning Technologies.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the Headteacher/Data Protection Officer.
- Concerns about safeguarding – talk to the DSL/DDSL.

4. Data Protection

4.1 Accessing personal data

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

Explain:

- Work within the framework of the school's Acceptable Use Policy (JSP 740).
- Only work devices should be used.

4.2 Processing personal data

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

Please see Safeguarding policy and pay particular reference to the COVID addendum.

6. Monitoring arrangements

This policy will be reviewed after 1 month by Richard Sproson/Headteacher. At every review, it will be approved by the School Governance Committee.

7. Links with other policies

This policy is linked to our:

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