



BOVINGTON
AN ASPIRATIONS ACADEMY

Remote Learning Policy

Date of last review:	January 2021	Review Period:	1 year
Date of next review:	January 2022	Owner:	Principal
Type of policy:	School	LAB or Trust Approved:	LAB

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not 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

When providing remote learning, teachers must be available between 8.30am and 3.30pm daily.

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:**

- o For the children in their classes/sets, year groups or as directed by the leadership team
- o Sufficient to meet the needs and expectations as laid out in the weekly timetable, on average 3 hours a day across the curriculum at a level appropriate to their ability
- o At the latest, by 8am on the day the work is expected to be completed
- o Ensuring that this work is uploaded to the website/learning platform as directed
- o Liaising with their colleagues within their year group/phase, to ensure consistency in expectations and quantity and to share planning across classes
- o Pre recorded videos should be planned and utilised at least once a day

- **Providing feedback on work:**

- o As appropriate to the work and age of the children
- o Pupils will upload any work completed to the online platform they are using and teachers will respond using this same platform
- o Feedback will be at least weekly using digitally facilitated or whole-class feedback where appropriate

- **Keeping in touch with pupils who are not in school and their parents:**

- Regular contact should be made with pupils using the remote learning platform, emails via the year group email address or via phone calls
- Teacher work life balance is important and they should not be expected to answer or respond to emails outside of their normal working hours.
- Any complaints that are received should be handled in the usual way and parents/carers should be referred to the flowchart or Complaints Policy available on the school website
- Teachers should keep a log of which children are not engaging in remote learning and a phone call should be made to parents to discuss this and consider ways we can support in the first instance.
- If a teacher is concerned that they have not had contact with a child for a few days, then they should refer to the Inclusion Team and a phone call will be made
- Any concerns or interactions that make a member of staff feel uncomfortable (safeguarding or other) should be referred immediately to a senior member of staff

- **Attending virtual meetings with parents and pupils:**

- Where possible the staff member/s attending the virtual meeting should be located in school
- Adhere to the Trust's Code of Conduct in terms of professionalism, dress code and other expectations
- Where it is felt appropriate, two staff members can be present at a virtual parent meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns
- To avoid areas with background noise and to use plain backgrounds; no staff personal items should be visible

- **Combining home learning with in class provision**

- In some cases, there may be a necessity to provide remote learning for some children whilst continuing to provide in class teaching for other children. Where this is the case, consideration will be given to the following:
 - Reducing the amount of remote learning to balance workload for the teacher
 - Using non-classed based teachers, HLTAs, and senior leaders to either prepare the remote learning or give extra release time to teachers to prepare
 - To provide books/learning aids to complete at home which require less preparation time
 - To consider how to prepare lessons which can be delivered both in school and remotely with little extra workload

2.2 Learning Support Assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.15pm.

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.

When assisting with remote learning, teaching assistants are responsible for:

o To support the teacher in monitoring remote learning and contacting individual children/parents as directed by the class teacher

o continue to support the teacher in delivering lessons within the classroom and in group work beyond the classroom

There may, on occasions, be the need for the LSA to attend a virtual meeting with a parent and/or child. This should only be as directed by the class teacher or senior leader and the LSA should follow the same rules as teachers where this is the case (see above).

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
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Leadership Team

Alongside any teaching responsibilities, the leadership team are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – phase leaders /SLT will review work set and monitor the completion rate by pupils through collecting online data (access figures), feedback from parents, feedback from teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- The SENDCo is responsible for ensuring that children with an EHCP or SEND support are able to access home learning as appropriate to their need. They will oversee the remote learning provided by the teachers for individual children

2.5 Designated safeguarding lead

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic.

2.6 IT staff

IT staff are responsible for:

- Resolving 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:

- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary
- Discuss with their parents when there are issues relating to the work set or remote learning in general

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Ensure work is completed on time and submitted as necessary
- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- 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 your phase leader, subject lead or IT team
- Issues with behaviour – talk to your phase leader but make senior leaders/DSL aware dependent on the nature of the behaviour

- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to your line manager/senior leadership team
- Concerns about data protection – talk to the data protection officer
- 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:

- Use the school's server or secure cloud service to access their data

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone contact 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 external 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

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
- Code of Conduct