

# PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE



## REMOTE LEARNING POLICY

Date ratified: 3rd March 2022

Date for review: 3rd March 2023

Signed: 

**Chair of Governors**

## **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 9.00am and 3.15 pm. 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 responsibilities include :

- Providing work for all classes currently taught for all pupils; whether at school full time, part-time or working at home full time
- Work should be provided to cover all the lessons on the timetable of the students in Teachers' classes, including those on bespoke timetables
- Work should be available for those students who wish to plan their own day by 9am on day of lessons
- Lessons should be uploaded/set on Google Classroom under the appropriately named classroom
- An appropriate deadline for work should be set
- Provide feedback in accordance with school's Marking Policy, at least every 2 days
- Keep in touch with students through email, phone calls, zoom/Google Meet meetings or face to face e.g. class zoom meetings at 9am each day to check in with students and give an opportunity for all students in class or at home to socialise
- Deal with any complaints or concerns from parents/carers/students promptly (within 48 hours) and according to school policies; safeguarding, care and control, mental health
- Monitor work and ensure that the majority of work is completed. Failure to engage or complete work should be addressed quickly
- Adhere to the dress code as outlined in Dress Code Policy when taking online lessons or meetings
- Ensure the background in any online meeting is appropriate and avoids any background noise
- Continue to provide a medium term plan each half term and amend it accordingly to identify what the learning objective and outcomes are including differentiation

### **2.2 Teaching assistants**

When assisting with remote learning from home teaching assistants must be available between 8:55am and 3.25pm. 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 will work with both class groups, form groups and with pupils who have interventions.

Teaching assistants are expected to :-

- Support students and families through emails, phone calls, and if required, through online meetings following appropriate safeguarding protocols
- Attend virtual meetings adhering to the dress code as outlined in Dress Code Policy
- Ensure the background in any online meeting is appropriate and avoids any background noise.

If working at school follow timetable and/ or cover required email each day

### **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible to:

- Adapt requirements of subject curriculum to accommodate remote learning
- Work alongside teachers who teach their subject to ensure the work set is appropriate and consistent
- Work alongside SLT and other subject leads to ensure that work set is appropriate and consistent and that deadlines set are appropriate to pupil expectations/needs
- Monitor work completed by students and respond accordingly to encourage engagement
- Alert teachers to any resources they can use to teach their subject remotely

### **2.4 Senior Leadership Team (SLT)**

The SLT will :-

- Develop, monitor and evaluate the whole school strategy for remote learning
- Communicate with, and provide support to departments, staff, pupils and parents, to ensure effective implementation of remote learning
  - Provide opportunities for appropriate CPD training to ensure that staff are able to deliver remote learning effectively
  - Monitor the effectiveness of remote learning reporting to Governors with reference to engagement and quality
- Ensure accountability of the remote learning process

### **2.5 Designated safeguarding lead**

The DSL is responsible for overseeing safe access to remote learning. A Safeguarding addendum - January 2021 has been produced and should be read alongside the School's Child Protection and Safeguarding Policy and the Keeping Children Safe in Education 2020 - Statutory Guidance for schools and colleges on safeguarding children and safer recruitment.

The school's internet continues to be monitored regularly and the filtering systems are robust, in order to protect children whilst on-site. Any E safety concerns should be passed to the DSL using Presfield's safeguarding concern form.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy.

Presfield High School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Presfield High School will ensure that parents and carers are aware of the importance of children being safe online. This includes emphasising the importance of securing online support from a 3 reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

Guidance will be available via the school website and will include links and PDFs, sourced by our CEOP trained Computing Lead. This will assist parents and carers to set parental controls thus enabling them to keep their children safe when they are accessing information online.

The following may be of use to parents and carers in ensuring that the children are safe whilst online at home:

- Internet matters - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and carers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Some staff will be using 1:1 sessions to work with students academically or pastorally. These sessions should be recorded and placed in a named folder , shared with the headteacher and the DSL .
- Parents and carers will be required to give permission for students to take part in virtual sessions , particularly 1:1 sessions and this can be given via email. A record of permissions is held.
- Staff and children must wear suitable clothing, as should anyone else in the household. We appreciate that students may be wearing loungewear and warm clothing such as a dressing gown and we will not end calls unless students are wearing inappropriate clothing such as underwear. The staff will use their professional judgement. If staff feel uncomfortable with the way a student presents they will end the call and they will then contact parents to discuss why the call was ended.
- Ideally computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred. However at Presfield High School we appreciate that quiet spaces to work at home may be limited. For this reason we will continue to offer virtual sessions to students who work in their bedrooms as we prioritise their ability to interact and learn.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.

▪ Staff should record the length, time, date and attendance of any sessions held. ▪ Staff must follow school guidance when setting up on-line lessons to ensure that appropriate safeguarding settings are in place to prevent unauthorised use and access to on-line lessons.

## **2.6 Network manager and IT teacher**

IT staff are responsible for:

- 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
- Fixing issues with systems used to set and collect work

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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

## **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. Data protection**

### **3.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will do so in line with privacy and data protection/GDPR requirements

### **3.2 Processing personal data**

Staff members may need to collect and/or share personal data such as emails, phone calls, online meetings through Google Meet or Zoom 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.

### **3.3 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

### **4. Safeguarding**

Staff can refer to the Safeguarding Policy and the Covid 19 addendum which can be found on the staff drive. They can contact the DSL on 07518912244 with any questions relating to safeguarding.

### **5. Monitoring arrangements**

This policy will be reviewed termly during the covid pandemic by the Head and amendments/changes shared for approval with the Chair and Vice Chair (Safeguarding Governor)

### **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

### **8. Resources**

Government advice for Remote learning:

<https://get-help-with-remote-education.education.gov.uk/>

Ofsted advice about what works well in remote learning:

<https://www.gov.uk/government/publications/whats-working-well-in-remote-education/whats-working-well-in-remote-education>