

Remote learning policy

Rumworth School



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Approved by:	Governing Body	Date: 9.9.20
Last reviewed on:	9.9.20	
Next review due by:	1.9.21 – May be required to review earlier dependent on the developing situation with the Covid19 pandemic.	

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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 Teachers

When providing remote learning, teachers must be available between 9.00 am and 2.00 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 are responsible for:

- › Setting work –
 - Sometimes this may be the form teacher setting all work, on other occasions subject specialists may also set work. This will be dependent on the ability of the students and the length of time the students are required to access remote learning.
 - Teachers will use their professional judgement and in-depth knowledge of each individual student, to set an appropriate amount of work which will be both challenging and achievable.
 - This work may be physical work which is delivered to the students or online learning through our agreed platform - Seesaw
 - When setting online work, resources need to be available by 9.00 am on the day they are to be completed.
 - All work to be uploaded onto the agreed whole school platform - Seesaw
 - Teachers should communicate with their Key Stage colleagues and curriculum leads to ensure a consistent approach to the setting of work.
- › Providing feedback on Seesaw –
 - Teachers can utilise the feedback functionality within the Seesaw APP.
 - Teachers can decide on the most appropriate type of feedback (written, annotation, verbal) for each individual student.
 - Feedback should be completed on all work before the next piece of work is set.
- › Keeping in touch with pupils who aren't in school and their parents –
 - Teachers will receive direction from SLT if they are required to contact parents/carers regarding remote learning.
 - Teachers will only answer parental queries within their usual working hours.
 - Technical complaints or concerns should be communicated with Rumworth School's Learning Technology Lead – Jon Daynes.
 - If students are not completing set work, teachers to discuss with their Key Stage leadership team. Key Stage leadership will advise on appropriate next steps.
- › Attending virtual meetings with staff, parents and pupils –
 - Dress code - smart
 - Location - avoid areas with background noise and ensure there is nothing inappropriate in the background.

2.2 Curriculum leads

Alongside their teaching responsibilities, curriculum 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, providing additional support to non-subject specialists as and when required.
- › 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 with teachers and by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

2.3 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 and asking for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- › Ensuring staff are aware of safeguarding protocols – including who they should inform should they have a safeguarding concern
- › Ensuring staff designing remote learning are aware of students whose specific home circumstances may impact upon their ability to complete set work
- › Liaising with the Learning Technology lead to ensure all APPS and software do not compromise school safeguarding protocols and are GDPR compliant.

2.5 Learning Technology Lead

Is responsible for:

- › Addressing and aiming to fix issues with systems used to set and collect work
- › 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
- › Providing staff training to ensure all staff are competent in delivering a consistent level of home learning

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Complete work to the deadline set by teachers
- › Seek help if they need it from their teachers
- › 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
- › Be respectful when making any complaints or concerns known to staff

2.7 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 – appropriate Key Stage curriculum lead
- › Issues with behaviour – Key Stage leadership team
- › Issues with IT – Jon Daynes (Learning Technology Lead)
- › Issues with their own workload or wellbeing – Any member of the Senior Leadership Team
- › Concerns about data protection – Laura Readey (GDPR Lead)
- › Concerns about safeguarding – Gill Fowler (Safeguarding Lead)

4. Data protection

4.1 Accessing personal data

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

- › Utilise the information on our Rumworth School Google Drive account
- › Not use personal devices

4.2 Processing personal data

Staff members may need to collect personal data such as email addresses 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

- › Report any concerns to Gill Fowler (DSL)
- › Adhere to and use Rumworth School's existing safeguarding policy if and when required

6. Monitoring arrangements

This policy will be reviewed annually by Jon Daynes (Learning Technology Lead). At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy