

THE SHRUBBERIES SCHOOL

Remote learning policy



Approved by:	Jane Jones	Date: 28 th September 2020
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DfE Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

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
- Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.45pm.

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 students in their class who are not attending school
- Two activities per day that are targets that cover outcome on the child's EHCP will be set
- The Work will be set weekly
- Work will be emailed to parents/carers or sent by post if they do not have an email. Lower School can also upload onto Tapestry
- Lessons via zoom will be offered daily in classes where it is applicable.

➤ Providing feedback on work;

- Feedback can take place via email, zoom, FaceTime, telephone or on Tapestry

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers will contact parents weekly. Contact can also be made through phone calls, zoom or FaceTime using the school mobile phone. Teachers are able to use their own 'school' devices if they are at home.
- Teachers will respond to emails that are received during their working hours that day. Emails that are received outside their working hours will be answered the next working day
- Any complaint received from a parent or carer will be taken seriously. Teachers will forward any email complaint or details of telephone complaints to the Head Teacher and Deputy Head Teacher. Any safeguarding concerns will be sent to the DSL and Deputy DSL and recorded on cPoms

➤ Attending virtual meetings with staff, parents and pupils:

- Teachers will adhere to the school's dress code during virtual meetings
- Teachers will avoid areas with background noise and ensure there is nothing inappropriate in the background

➤ Reviewing and monitoring Aspect coverage across the school by carrying out monitoring tasks of remote work set.

➤ If there is a concern around the level of engagement of a pupil/s parents, they should be contacted via school phone to see if the Parent Support Advisor can assist with engagement.

If teachers will also be working in school remote learning will be prepared on their PPA day every two weeks. Additional non-contact will be provided where it is deemed necessary. This will be at the discretion of the Headteacher.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between;

- TA1s -9.00am and 3.00pm
- TA2s – 8.45am and 3.45pm

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.

➤ Attending virtual meetings with staff and pupils:

- Teaching assistants will adhere to the school's dress code during virtual meetings
- Teaching assistants will avoid areas with background noise and ensure there is nothing inappropriate in the background

➤ Teaching Assistants may be asked to run activities with students in school to allow additional non-contact time.

2.3 Head of Department

Alongside their teaching responsibilities, Head of Departments are responsible for:

- HoD will work with teachers, from their department, who are teaching remotely to make sure work set is appropriate and consistent
- Working with aspect leads to make sure work set remotely is appropriate and consistent.
- Monitoring the remote work set by teachers in their department. Monitoring meetings with teachers will take place. In this monitoring meeting the department head will review work set and discuss remote learning with the teacher
- Reaching out for feedback from parents and pupils
- HoD will signpost teachers to resources they can use to teach their students remotely

2.4 Designated Safeguarding Lead

The DSL is responsible for:

- All responsibilities stated in the Safeguarding Policy and COVID-19 Addendum September 2020

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the best of their ability
- Seek help if they need it
- Alert teachers if they're not able to complete work
- Make the school aware if their child is sick or otherwise can't complete work

- Be respectful when making any complaints or concerns known to staff

2.6 The Business Manager

The Business manager is responsible for:

- Ensuring value for money when arranging the procurement of equipment or technology
- Ensuring that the school has adequate insurance to cover all remote working arrangements

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:

- Concerns about safeguarding – Wendy Newby, Jane Jones, or Clare Jordan
- Issues in setting work – HoD initially and then Wendy Newby
- Issues with behaviour – Jane Jones
- Issues with their own workload or wellbeing – Wendy Newby and Jane Jones
- Contact with parents – Clare Jordan or Rachel Watkins
- Concerns about data protection – Sarah Younger
- Concerns about staff conduct – Please follow the conduct policy and whistleblowing policy

4. Data protection

4.1 Accessing personal data

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

- Access data on the servers at The Shrubberies and the Apperley Centre
- At home use school laptops or iPads. Personal devices should not be used
- Teachers' personal phones should not be used

4.2 Processing personal data

Staff members may need to collect and/or share 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)
- 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

5. Safeguarding

Please refer to Safeguarding Policy and COVID-19 Addendum

All staff have a responsibility to safeguard children.

6. Monitoring arrangements

This policy will be reviewed three times per year. At every review, it will be approved by Senior Management Team

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our safeguarding policy
- Keeping Children Safe in Education 2020 Annex C
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Conduct policy
- Guidance for safer working practice

NSPCC Whistleblowing
helpline 0800 028 0285
help@nspcc.org.uk