



REMOTE LEARNING POLICY

September 2020

REVIEW DATE:	September 2022	
SIGNED OFF BY:	C Elliott	D Johnson
ROLE:	Headteacher	Chair of Governor
LEAD PROFESSIONAL:	C Elliott	K Shepherd
STATUS:		

Sandal Magna Remote Learning Policy

Abbreviations within the document:

CPOMS	Child Protection Online Management System
SMT	Senior Management Team
IT	Information Technology
SLT	Senior Leadership Team
PSA	Parent Support Advisor
SENCo	Special Educational Needs Co-ordinator
SBM	School Business Manager
DSL	Designated Safeguarding Lead
HLTA	Higher Level Teaching Assistant

Introduction

This remote learning policy for staff aims to:

Ensure consistency in the academy's approach to remote learning;

Set out expectations for all members of the academy community with regards to remote learning;

Provide appropriate guidelines for data protection.

Roles and Responsibilities

Teachers

Teachers must be available between 8.30am and 3.30pm. 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. Staff are to contact the Headteacher to report an absence by 7am on the day they are not to be in work. This is via a phone call (or initial text message).

Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work for their year group in liaison with key stage partners. This includes maths, English, science and foundation subjects.
- Setting an appropriate amount of work for each year group per day per subject.
- Remote learning videos to be recorded in the event of a 'bubble closure' or local/national lockdown.
- Key stages to coordinate work to ensure coverage particularly with foundation subjects.
- Pupils with limited access to devices to be able to collect work packs from the academy to complete.

Providing feedback on work:

- Parents can send copies of work to their children's teacher via info@ email or Purple Mash.
- Where relevant, answers will be made available on Purple Mash so that work can be marked at home.

Keeping in touch with pupils and parents:

- Regular posts to be placed on Purple Mash (will be daily in the event of a 'bubble closure' or local/national lockdown).
- Any Purple Mash or email messages from parents need to be answered within 24 hours (between the hours of 7am and 7pm only).
- Phone calls home will be made to classes/children across school (frequency depends on severity of lockdown/closure). All contact to be recorded on CPOMS.
- Any concerns or safeguarding concerns to be recorded on CPOMS.

Attending virtual meetings with staff, parents and pupils:

- Academy dress code to follow the code of conduct policy.
- Any video lessons or Teams calls/videos to be made in classrooms or with a plain background in a home.

Teaching Assistants

Teaching assistants must be available between 8.45am - 3.15pm (unless they are contracted for breakfast hours or work on a part-time basis). 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. Staff are to contact the Headteacher to report an absence by 7am on the day they are not to be in work. This is via a phone call (or initial text message).

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- When requested by SLT
- When requested by the SENCo
- When requested by class teachers

Attending virtual meetings with teachers, parents or pupils (if needed):

- Academy dress code to follow the code of conduct policy.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Subject Leads

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent;
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other;
- Alerting teachers to resources they can use to teach their subject;
- Review current subject in the light of home learning.
- Evaluate what changes will need to be made throughout the term.

Senior Leads

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning – through regular meetings with teachers, subject leaders or SMT, reviewing work set or reaching out for feedback from pupils and parents (if necessary);
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Leads

The DSLs are responsible for:

- Maintaining contact, collating, passing on information, attending virtual meetings and responding to any concerns (including making home visits).
- See the COVID-19 appendix to the Child Protection Policy

IT Staff

IT staff (internal and external) are responsible for:

- Ensuring Purple Mash is operating/set up correctly;
- Creating emails and email groups via Microsoft Teams;
- Fixing issues with systems used to set and collect work;
- Helping staff and parents with any technical issues they're experiencing;
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer;
- Assisting pupils and parents with accessing the internet or devices.

Pupils and Parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 8.45am – 3.15pm (although consider they may not always be in front of a device the entire time);

- Complete work set on a regular basis aiming for tasks completed daily (Monday – Friday);
- Seek help if they need it, from teachers or teaching assistants;
- Alert teachers if they are not able to complete work.

Staff can expect parents to:

- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known to staff.

Local Governing Body

The Local Governing Body 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 systems are appropriately secure, for both data protection and safeguarding reasons.

Who to Contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead, SLT or SENCo
- Issues with behaviour – talk to the SLT, SENCo or PSA
- Issues with IT – talk to IT staff or contact Mint via support@mint-group.co.uk
- Issues with their own workload or wellbeing – talk to their Key Stage Lead, SLT or wellbeing lead
- Concerns about data protection – talk to the SBM
- Concerns about safeguarding – talk to one of the DSL Team
- All staff can be contacted via their school email address.

Data Protection

When accessing personal data:

- All teaching staff, HLTAs, support staff, office staff and PSA have access to CPOMS to record any concerns about children. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- All teaching staff have access to CPOMS to record parent contact.
- Teachers are able to access parent contact details via Integris/CPOMS using a secure password. Do not share any details with third parties and ensure Integris/CPOMS is logged off.
- School laptops and iPads are the only devices to be used when accessing any personal information on pupils.
- Staff are to make contact with parents using mobile phones, the academy mobile phone or the academy landlines.

- Staff must use a private number setting if using their own phones or 141 in front of numbers to use an unknown caller ID.

Sharing Personal Data

Staff members may need to collect and/or share personal data as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions. Staff will try and use academy numbers, the academy mobile phone and their academy email address where necessary.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

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;
- Keeping operating systems up to date – always install the latest updates.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

- The DSL Team will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL Team will arrange for regular contact to be made with vulnerable pupils, prior to, and during, the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible, or staff must use a private number setting if using their own phones or 141 in front of numbers to use an unknown caller ID.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on CPOMS.
- The DSL Team will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

- All members of staff will report any safeguarding concerns to a DSL immediately and log them on CPOMS.
- Pupils and their parents will be encouraged to contact a DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying.

The school will also signpost families to the practical support that is available for reporting these concerns.

All home visits must:

- Have at least one suitably trained individual present; Be undertaken by no fewer than two members of staff;
- Be suitably recorded on CPOMS so that the DSL Team and class teacher have access to them. Actively involve the pupil.

Further information is available in the Safeguarding and Child Protection Policy.

Monitoring Arrangements

This policy will be reviewed as and when updates to remote/home learning are provided by the government by the Headteacher.

Ratified by Governors:	Sept 2020	
Review Date:	September 2021	
Link Policies:	Safeguarding and Child Protection Policy	Data Protection Policy
	SEND Policy	Behaviour Policy
	Curriculum Policy	Online Safety Policy
	Acceptable Use Policy	Staff Code of Conduct

This meets the expectations set out in the DfE guidance ‘Remote Education Support’

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>