Remote learning policy

The John Hampden School Wendover

Approved by:	Teaching Learning & Curriculum Committee	Date: 26th January 2021
Last reviewed on:	October 2020	
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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 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

2.1 Teachers

When providing remote learning during a full or partial lockdown, teachers must be available between 8.30am and 3.45pm

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 providing remote learning, teachers are responsible for:

> Setting learning activities:

   o For their own year group by collaborating with their colleagues to identify and provide activities that meet the age related learning expectations of the year group including appropriate activities selected from the Oak Academy site or other suitable websites/online resources.

   o On a day by day basis.

   o For specific individual pupils who are at the extremes of the ability scale within the class by adapting the year group activities appropriately.

   o That ensure children experience a broad and balanced curriculum.

   o That involve some practical first hand learning in a range of contexts and subject areas.

   o That may include a short introductory teaching video from a member of the year group team

- o That are accessible from the password protected class pages of the school website from 8.00a.m each day.

- o That can be completed within exercise books provided by the school.

- o That are accessible to those pupils who do not have access to the internet via support from school e.g. provision of paper copies, as necessary,

- o That are comparable to learning being undertaken in school by any pupils who are eligible to attend

> Providing feedback on learning activities

- o Submitted via email correspondence or communicated via phone calls from parents/carers

- o Completed and shared in any form during the week

> Keeping in touch with pupils who are not in school and their parents

- o By regular contact with all families via parent/carer email or telephone calls

- o By email or telephone call during reasonable working hours (8.30am – 5.00pm). Teachers who are involved in working in school during the day will not be able to communicate with parents whilst they are supervising children

- o Weekly Zoom meetings with groups from the class

- o Complaints or concerns shared by parents should be handled in the normal way – any significant complaints or concerns should be passed to the Head Teacher or Deputy Head Teacher – for any safeguarding concerns see the section below

- o Regular supportive contact with targeted parents/carers

- o Providing support and advice to deal with any behavioural and emotional issues, such as child refusing/struggling to complete work

> Attending virtual meetings with staff or parents

- o Always adhering to a professional dress code

- o Always in appropriate locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

A rota system will be in place if teachers are also needed to work in school, so there is equity in terms of time spent working at home and time spent with pupils in school.

2.2 Teaching assistants/Learning Support Assistants

When assisting with remote learning, teaching assistants/learning support assistants must be available between 8.45am 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.

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

> Collaborating with teachers to suggest ways to support particular pupils, who are not in school, with learning remotely

> Attending virtual meetings, if necessary, with teachers and parents

- o Always adhering to a professional dress code

- o Only in a location within the school (e.g. avoid areas with background noise, nothing inappropriate in the background)

A rota system will be in place if teaching assistants are also needed to work in school, so there is equity in terms of time spent working at home and time spent with pupils in school.

2.3 Subject leads/SENDCo

Alongside their teaching responsibilities, subject leads/SENDCo are/is responsible for:

> Considering whether any aspects of their area of responsibility need to change to accommodate remote learning

> Working with teachers teaching their subject remotely to make sure all learning activities offered are 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 home learning activities set by teachers in their subject through regular communication with teachers and by reviewing work set

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Establishing and co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing learning set or reaching out for feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

➢ Ensuring a whole school approach to safeguarding but it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via e-mail, through a phone call or directly with the child.

➢ Ensuring that people who are unsuitable are not allowed to enter the children's workplace/virtual experience or gain access to children.

➢ Ensuring safeguarding training is completed by all who are employed by our school.

➢ Whilst acknowledging the challenge of running a school during a pandemic, it is essential from a safeguarding perspective that The John Hampden School Wendover is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The John Hampden School Wendover will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

➢ Ensuring that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of any pupil within The John Hampden School Wendover and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

➢ Ensuring that the child protection files are kept up to date and any required information is shared with the relevant agencies.

➢ Ensuring all staff use appropriate communication channels – speak to DSL in school, use school encrypted email, use DSL phone numbers - to report any welfare concerns.

➢ Ensuring all staff continue to have a duty to report any concerns about the conduct or actions of any other member of staff. These reports will be made to the Headteacher or Chair of Governors in accordance with the school's Whistleblowing Policy.

2.6 Computing Co-ordinator/JSL Computing/E-Schools Support Team

IT staff are responsible for:

> Fixing issues with systems used to set learning activities

> Helping staff 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 Home Learning resources

2.7 Pupils and parents

Staff can expect parents supporting their child's remote learning to:

> Be contactable during the school day

> Access the available resources from the school website or other signposted websites so their child has appropriate learning tasks that they can complete every week day of a school term.

> Support children to complete the activities that have been provided

> Alert teachers if their child is not able to access or complete work

> Make the school aware if their child is sick or otherwise cannot complete work

> Seek help from the school if they need it. Support should initially be requested through the class teacher who may then signpost to a member of the Senior Leadership Team

> 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 the Head Teacher, Deputy Head Teacher, relevant subject lead or SENCO

> Issues with behaviour – talk to the Head Teacher, Deputy Head Teacher or SENCO

> Issues with IT – talk to Computing Co-ordinator or log a ticket with JSL Computing

> Issues with their own workload or wellbeing – talk to the Head Teacher or Deputy Head Teacher

> Concerns about data protection – talk to the data protection officer (Jai Lablans JSL Computing)

> Concerns about safeguarding – talk to the DSL(Sue Barnes or Steph Parkinson)

4. Data protection

4.1 Accessing personal data

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

> Be emailed the appropriate email addresses for the families of the children in their class. This information should be saved on the teachers own area of the t-drive

> Use their own school laptops, rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parents/carers email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

In collaboration with JSL Computing, 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

> 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

The John Hampden School Wendover Child Protection Policy has been adapted to reflect the current situation with an addendum to it. Staff can find the Policy and Addendum on the school website and in their copy of the staff handbook.

6. Monitoring arrangements

This policy will be reviewed annually or more regularly if circumstances dictate by Sue Barnes, Head Teacher. At every review, it will be approved by The Curriculum, Teaching and Learning Committee and then ratified by the full governing board at the following termly meeting.

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