REMOTE LEARNING POLICY

Reviewed by: Erika Taylor

Date: 28-09-2020

Approved by the Headteacher on: 29 October 2020

Review Date: 28-09-21

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Aims:

This remote learning policy for staff & parents 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

Class Teachers

When providing remote learning from home, teachers must be available between 8.30am and 5.30pm.

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:

> Providing Work:
  o Setting work for classes/subjects, they are timetabled to teach.
  o Provide cover work for other classes/subjects where the teacher is off.
  o The School Curriculum should be followed where possible: English and Maths must be provided daily. Subject teachers are to provide the equivalent number of tasks to the number of lessons they wold be teaching.
  o Work should be set and uploaded by 9am.
  o Teachers will upload work to the remote learning One Drive - instructions are provided
  o Teachers are responsible for informing reception, which pupils need to be sent their work by post.

> Providing feedback on work:
  o Teachers will be able to access completed work on the remote Learning One Drive -
  o Teachers are expected to share feedback with pupils/ parents on completed work.
  o Feed back should be provided on completed work by 3pm the following day.

> Keeping in touch with pupils who aren't in school and their parents:
  o Class teachers are expected to make regular contact with pupils via their parents email or parents Telephone numbers (parents should be present)
  o Teachers are expected to answer emails from parents and pupils during the working day – 8.30am and 5.30pm (teachers shouldn't answer emails outside of working hours)
  o Teacher must forward/share any complaints or concerns shared by parents and pupils with the Head teacher/Safeguarding Team – see Child Protection and Safeguarding Addendum April 2020.
  o Teacher must forward/share any behavioural issues, such as failing to complete work, with parents and the Head teacher.

> Attending virtual meetings with staff, parents and pupils :
  o Following the schools code of conduct and e safety awareness policies.
  o avoid areas with background noise, nothing inappropriate in the background

When providing remote learning while working at school, class teachers must be available 3.30 pm and 5.30 pm.

> Providing Work:
> - o Setting work for classes/subjects, they are timetabled to teach.
> - o Provide cover work for other classes/subjects where the teacher is off.
> - o The School Curriculum should be followed where possible: English and Maths must be provided daily. Subject teachers are to provide the equivalent number of tasks to the number of lessons they wold be teaching.
> - o Work should be set and uploaded by 9am.
> - o Teachers will upload work to the remote learning One Drive - instructions are provided
> - o Teachers are responsible for informing reception, which pupils need to be sent their work by post.

> Providing feedback on work:
> - o Teachers will be able to access completed work on the remote Learning One Drive -
> - o Teachers are expected to share feedback with pupils/ parents on completed work.
> - o Feed back should be provided on completed work by 5.30pm the following day.

> Keeping in touch with pupils who aren't in school and their parents:
> - o Class teachers are expected to make regular contact with pupils via their parents email or parents Telephone numbers (parents should be present)
> - o Teachers are expected to answer emails from parents and pupils during the working day – 3.30pm and 5.30pm (teachers shouldn't answer emails outside of working hours).
> - o Teacher must forward/share any complaints or concerns shared by parents and pupils with the Head teacher/Safeguarding Team – see Child Protection and Safeguarding Addendum April 2020.
> - o Teacher must forward/share any behavioural issues, such as failing to complete work, with parents and the Head teacher.

> Attending virtual meetings with staff, parents and pupils :
> - o Following the schools code of conduct and e safety awareness policies.
> - o avoid areas with background noise, nothing inappropriate in the background

Teaching assistants

Where possible teaching assistants will support the class teachers with preparation for remote learning within their working hours.

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.

Subject leads/ Subject teachers

Subject teachers should be available to during their normal working hours.

When providing remote learning, teachers are responsible for:

> Providing Work:
> - o Setting work for classes/subjects, they are timetabled to teach.
> - o The School Curriculum should be followed where possible: Subject teachers are to provide the equivalent number of tasks to the number of lessons they wold be teaching.
> - o Work should be set and uploaded by 9am.

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- o Teachers will upload work to the remote learning One Drive - instructions are provided
- o Teachers are responsible for informing reception, which pupils need to be sent their work by post.
- Providing feedback on work:
    - o Teachers will be able to access completed work on the remote Learning One Drive -
    - o Teachers are expected to share feedback with pupils/ parents on completed work.
    - o Feed back should be provided on completed work by 3pm the following day.

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with class teachers remotely to make sure all work set is appropriate and consistent
- 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.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Insert details, such as:

- Co-ordinating the remote learning approach across the school – Erika Taylor & India Fenton will oversee the use of Office 365 One Drive
- Monitoring the effectiveness of remote learning –through regular meetings with class teachers and subject teachers, reviewing work set and feedback and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for:

All staff and families are informed about using remote learning safely.

Please see the Child protection and safeguarding Policy and Covid Addendum.

IT staff

IT staff are responsible for:

Insert details, such as:

- 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 remote learning 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 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

> 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

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

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/Senior Education Manager/School Management Team and/ or SENCO

> Issues with behaviour – talk to the Head Teacher/Senior Education Manager/School Management Team

> Issues with IT – talk India Fenton or Erika Taylor

> Issues with their own workload or wellbeing – talk the Head Teacher /School Management Team

> Concerns about data protection – talk to the data protection officer/ the Head Teacher/Senior Education Manager/School Management Team

> Concerns about safeguarding – talk to the Designated Safeguarding Lead – Erika Taylor or Deputies – Ruth Glover & Jess Dawson

Data protection

Accessing personal data

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

> Access the data on the school Office 365, through the Engage Portal and the school server.

> Teachers will use school laptops to access the data.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and Telephone numbers 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.

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

  The school will:

> Installing antivirus and anti-spyware software

> Keeping operating systems up to date

Safeguarding

The school Child Protection and Safeguarding Policy and Procedure is available on the school server for staff and in reception and on the school website for Parents. https://www.bristolsteinerschool.org/

Monitoring arrangements

This policy will be reviewed every year by the Head Teacher & Senior Education Manager. At every review, it will be approved by Board of Trustees.

Any changes to legislative frameworks will prompt a review of this policy.

Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection and Safeguarding policy including the coronavirus addendum

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

> Online Safeguarding Information for Teachers September 2020

> eSafety Policy