

# Remote Learning Policy



**The Whitley  
AP Academy**

<b>Written by:</b>	Phillip Hannah	<b>Date:</b> 01/12/2020
--------------------	----------------	-------------------------

<b>Approved by:</b>	Pending by LGB in Jan 2021	
---------------------	----------------------------	--

<b>Last reviewed on:</b>	N/A	
--------------------------	-----	--

<b>Next review due by:</b>	Oct 2021	
----------------------------	----------	--

# Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	4
4. Data protection .....	5
5. Safeguarding .....	5
6. Monitoring arrangements.....	5
7. Links with other policies.....	5

## 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

Primary responsibility for the provision of remote learning lies with the class teachers at the Academy; the Headteacher and Deputy Headteacher will provide oversight and ensure appropriate work is being provide to learners when they are studying at home. All class teachers will be expected to set work on a weekly basis for pupils /cohorts who are not able to attend the Academy.

- Headteacher / Deputy Headteacher – Liaise with staff regarding the need for home based learning to be provided based on pupil / cohort needs.
- Teachers – To set meaningful and appropriate work for learners to access at home; primary aged pupils should be set at least three hours of learning per day, secondary aged pupils should be set four hours of learning per day. Teachers will work in collaboration to set learning expectations for one week periods, these will then be sent out to parents / carers.
- Support Staff – To support teachers when planning learning and where necessary collating appropriate resources to support learning. Support staff will also be expected to deliver physical resources, e.g. revision guides, workbooks, workpacks etc. to pupils at home.
- Admin. Team – To liaise with parents / carers effectively when pupils are learning at home; to liaise with senior leaders and teachers so as to ensure staff are aware of when home based learning is required and also liaise with support staff when resources need to be delivered to pupils' homes; to liaise with parents / carers and support them accessing learning for absent pupils.

### 2.1 Teachers

When providing remote learning, teachers must be available between 08:50 – 15:10.

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 all classes you teach in a typical week.
- For primary aged learners work provided should take approximately 35 minutes for each of the five set lessons per day; for secondary aged learners work should take approximately 50 minutes for each of the five set lessons per day.
- Work should be set on a weekly basis, by 12:00 every Friday for the following week; this will allow the Admin. Team to share information with parents / carers.

- Work set by teachers should be added to the weekly documents set up on the staff drive - T:\2020-21\Remote Learning
- Teachers should work collaboratively to populate the weekly documents with work for all subjects in a typical week. SLT will then collate the documents, those for core subjects and foundation subjects and liaise with the Admin. Team to ensure they are shared with parents / carers.

Providing feedback on work:

- Work will be collected on a weekly basis by support staff and returned to teachers for marking.
- Work will be marked using the Academy's Marking and Feedback Policy as is the norm.

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

- When pupils / a cohort are not in school we will conduct welfare checks three times per week, every Monday, Wednesday and Friday; this will be completed by pastoral staff and the Admin. Team.
- If parents / carers inform us they need some support with set work, teachers may be asked to make contact and offer support / advice to alleviate these issues.

Attending virtual meetings:

- Teachers are expected to dress appropriately if taking part in virtual meetings.
- When attending a virtual meeting ensure that backgrounds are plain / blurred out.

## 2.2 Class based support staff

When assisting with remote learning, class based support staff must be available between 08:50 and 15:10.

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 assisting with remote learning, support staff are responsible for the following tasks detailed below, though this is not an exhaustive list.

Supporting pupils who aren't in school with learning remotely, this may include:

- Supporting the pupils in the year group / Key Stage you normally work within.
- Delivering resources / workpacks to pupil at their homes.
- Liaising with parents / carers to ensure they know what the expectations of pupils are.
- Providing one to one support via email / phone to pupils if they inform the school they are struggling to access work fully.

Attending virtual meetings with teachers, parents and pupils:

- Support staff are expected to dress appropriately if taking part in virtual meetings.
- When attending a virtual meeting ensure that backgrounds are plain / blurred out.

If you are based in school, you will be able to continue to fulfil the roles detailed above; other tasks may be assigned by the Headteacher / Deputy Headteacher.

## 2.3 Subject leads

All teachers at The Whitley AP Academy are in some capacity 'subject leads'. This section details the considerations you need to take into account regarding the curriculum of the subject(s) you do lead / coordinate.

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 other teachers who deliver your subject to make sure all work set is appropriate and consistent

- Working with colleagues 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
- Alerting colleagues to resources they can use to teach their subject remotely

## **2.4 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – this will be the responsibility of the Headteacher and the Deputy Headteacher.
- Monitoring the effectiveness of remote learning; this will be done through regular team meetings and meetings with individual teachers; reviewing set work provided to pupils; and liaising with pupil and parents / carers to gauge feedback about the work being set and how accessible it is to pupils.

## **2.5 Designated Safeguarding Lead**

The DSL is responsible for:

- Ensuring that all safeguarding practices are being complied with as we support pupil with Remote Learning; particularly in regard to staff adhering to the Academy's Safeguarding Policy – Sep 2020.
- Where concerns / issues are raised by staff, pupil, parents / carers or third parties; the DSL will maintain accurate and effective records and where appropriate - share information with staff and / or appropriate professionals / agencies.

## **2.6 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to the deadlines set by teachers.
- Seek help if they need it, from teachers or support staff.
- Alert teachers if they're not able to complete work, so that support can be provided.

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 Local Governing Body (LGB)**

The LGB 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 – contact the Headteacher.
- Issues with behaviour – contact the Deputy Headteacher.
- Issues with IT – contact the Business and Data Officer.
- Issues with their own workload or wellbeing – contact your Line Manager.
- Concerns about data protection – contact the Headteacher.
- Concerns about safeguarding – contact the Deputy Headteacher.

## **4. Data Protection**

### **4.1 Accessing personal data**

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

- Ensure they adhere to all policies set out in the Impact Staff handbook.
- Only use devices which have acceptable levels of security and have had access approved by the Impact Education MAT ICT Team.

### **4.2 Processing personal data**

Staff members may need to collect and / or share personal data such as parent / carer 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 eight 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**

All staff should adhere to the Academy's Safeguarding Policy (Sep 2020) when supporting pupils and their parents / carers with Remote Learning; a copy of the policy can be found on the staff network in the following folder:

- T:\2020-21\Policies

## **6. Monitoring arrangements**

This policy will be reviewed on an annual basis, the next review will be completed in October 2021; at every review, it will be approved by the Local Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour for Learning Policy
- Safeguarding Policy
- Staff Handbook