Remote Learning Policy

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1. Aims

This remote learning policy for aims to:

- Ensure consistency in the approach to remote learning for students 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

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

The staff remote learning leads are **Saskia Marchand Smith** and **Jonty Stephenson** and any concerns, questions or feedback can be communicated with them through e mail / telephone call. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

Our Approach:

Remote Education is a way of delivering the curriculum and our aim is to deliver a high quality curriculum so that students know more and remember more through meaningful work that is aligned with the curriculum.

Remote education is not the same as digital education and we know that it is often more effective to deliver our remote education through personalised work packs or a text books. We use Microsoft Teams / Google Classroom and See Saw as digital platforms so that we can provide online education where this is the most appropriate method.

Keeping regular learning going during periods of lockdown and enforced closure is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of

time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Our learning packs will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of different resources such as our own personalised learning resources, ready prepared high quality online materials and our existing subscription packages which children are familiar with.

Due to this we will offer a variety of timetabled remote learning activities as per government guidelines but be understanding that students may not always be able to complete them all. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core literacy and numeracy skills. Please support your child as best you are able.

We recognise that some students, may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those students with differentiated tasks, lessons from other materials, alternative methods of recording, additional resources and advice and support. Online intervention resources and small group Teams sessions will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

Our Ofsted remote visit in November 2020 noted that:

- *We use bespoke learning packs for individual pupils when they need to isolate. The work within the packs aligns to what pupils would be learning if they remained in school. Your approach is the same for pupils who are self- isolating or when you need to send 'bubbles' home.*
- *We have found that most pupils do not respond well to work set online because of their specific needs. You also know that parents play a crucial role in supporting their children to stay on task. Consequently, you trained staff to be able to respond to the challenges of learning at home for your pupils, this included how and when to contact parents.*

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.05pm and are responsible for setting work:

- For all students they teach
- Producing a two week rolling programme of personalised learning packs
- Providing challenging learning and uploading resources onto the school website
- Co-ordinating with other teachers, to ensure consistency across year groups and curriculum areas ensuring that students with limited access to devices can still complete the work

Providing feedback on work:

- Through returned learning packs online, face to face and verbally
- Teachers will be available to contact parents and students via school e mail or phone

- Any complaints or concerns shared by parents and students are passed onto the appropriate member of staff. Safeguarding concerns are shared with the Safeguarding Team immediately and recorded on CPOMs

It should be noted that staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school if students are self isolating.

2.2 Tutors and pastoral / behaviour team

Keeping in touch with students who aren't in school and their parents is vital:

- Tutors will make weekly contact by door step visits, phone calls or e mails. This is recorded on our information log sheets and shared with the Key Stage Leads and Headteacher

- Any complaints or concerns shared by parents and students are passed onto the appropriate member of staff. Safeguarding concerns are shared with the Safeguarding Team immediately and recorded on CPOMs

2.3 Curriculum leads

Alongside their teaching responsibilities, curriculum leads are responsible for:

- Considering whether any aspects of their subject need to change to accommodate remote learning

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Working with other curriculum 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

- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or 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:

- Co-ordinating the remote learning approach across the school - Saskia Marchand Smith and Jonty Stephenson hold overall responsibility for this and will be the initial point of contact

- Monitoring the effectiveness of remote learning - such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents

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

2.5 Designated Safeguarding lead

The DSL / DDSLs is responsible for responding to and managing all Safeguarding concerns. The safeguarding team will monitor on a daily basis if students and / or families do not engage or respond to communications.

2.6 IT team

The IT team are responsible for:

- Fixing issues with systems used to set 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 staff, students and parents with accessing the internet or devices

2.7 Business Manager

Our Business Manager is responsible for:

- Ensuring value for money when arranging the procurement of equipment and technology
- Ensuring that the school has adequate insurance to cover all remote working arrangements
- Being the Senior Leadership link with IT support

2.8 Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from their teachers
- Alert teachers (if they're able) that they can't 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

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 relevant curriculum lead
- Issues with behaviour – talk to the Key Stage Leads or Behaviour Lead
- Issues with IT – talk to Alex Care / logsupport@eggbuckland.com
- Issues with their own workload or wellbeing – talk to your Line Manager
- Concerns about data protection – talk to Denise Rogers who can contact our Data Protection Officer
- Concerns about safeguarding – talk to the Safeguarding Team

4. Data protection

4.1 Accessing personal data

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

- Use our secure cloud service / server on the network
- Staff must use devices provided by the school not personal devices

4.2 Processing personal data

Staff members may need to collect and / or share personal data such as their email address 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)
- 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

Our current Safeguarding policy has been updated with an appendix to reflect the changes needed due to COVID 19 however, with the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Communication between staff and students / families must be through the authorised school systems and not personal social media or other accounts. Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. Staff must not use personal devices and should only use school provided equipment.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead Penny Eastel and in discussion with the Safeguarding team

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content requirements. See our policies
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact the Safeguarding Team on 01752 773875

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting the safeguarding team directly in the first instance.

6. Monitoring arrangements

This policy will be subject to ongoing reviews by Sarah Holt and communicated to all stakeholders

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy and coronavirus addendum to the policy
- Data protection policy and privacy notices
- Acceptable use policies
- Online safety policy