Clovelly House School
Stay safe, respect, achieve

Remote Learning Policy

January 2023

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Remote Learning Policy

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

2.1 Teachers

When providing remote learning, teachers must be available between 0830 and 1600 per school day.

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:

- o For all pupils who would normally be timetabled for their subject per week,
- o An amount of work that the pupils would typically be able to cover independently for that subject per week,
- o This must be prepared a week in advance so that packs can be sent out weekly,
- o Digital work must be ready for delivery during face time 'zoom' sessions,
- o Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work:

- o Staff will arrange with families to collect completed work from pupils,
- o Staff will contact families, using the existing protocols, (Mentoring meetings, Family Liaison Sessions, Key worker contact), to share feedback with pupils,
- o Pupils should receive feedback on completed work at least fortnightly.

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

- o During lockdown, staff will set up regular group 'zoom' sessions twice a day for all pupils,
- o All staff must be available for answering emails from parents and pupils during school hours,
- o Staff members should refer parents and pupils to use the Complaints Policy to handle any complaints or concerns shared by parents and pupils – for any safeguarding concerns, teachers should see the section below
- o If pupils fail to complete work, this should be discussed in team meetings and referred to the Principal

Attending virtual meetings with staff, parents and pupils:

- o Staff members must adhere to dress codes,
- o Staff should elect a suitable locations for virtual meetings (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teachers who are working in school will continue to work as per the timetable with pupils who are present. Teachers in school may also be involved in providing remote learning for their subjects to remain in contact with pupils while they are not present in school.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 0830 and 1600 on school days.

If unable to work for any reason during this time, Teaching assistants should repot this using the normal absence procedure.

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

Supporting pupils who aren't in school with learning remotely:

- o Supporting pupils who are working from home,
- o Sending out packs and providing daily online 'zoom' calls

Attending virtual meetings with teachers, parents and pupils:

- o Comply with dress code
- o Select a suitable location, (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teaching assistants will also be working in school, they should fulfil their normal responsibilities according to the timetable.

2.3 Subject leads

We've used the term 'subject lead' here to refer to anyone co-ordinating subject provision across your school, but you may use another term like 'head of department' or 'head of subject'. You may also want to cover the role of your SENCO here, for example if you've given them responsibility for co-ordinating remote learning for children with SEND across your school.

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

Considering whether any aspects of the subject curriculum 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 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,

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,

Ensuring that all subject leaders monitor that the school complies with GDPR regulations.

2.4 Education leaders

Alongside any teaching responsibilities, Education leaders are responsible for:

Overseeing the remote learning approach across the school,

Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work 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 that:

All staff are well trained in Safeguarding,

All staff are aware of their responsibilities to record and report any love working completed,

All staff record and report any communication with parents and pupils using media,

All staff record and report any safeguarding concerns that they have about pupils immediately to the DSL.
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2.6 Pastoral Care

The Pastoral Care Lead and the Wellbeing Officer are responsible for:

Checking in with stakeholders to ensure the mental wellbeing of children,

Checking in with parents/cares to ensure the wellbeing of families,

Checking in with all staff to ensure the wellbeing of staff members affected by the impact of pandemic restrictions.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day,

Complete work to the deadline set by teachers,

Seek help if they need it, from teachers or teaching assistants

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

Be respectful when making any complaints or concerns known to staff

2.8 SENCO

The SENCO responsible for:

Insert details, such as:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible in line with each child's EHC plan,

Ensuring that staff are certain that remote learning systems are appropriate for addressing the EHCP objectives for each pupil and barriers to learning,

Ensuring that EHCP reviews go ahead as scheduled even if these are conducted remotely.

3. Who to contact

If staff or families have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead or Curriculum Lead, Aida Lockton,

Issues with behaviour – talk to the relevant key worker or Family Liaison officer, Hayley Smitham Hopewell

Issues with IT – talk to the school business manager, Tamlyn Brink,

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer, Heather Bishop,

Concerns about safeguarding – talk to the DSL, Haley SmithamHopewell

4. Data protection

4.1 Accessing personal data

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

Prepare packs ahead and upload them on to the computer to use during 'zoom' calls,

Allow pupils/families to use their own devices to access the data.

4.2 Processing personal data

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

All staff are required to comply with the child protection policies at all times.

6. Monitoring arrangements

This policy will be reviewed at least annually in line with statutory guidance.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policies

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

Online safety policy