



Remote Learning Policy

February 2021 – February 2022

Context

The policy has been produced in response to the Covid 19 Pandemic 2020 / 21. All schools have been forced to close for most students on two separate occasions for significant periods of time. During these periods of closure students are being taught remotely via live lessons using Microsoft Teams. This policy will only be relevant for the duration of the pandemic and forced school closures.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for all students
- Enable students receive a broad and balanced curriculum and continuity with their education
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection.

1:A The purpose of remote learning.

To support the continuity of quality curriculum delivery when either the teacher or student(s) are physically unable to attend school for a short or longer period of term time.

1:B Forms of Remote Learning may include;

- Students using resources provided by the School to undertake directed task to support curriculum delivery – this maybe specific reading and writing tasks.
- The use of telephone conversations and emails to deliver learning, check understanding or provide feedback.
- The use of a learning platform such as Microsoft Teams to deliver live or recorded lessons, and provide guidance and feedback.
- The use of approved apps to direct students learning to support new understanding or to consolidate learning undertaken.
- The provision of a home tutor for specific subjects for a stated period of time.

2. Roles and responsibilities in the event of a school or whole bubble closure

2.1 Teachers

Teachers must be available between 8.30am-3.15pm.

If a teacher is 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. This includes informing the Subject Leader and Deputy Headteacher as well as ensuring that cover work is set.

When providing remote learning, teachers are responsible for:

- Teaching the lessons assigned to them on the remote learning timetable in line with the Teaching & Learning Policy
- Making sure all students in the class are in the Teams group
- Ensuring all lessons are on the Teams calendar
- Setting the appropriate work on Teams and ClassCharts, making sure students can access it
- Responding to student / parent questions via Teams / email
- Providing verbal feedback to students on their work and written feedback if appropriate
- Ensuring that students submit work
- Completing a register of those students in the lesson
- Awarding merits / consequences to students in line with the Rewards & Consequences section of the Behaviour Policy and record them on ClassCharts
- Work is set for students absent from school due to Covid related reasons
- Keeping in touch with students who aren't in school and their parents:



- To inform parents of positive or negative incidents in line with the Behaviour Policy
- Attending virtual meetings with staff, parents and students:
- Professional dress always as set out in the Dress Code
- Ensure that back grounds on screen are appropriate and you have a quiet place to broadcast from.

In the result of the absence of other teacher staff you may be asked to cover remote lessons just as you would in line with rarely cover.

2.2 Teaching assistants

Teaching assistants must be available to support with remote learning between 8.30am-3.10pm on any day that they work. They will be assigned remote duties by the SENCo via a timetable. If 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.

2.3 Subject leads

Alongside teaching responsibilities, subject leads are responsible for:

- 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 appropriately and provides continuity for students
- In the event of staff absence, they will ensure appropriate cover work is set and classes still receive remote teaching if possible
- Monitoring the quality of remote teaching in their subject area to ensure it is up to school expectations and is pitched at the appropriate level of challenge. This could involve carrying out a survey of the students to help alleviate any barriers to learning
- Alerting teachers to resources they can use to teach their subject remotely
- Supporting the wellbeing of the team
- Inform the line manager for the subject area of all the above so a clear picture is presented of the quality of remote education that students are receiving

2.4 Senior leaders

The SLT is responsible for:

Monitoring all aspects of the policy to ensure a consistent approach

- Co-ordinating the remote learning approach across the school
- Deputy Head will produce the remote learning timetable and adapt it when required
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible ensuring that all aspects of the Safeguarding Policy are followed, and all staff are informed of any changes to the policy

2.6 IT Manager

Is responsible for:

- Ensuring that Office 365 (Microsoft Teams) is maintained and functioning as required
- Helping teachers and students overcome technical issues that prevent them using Teams effectively
- Monitoring and reviewing the security of remote learning (Microsoft Teams) reporting any data protection breaches or inappropriate use of Teams to SLT and data protection officer
- Assist students and parents with accessing Teams via their devices. This includes building and preparing devices supplied to students by the school or the DFE.



2.7 Students and parents

Staff can expect students learning remotely to:

- Contact teachers via Teams Chat if they require help or are unable to complete work
- Be online for all remote lessons and actively participate
- Complete and submit all work set by teachers
- Behave in a respectful manner in line with the expectations set out in The Behaviour Policy

Parents of students learning remotely will:

- Inform the school by calling the absence phone number if a child is unable to attend remote lessons due to illness
- Monitor their child / children's conduct during remote lessons
- Contact the school if any support is required to aid learning
- Inform the school if any resources are needed to support learning, this includes access to a device or the internet
- Ensure that all communication with the school is respectful

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
- Ensure 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:

- Issues in setting work and providing feedback - subject lead and or SENCO if appropriate.
- Issues with behaviour – Communicate with the parents and record the consequence on Class Charts, inform the relevant head of year / line manager
- Issues with technology / IT – talk to Network Manager / Deputy Headteacher
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL and record on CPOMS

4. Data protection

All teachers will follow the Data Protection Policy in line with the Privacy settings.

5. Safeguarding

All usual safeguarding procedures are in place and to be implemented as set out in the Safeguarding Policy.

6. Monitoring arrangements

SLT will monitor the implementation of the policy. It is the responsibility of Deputy Headteacher to review the policy half termly (or sooner if required) to ensure that it contains all the requirements set out by DFE guidance.

7. Links with other policies

This policy is linked to our:

- Behaviour policy - [Behaviour policy](#)
- Child protection policy [Child Protection policy](#)
- Safeguarding policy [Safeguarding policy](#)
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Covid 19 risk assessment