



Phoenix Arch School

Remote learning policy

Date: 2021

Next review due by: Yearly or before to take into account current guidance

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

This is an evolving policy and expectations will continue to change and be reviewed regularly by Senior Leaders. In the meantime, it is important that all staff feel they are able to contribute ideas and raise concerns regarding the expectations within the policy which can then feed into its on-going development.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9.00 - 3.00pm daily.

If pupils are 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 procedures.

Teachers will continue to have non-contact time for PPA and activities must be set to allow for this.

Work handed in after 4.pm. will be marked the following day.

Parents will be asked to inform the school if a child is unwell and not able to access remote learning.

When providing remote learning, teachers are responsible for:

- Setting work for the children in their classes, year groups or as directed by Senior Leadership that is sufficient to meet the needs and expectations laid out in the weekly timetable
- Marking work daily and work submitted after 4pm the following day
- Providing detailed feedback on work
- Ensuring that work is uploaded to the learning platform as directed
- Liaising with colleagues within their year group/phase, to ensure consistency in expectations and quantity, to share planning across classes. Either through email (school email addresses) responses online, telephone calls (using school phone or home phone with tracking disabled)
- Attending virtual meetings with staff, parents and pupils if necessary and where possible attending the virtual meeting in school
- Keeping in touch with pupils who aren't in school and their parents as directed by Senior Leaders via weekly emails, phone calls, videos
- Chasing up when a child has not completed work remotely through phoning parents
- Discussing concerns with Senior Leadership Team, should a pupils work consistently not be completed and agreeing next steps to remove barriers to learning
- Responding to emails during the school working day only
- Referring any concerns to a senior member of staff, should they feel uncomfortable in any way regarding contacting a pupil/parent (safeguarding or otherwise)
- Adhering to the School's Code of Conduct in terms of professionalism, dress code and other expectations
- Avoiding areas with background noise and using plain backgrounds
- Ensuring that if a virtual meeting is with the pupil/s only, another member of staff is always present and not entering or remaining in such a meeting, without this being the case
- Where it is felt appropriate, having two staff members present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns

In some cases, there may be a necessity to provide remote learning for some children whilst continuing to provide in class teaching for other children. Where this is the case, consideration will be given to the following:

- Combining home learning within class provision
- Using non-classed based teachers, cover supervisors/Senior TAs, and senior leaders to either prepare the remote learning or give extra release time to teachers to prepare remote lessons
- Providing books/learning aids to complete at home which require less preparation time.
- Considering how to prepare lessons which can be delivered both in school and remotely with little extra workload
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Wherever possible, the teacher will be in school for some of the working week to support pupils who are attending school in their class and other teachers who are still in school.

2.2 Teaching assistants and support staff

When assisting with remote learning, teaching assistants and support staff must be available between 8.45 am and 9.00 am for whole school briefing via Zoom. They should be available from 9.00 am – 3.00 pm to support learning with their class team. If pupils are 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 procedures. When assisting with remote learning, teaching assistants are responsible for:

- Supporting the teacher in monitoring remote learning and contacting individual children/parents via email as directed by the class teacher or Senior Leadership Team
- Continuing to support the teacher in delivering lessons within the classroom and in groupwork beyond the classroom

There may, on occasions, be the need for the TA or support staff to attend a virtual meeting with a parent and/or child. This should only be as directed by the class teacher or senior leader and all staff should follow the same rules as teachers where this is the case (see above).

Wherever possible, the TA or support staff should be working in school to support other staff who are still in school.

2.3 Subject leads

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 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
- Monitoring the remote work set by teachers in their subject
- 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
- Monitoring the effectiveness of remote learning – reviewing work set and monitoring the completion rate by pupils through collecting online data (accessing figures), feedback from parents, feedback from teachers,
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic. The DDSL is monitoring the remote learning platform.

2.6 IT staff

IT staff are responsible for:

- Resolving issues with systems used to set and collect work
- Helping staff 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Attempt to complete the work to the best of their ability
- Submit the completed work as necessary
- Discuss with their parents when there are issues relating to the work set or remote learning in general

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Ensure work is completed on time and submitted as necessary
- Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work.
- Be respectful when making any complaints or concerns known to staff.

2.8 Local Governing board

The Local Governing Board is responsible for:

- Monitoring the school's approach to providing remote learning and 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 within work setting – Talk to the Senior Leadership Team –Jude Towell or Marion Joseph
- Issues with behaviour – Talk to the Senior Leadership Team – Jude Towell , Marion Joseph or Helen Patel
- Issues with IT – Submit a ticket through IT Help Portal

- Issues with their own workload or wellbeing – talk to Senior Leadership Team – Jude Towell or Marion Joseph.
- Concerns about data protection – Talk to the Data Protection Officer Gargi Joshi or Jude Towell
- Concerns about safeguarding – Talk to the DSL and submit concerns through Cpoms with link to DSL's. Jude Towell, Marion Joseph or Helen Patel.

4. Data protection

4.1 Accessing personal data

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

- Use the school's server or secure cloud service to access their data
- Use only those devices made available to them by the school or their own secure devices, if approved by the school

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone contact 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.

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

Safeguarding remains imperative throughout this time and particularly in this new area of remote learning for our schools. The Child Protection Policy and any addendums added during this time of pandemic, remains in place and should be followed at all times.

6. Monitoring arrangements

This policy will be updated regularly to keep pace with the school's changing approach to online learning. It will be reviewed annually with the Online Safety policy. It will also be monitored by the Local Governing Board of the school.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Code of Conduct