Remote Learning Policy

Contents

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. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:

    o Not possible to do safely

    o Contradictory to guidance from local or central government

- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
    o They have an infectious illness
    o They are preparing for or recovering from some types of operation
    o They are recovering from injury and attendance in school may inhibit such recovery
    o Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis for a short period of time.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity

- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8.20am and 3pm.

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work for their own classes and Heads of Faculty are responsible for setting work for colleagues they line manage who are unable to set work

- Work should be uploaded on to TEAMS and staff should make clear the method for collecting work in, e.g. through TEAMS/email or to be collected within school

- Staff should endeavour to set work in time for the students timetabled lessons

- Work which is set should match that of the subjects curriculum with adaptations made to suit remote learning

- For students with additional needs, additional support and adaptations will be made for longer period of remote education

Staff should take in to consideration the impact of remote education on families with limited space, resources and IT facilities.

- Students work will recieve feedback and marked in line with the schools Marking and Assessment policy.

During extended periods of remote education all staff will be responsible for providing support in maintaining regular contact with students and parents and providing additional support for our most vulnerable learners by:

- Providing email, phone and virtual support as required

- Provide home visits (specific staff only)

- Share parental concerns with line manager regarding concerns over academic provision

- Identify and challenge non engagement of students and share this information with form tutors and Heads of Year.

- Be contactable within working hours of 8.20am – 3pm and attend scheduled virtual meetings

When attending virtual meetings with parents or carers or providing 'live' lessons staff should

- Wear appropriate dress

- Work from a suitable location with limited background noise and suitable background

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely through providing online phone assistance for the pupils they will need to support

- Attending virtual meetings with teachers, parents/carers and pupils adhering to the standards of dress and suitable location as outlined within the teachers section.

3.3 Heads of Faculty within the school

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, and deadlines are being set an appropriate distance away from each other

- Monitoring the remote work set by teachers in their subject through regular meetings with teachers or by reviewing work set

- Alerting teachers to resources they can use to teach their subject remotely

- Making decisions about the use of online video lessons such as Oak National Academy or equivalent

3.4 Senior leaders

Nick Mussett, Deputy Headteacher, has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)

- Securing appropriate internet connectivity solutions where possible

- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work

- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning

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

- Ensuring staff remain trained and confident in their use of online digital education platforms

- Training staff on relevant accessibility features that your chosen digital platform has available

- Providing information to parents/carers and pupils about remote education – specify if you will do this on your website or via email

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

Ensuring that Stour Valley's Child Protection and Safeguarding procedures are followed and adapted as required

- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

- Delegating staff to support in the monitoring of students for longer periods of closure

- Ensure that effective safeguarding and monitoring procedures are in place to monitor students not accessing full time education

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents/carers 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 (DPO)

- Assisting pupils and parents/carers with accessing the internet or devices

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

- 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

- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. 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 subject lead or SENDCo
- Issues with behaviour – talk to the relevant head of year
- Issues with IT – talk to IT staff
- 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

Include contact details where necessary.

5. Data protection

5.1 Accessing personal data

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

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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

6. Safeguarding

The school will follow the safeguarding arrangements as outlined within the school's safeguarding/child protection policy.

7. Monitoring arrangements

This policy will be reviewed annually .At every review, it will be approved by full governing body

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- GDPR protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy

Ratified by Governing Body	**SVCS LGB**
Date	**17 December 2024**