



HALEWOOD
ACADEMY

Remote Learning Policy

2020-21



Version Number: 1 September 2020

Ratified by Local Governing Body: G Tubey

Next Review Due: September 2021

School Link: C Hilliard



WADE DEACON
TRUST

Contents

- 1. Aims..... 2
- 2. Roles and responsibilities..... 2
- 3. Who to contact..... 5
- 4. Data protection 5
- 5. Safeguarding 6
- 6. Monitoring arrangements..... 6
- 7. Links with other policies..... 6

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

Here are the details of the main responsibilities for remote learning:

- Remote Learning Lead – Mr C Hilliard
- IT support – ICT technician
- Setting student work – All teachers
- Quality assuring remote learning work – Subject Leaders

2.1 Teachers

When providing remote learning from home, teachers must be available between 8.30am – 3.00pm. 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:
 - For all classes they teach via Microsoft Teams
 - This should match the in school curriculum in terms of content and amount of learning time
 - This should be set at appropriate times so the work is ready the day before the lesson
 - Any issues should be reported to their subject leader

- Providing feedback on work in line with school marking policy:
 - This can be done via Microsoft Teams after an assignment has been completed
 - This may also involve another online platform e.g. SENECA

- Keeping in touch with students and parents/carers:
 - If students are not completing work the staff will contact home to find out the reason and offer support via phone/email

- Attending virtual meetings:
 - Appropriate dress for the meeting
 - Appropriate location i.e. neutral background if possible. If not possible staff should ensure that there is nothing inappropriate in the background

2.2 Subject leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- Ensuring subject curriculum is appropriate and adjust it if necessary 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 leaders 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
- Alerting teachers to resources they can use to teach their subject remotely

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Mr C Hilliard will lead on this..
- Monitoring the effectiveness of remote learning through regular meetings subject leaders, reviewing work set and via feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for dealing with any safeguarding issue that might arise through remote learning. See Child Protection Policy (Including Covid-19 Addendum)

2.5 Network Manager

The Network Manager is responsible for:

- Fixing issues with Microsoft Teams
- 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 pupils and parents with accessing the internet or devices

2.6 Pupils and parents

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
- 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
- Be respectful when making any complaints or concerns known to staff

2.7 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 – contact their subject lead
- Issues with behaviour – contact their subject lead
- Issues with IT – contact the Network Manager
- Issues with their own workload or wellbeing – contact their line manager
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will be able to access student's and parent/carer's information on SIMS (via 4Anywhere if at home)

4.2 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.

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

Please see Child Protection Policy (Including Covid-19 Addendum)

6. Monitoring arrangements

This policy will be reviewed by MR C Hilliard and after every review, it will be approved by Governors.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection Policy (Including Covid-19 Addendum)
- Data protection policy
- Home-school agreement
- Acceptable Use of the Internet for Parents and C