

Archbishop Blanch CE High School



Archbishop Blanch
SCHOOL

REMOTE LEARNING POLICY

POLICY WRITTEN BY:	The Key Adopted Policy
PERSON RESPONSIBLE:	Assistant Headteacher
DATE FIRST RATIFIED BY GOVERNORS:	September 2020
DATE FOR NEXT REVIEW:	September 2021

**Community, Compassion, Forgiveness, Friendship,
Thanksgiving, Trust**

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This policy should be taken and used as part of Archbishop Blanch Church of England School's overall strategy and implemented within the context of our Mission Statement and Instrument of Government aims.

As a Church of England School, we accept and respect all members of our community as unique children of God, precious in His sight and of infinite worth.

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 [8.25 am and 2.50 pm].

If teachers 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 procedure.

When providing remote learning, teachers are responsible for:

- Setting work for classes they teach at the appropriate time. Work set should be commensurate to the time slot available for the lesson.
- Providing online lessons to students. These should be via Google Meet/Microsoft Teams or an appropriate and agreed platform. The Safeguarding Policy to protect both staff and students must be adhered to.
- Following attendance procedures and marking a SIMS register for all lessons.
- Providing feedback managed in line with the School Feedback Policy. Interaction during lessons or school emails should be managed in line with school procedures, including first day response and subject concerns.
- Attending virtual meetings with staff, parents and pupils should involve use of the teacher standards and include issues such as:
 - Dress code
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.25 and 2.50 pm.

If TAs 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 procedure.

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

- › Supporting pupils who they support 1:1 but aren't in school
- › Providing live lessons to support key skills and differentiated work (where appropriate)
- › Providing analysis and support with online learning platforms such as Lexia, Spellzone and Bedrock Vocabulary for all students
- › Supporting smaller groups of students with key skills
- › Attending virtual EHCP review meetings for students they support

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Curriculum changes required to accommodate remote learning
- › Working with teachers within the 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 meetings, moderation and access to online "classrooms".
- › 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:

- › Monitoring the effectiveness of remote learning in the subject areas line managed.

2.5 Designated safeguarding lead

The DSL is responsible for the safeguarding of children and young persons when working remotely online.

2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › 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

2.7 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, 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 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 – talk to the relevant subject lead or SENCO
- › Issues with behaviour – talk to the relevant Progress Leader
- › 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

4. DATA PROTECTION

4.1 Accessing personal data

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

- Access data through the remote access server (for SIMS or File Access) or secure cloud service i.e. Office 365 for emails, Classcharts.
- Use school devices, which have been provided wherever possible. Personal equipment can be used if there are issues with school devices which would hinder remote learning
- Understand that the Acceptable User Policy also applies to use of school ICT systems and equipment off the premises and use of personal equipment in situations related to employment by the school

4.2 Processing personal data

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

We have updated our Child Protection Policy with an addendum relating to Covid, copies of which can be found on the school's website following this link: <https://www.abblanch.com/parents/policy/>. Staff have also been issued with the Covid April 2020 Addendum to the Guidance for Safer Working Practices, which can be found in the staff shared area and in the Safeguarding folder on all desktops. There is also a Covid Addendum to our Behaviour Policy that addresses home working, which can be found on our website at <https://www.abblanch.com/parents/policy/>.

6. MONITORING ARRANGEMENTS

This policy will be reviewed each term by the Assistant Headteacher. At every review, it will be approved by the Headteacher.

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
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy