



## **Remote Learning Policy**

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**Staffing & Students Committee**

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are not able to attend school e.g. students are self-isolating due to coronavirus
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

NB. When staff are unable to attend school e.g. self-isolating due to coronavirus, they should follow the Working from Home Policy

### 2. Roles and responsibilities

#### 2.1 Teachers

When providing remote learning to students, teachers must be available during normal working hours.

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 (Key Information 7.3 Staff Absence Reporting).

When providing remote learning, teachers are responsible for:

- Setting work:
  - For individual students, small groups of students or entire teaching groups of students who are unable to attend school
  - The work set should cover the normal curriculum and should be appropriately challenging and demanding
  - Wherever possible, individuals, small groups of students or whole classes should join school lessons using Google Meet. If this is not possible, the teacher will set work using Google Classroom (<https://support.google.com/a/users/#topic=9247638>).
- Providing feedback on work:
  - Students will be able to upload work to Google Classroom; submit Google Forms; submit work on Show My Homework or email teachers directly so that teachers can share feedback with students.
  - Entering data on student progress as advised
- Keeping in touch with students who aren't in school and their parents:
  - Teachers may be asked to contact students and/or parents by email and phone calls

- Teachers are not expected to answer emails from parents and students outside of working hours.
  - If a parent or student has a complaint they should be advised to follow the Complaints Policy
  - Student behaviour concerns should be referred to TLLs and Pastoral Managers as soon as possible.
  - Students failing to complete work should be referred to TLLs and Pastoral Managers as soon as possible.
- Attending virtual meetings with staff, parents and students
- Teachers should follow the dress code as set out in the Staff Code of Conduct
  - Where possible, virtual meetings should be held in school. Teachers should ensure they use an appropriate location for their meeting, avoiding areas with background noise and ensuring they do not have personal or inappropriate items in the background.
- Safeguarding
- See

## 2.2 Teaching assistants

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

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 (Key Information 7.3 Staff Absence Reporting).

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

- Supporting pupils who aren't in school with learning remotely:
  - TAs should join remote lessons on Google Meet
- Attending virtual meetings with teachers, parents and students:
  - TAs should follow the dress code as set out in the Staff Code of Conduct
  - Where possible, virtual meetings should be held in school. Teachers should ensure they use an appropriate location for their meeting, avoiding areas with background noise and ensuring they do not have personal or inappropriate items in the background.

## 2.3 TLLs and Subject Leaders

When providing remote learning, TLLs and Subject Leaders 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 by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 SENCO

When providing remote learning, the SENCO is responsible for:

- Considering whether any aspects of the school curriculum need to change to accommodate the remote learning needs of SEND students
- Working with teachers teaching their subject remotely to make sure all work set is appropriate for SEND students

- › Alerting teachers to resources they can use to teach their subject remotely which may support the learning needs of SEND students.
- › Monitoring and supporting the attendance of SEND students
- › Developing and implementing support plans for SEND students

## **2.5 Pastoral Managers**

When providing remote learning, the PM is responsible for:

- › Working with teachers teaching their subject remotely to make sure all work set is appropriate for vulnerable students
- › Monitoring and supporting the online attendance of students
- › Developing and implementing behaviour support plans for students where needed
- › Ensuring that students with limited access to devices can still complete the work e.g. printing and sending home resources

## **2.6 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school. The lead for Remote Learning is Indira Warwick (Deputy Headteacher).
- › Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from students and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.7 Designated safeguarding lead**

The DSL is responsible for:

- › All elements of safeguarding, including online learning, across the school.
- › Making all students are aware of any safeguarding information and guidance.
- › Ensuring the Safeguarding Team is available for students to communicate with during any time of remote learning.
- › Sharing information and guidance from external agencies.

## **2.8 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

## **2.9 Students and parents**

Staff can expect students 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 (coronavirus section)
- › Be respectful when making any complaints or concerns known to staff

## 2.10 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 your TLL and PM
- › Issues with IT – email IT Support ([ictsupport@alperton.brent.sch.uk](mailto:ictsupport@alperton.brent.sch.uk))
- › Issues with their own workload or wellbeing – talk to their TLL or contact the [Employee Assistance Programme](#).
- › Concerns about data protection – talk to the data protection officer (DPO): Mr Hart ([a.hart@alperton.brent.sch.uk](mailto:a.hart@alperton.brent.sch.uk))
- › Concerns about safeguarding – talk to the DSL: Mr Hart ([a.hart@alperton.brent.sch.uk](mailto:a.hart@alperton.brent.sch.uk))
- › Concerns about attendance – talk to the PM
- › Concerns about a Special Needs student – talk to the SENCO: Ms Hussain ([s.hussain@alperton.brent.sch.uk](mailto:s.hussain@alperton.brent.sch.uk))

## 4. Data protection

### 4.1 Accessing personal data

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

- › Can access student information through SIMS
- › Should use staff laptops if working from home or classroom computers when working in school.

### 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 as it is a work device
- Keep the operating system and anti-virus up to date. These will be automatic and set up by ICT Support for an device issued by the school
- Report any issues with the device to ICT support immediately ([ictsupport@alperton.brent.sch.uk](mailto:ictsupport@alperton.brent.sch.uk))
- Report to the DPO Mr Hart ([a.hart@alperton.brent.sch.uk](mailto:a.hart@alperton.brent.sch.uk)) any possible data breach or loss of data.
- Report any theft of devices to the police and then report the theft (with a crime number) to Mr Jatla, ([s.jatla@alperton.brent.sch.uk](mailto:s.jatla@alperton.brent.sch.uk)) as soon as possible after reporting to the police.

## 5. Safeguarding

The Safeguarding Policy has been adapted for Remote Learning. You can find the Policy and addendum [here](#).

Safeguarding issues must be reported to the DSL Mr Hart via email ([a.hart@alperton.brent.sch.uk](mailto:a.hart@alperton.brent.sch.uk)) or by calling 07796385720 (during school hours). If Mr Hart is not available, contact the DDSL Ms Lazare via email ([c.lazare@alperton.brent.sch.uk](mailto:c.lazare@alperton.brent.sch.uk)) and if Ms Lazare is not available please contact a DSO. Also, see the safeguarding information [here](#).

## 6. Monitoring arrangements

This policy will be reviewed every year. At every review, it will be approved by Curriculum & Standards Committee.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy and coronavirus addendum
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy