

Remote learning policy

Dereham Neatherd High School



Approved by:

Chris Smith (Principal)

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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 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 8:45am and 3:15pm

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 their allocated subject groups as delegated by their Subject Leaders
 - Commensurate with the subject's allocation on the timetable
 - In advance, and scheduled for the day of the timetables lesson by 8:45am
 - On the designated Google Classrooms to which the pupils are invited
 - Focussing on curriculum progression as outlined on the school's published curriculum maps
- Providing feedback on work:
 - Submitted by pupils into their Google Classrooms as instructed
 - To the pupils within the Google Classroom, or via their NSix email if appropriate
 - In a timely fashion which aids progression
 - In accordance with the school's feedback policy
- Keeping in touch with pupils who aren't in school and their parents:
 - Via the NSix email which is monitored for eSafety by the school and Norfolk County Council
 - During school hours
 - In line with the school's safeguarding policy regarding online meetings using video conferencing
 - To support pupils if they find difficulties in attempting or completing the work set

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their regular 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:
 - In accordance to their usual timetabled support organised by the SEND team
 - In conjunction and in consultation with the pupil's teachers

2.3 Subject leaders

Alongside their teaching responsibilities, 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 participating in each Google Classroom, sampling the work set and work completed and in discussion with their team members
- › Monitoring, supporting and moderating the feedback given to pupils on their work done remotely.
- › 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 – Assistant head teacher Dafydd Humphreys is responsible for the Remote Learning Policy, the Contingency Plan, the roll out and maintenance of the provision and reviewing its effectiveness
- › Monitoring the effectiveness of remote learning – for example through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents via emails and/or surveys
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding leads

The DSL are responsible for:

Ensuring the remote education provision is compliant with the school's safeguarding policy

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:

- Check their Google Classrooms at 8:45am every day to view their allocated work, aligned with their regular school timetables.
- Check their NSix email inboxes for any messages or notifications from the Google Classrooms, or emails from the teachers or the school.
- Complete the work to the best of their ability.
- Submit their completed work according to the deadline set by the relevant member of staff, by uploading it on to the Google Classroom. Pupils can complete work in exercise books/on paper, but

will need to take clear photographs of it and upload in to their Google Classroom. Using a smartphone with the Google Classroom app installed is the most straightforward method of doing this.

Parents of pupils learning remotely can be expected to:

- Adhere to the remote learning policy during periods of remote learning.
- Ensure that their child is available to learn remotely according to their normal timetable and that schoolwork is completed on time, to the best of their child's ability.
- Ensure that their child is familiar with the expectations for remote learning and that any absences are reported accordingly.
- Contact the school if the pupil has technical issues that can be resolved, or if the pupil does not have the necessary equipment to learn remotely. In some cases the school can support parents with this provision.

2.8 Governing board

The local 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 leader 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 team
- › 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 by using the school's data management information system on site, or by contacting the administrative or data support team while off site.
- › Only send personal data using encrypted email communication to recipients outside the school's email ecosystem (Neatherd email and Nsix emails)
- › Only use the school laptops provided which have encryption software installed

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses of parents, telephone numbers, pupil targets and assessment grades, etc, 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

Refer to the school's safeguarding policy

6. Monitoring arrangements

This policy will be reviewed after six months, or earlier if government policy changes. At every review, it will be approved by the local governing board.

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
- › Curriculum policy
- › Teaching and Learning policy