REMOTE LEARNING POLICY

Approved by:		Date: 4.1.24
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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. Roles and responsibilities

2.1 Teachers
When providing remote learning, teachers must be available between 08.25 and 15.25 Monday to Friday.

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 of phoning the school. When providing remote learning, teachers are responsible for:
- Setting work:
  - Teachers should set work for the classes they teach.
  - Set work using Google Classroom.
  - Set enough work to cover the lesson time (usually 55 mins.)
  - Ensure work is ready and set before the start of the school day where practically possible.
  - Inform the HoD that work has been set and ensure that they are copied in to it.
- Providing feedback on work:
  - Pupils need to upload their work to Google Classroom to be checked.
  - Teacher feedback is not necessary for every piece of work set but does need to be regular and constructive. Therefore, it is good practice to set a variety of work and to select in advance which pieces of work will be given a mark and/or feedback.
  - Feedback should be given to pupils as soon as is practically possible in order to help their learning.
- Keeping in touch with pupils who aren't in school and their parents:
  - All classwork and homework should be uploaded to Google Classroom. Pupils who are absent will need to access it in this way. It is good practice to send an email to the absent pupil to remind them where to find the work and to complete it if possible. (There is no expectation for teachers to answer emails from pupils/parents outside normal working hours). A letter from the Headteacher informs parents about the school's use of Google Classroom for remote learning.
  - Any safeguarding concerns should be reported as a matter of priority to the DSL and/or their Deputy. (Dawn Collis/Katie Wells/Liz Bishop).
  - Any complaints received by email or through Google Classroom should be dealt with using the usual school complaints procedure.
  - If a pupil fails to complete work without reason being given, the usual Behaviour Policy should be applied and a behaviour point should be given to inform parents.
- Attending virtual meetings with staff, parents and pupils:
  - Dress code should be appropriate.
  - Consider your location and background (e.g. avoid areas with background noise, nothing inappropriate or personal in the background).

If teachers are working in school and not from home, there is no expectation for them also to provide extra remote learning, except to upload their lessons onto Google Classroom and set Homework on Google Classroom as is the norm.

2.2   Teaching Assistants
When assisting with remote learning, teaching assistants must be available between 08.25 and 15.25.

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 by phoning the school. When assisting with remote learning:
- LSAs should also be in the relevant Google Classroom and offer support to the pupils they have particular responsibility for.
- When attending virtual meetings with staff, parents and pupils:
    - Dress code should be appropriate.
    - Consider your location and background (e.g. avoid areas with background noise, nothing inappropriate or personal in the background).

2.3   Subject Leads/HoDs
Alongside their teaching responsibilities, Heads of Department 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 being a member of their Google Classroom.
- 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 – IT Strategy Lead – Paul O'Hanlon.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Key person – IT Support team – Sprint.

2.5   Designated Safeguarding Lead
The DSL – Dawn Collis is responsible for safeguarding. See section 5 for the Child Protection Policy addendum to be followed during instances of full school closure. This should be read alongside the standard CP 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.
- Google Classroom main administrator is Mr. Burr. Assistant administrators are Mr. O'Hanlon and IT Support team – Sprint.

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 by school email.

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.

Pupils should always adhere to the school's online home learning protocol below:
Online Learning Protocol for students
On occasion, some of your teachers might invite you to take part in a "live" lesson using Google Meet. You will need to follow the points below:
- I will remember that all the normal school rules apply when I am learning online. If these rules are not followed, school sanctions will be applied and parent/carers will be informed. You may be removed from the virtual classroom if you do not keep to the rules.
- I will not record or take photos of my classmates or teachers during a videoconference lesson/ tutorial. I will only engage in video or audio conversations when my teacher/tutor invites me to do so.
- I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I am aware that when in a live lesson or tutor time that this is an extension of the classroom and I should conduct myself as I would in a classroom.

You must:
- Have your lesson/tutorial in an environment that is quiet, safe and free from distractions but preferably in a common area of your house which is not your bedroom.
- Be on time and mute your microphone when joining.
- Have a neutral (plain) background. Check that there is nothing personal on show behind you for example on your wall.
- Be dressed appropriately for learning as you would be at school (no pyjamas or clothes with inappropriate slogans).

- Remain attentive during sessions without distractions.
- Not use the chat function of the platform unless asked to do so by your teacher.
- Follow the instructions of your teachers during these live sessions.
- Interact patiently and respectfully with your teachers and peers.
- Make sure you end the session as soon as the teacher indicates to do so.

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 Head of Department or SENCO.
- Issues with wider behaviour – talk to the relevant Head of Year.
- Issues regarding organising cover – contact Mr. Raji or Mrs. Ballard or Ms. Desgoutte
- Issues with IT – talk to IT Support or Head of Computing – Mr. Burr or AHT – Mr. O'Hanlon.
- Issues with their own workload or wellbeing – talk to their line manager or Headteacher – Mrs. Johnson.
- Concerns about data protection – talk to the Information Champion – Mr. O'Hanlon or Headteacher – Mrs. Johnson or contact the Data Protection Officer at Essex County Council – Lauri Almond.
- Concerns about safeguarding – talk to the DSL – Mrs. Collis or Mrs. Wells or Mrs. Bishop.

4.   Data protection

4.1   Accessing Personal Data
When accessing personal data for remote learning purposes, all staff members will:
Explain:
- Access data securely by using an appropriate firewall / anti-virus system.
- Use school email and Google Classroom for secure contact.
- Use a secure device which is password protected and not shared with anyone else.

4.2   Processing Personal Data
Staff members may need to collect and/or share personal data such as [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).
- Do not store personal or sensitive information (e.g. pupil reports / data) on a portable device such as a Memory Stick or portable hard drive.
- Making sure the device locks if left inactive for a period of time by using Windows key and L.
- 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

- Any safeguarding concerns should be reported as a matter of priority to the DSL and/or their Deputy. (Dawn Collis/Katie Wells/Liz Bishop).

Designated Safeguarding Lead:
- The Designated Safeguarding lead is Mrs. Collis and the Deputy Designated Safeguarding Lead is Mrs. Wells. Mrs. Bishop is Pastoral Manager. All are contactable by phone or email.
- Staff can also contact Thurrock MASH on 01375 806123 with any concerns that might arise no matter how big or small.

Child Protection Referral Process
- If you have any concerns about a pupil please follow our usual Child Protection procedures.
- Please complete an incident form or email your concern to the DSL, Deputy DSL or Pastoral Manager and the appropriate action will be taken.

6. Monitoring arrangements

This policy will be reviewed annually in the first instance by Assistant Headteacher (IT Strategic Lead). At every review, it will be approved by RIG governing committee.

7. Summary

- We teach the same curriculum content remotely as we do in school wherever possible and appropriate.
- Alternative arrangements are made for pupils who do not have suitable online access at home.
  For example, it is sometimes possible to offer the loan of a laptop.
  Google Classroom is our remote learning platform and can be accessed on a variety of devices including mobile phones.
- A combination of different approaches are used to teach pupils remotely.
  For example:
  - Live teaching (online lessons)

- Recorded teaching (video/audio recordings made by teachers)
- Printed paper backs / workbooks/worksheets
- Textbooks and reading books pupils have at home
- Commercially available websites e.g. Seneca, MyMaths, Kerboodle, SAM learning
- Assessment will be regular and will be made in a variety of ways. Feedback can take many forms. Sometimes a mark will be given, sometimes detailed written feedback will be given, sometimes self-marking will take place through use of a digital platform.
- SEND pupils – We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND) may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils by differentiating resources and ways of learning. The SENCO will continue to keep in touch with parents/pupils and will help to identify how they can be assisted in their learning.

8. Links with other policies

This policy is linked to our:
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy