

Remote Learning Policy

2021-2022

Brownhill Policy and Procedures

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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 8.50am and 3.20pm.

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 the children you are responsible for teaching in your classes plus creating a timetable for remote learning based on the system the school have decided to work with.
- Each child and form group works differently which is why we have decided on an individualised timetable. The form tutor will decide if they wish to proceed with a full lesson timetable with live lessons each session. Or the points timetable that apart from English and Maths will allow the children to choose their own individualised timetable and send the work in when completed.
- Work for independent lessons will need to be set by 3pm each day, if going down the points timetable route work needs to be set for the week ahead by 3pm on the day that the work is required.
- Work must be uploaded in Teams onto the BLC's learning platform.
- The form tutor is responsible for co-ordinating the work for the children in their care. This includes contacting other staff for the work if necessary and informing the correct line manager if this needs to be followed up further.

➤ Providing feedback on work – cover details like:

- Children will be expected to submit all completed work via teams with the acceptance of those who do not have access to a device. Parents will be asked to photograph work and email it in, or in some cases staff not isolating will be asked to collect the work.
- Staff will be expected to share feedback via chat or one note, on-line conversations may also take place (these must be recorded)
- Some feedback will be required straight away as the student may need this to continue with their learning. This can be done via one note or video chat (must be recorded). Other longer pieces will require in depth marking and there will be a two day turn around on this.

- Keeping in touch with pupils who aren't in school and their parents – cover details like:
 - Daily welfare calls will be made by teaching assistants for those children that are not attending on line sessions.
 - Staff will only be expected to reply to emails and enquiries between the hours of 8.50am-3.20pm.
 - Any complaints or concerns should be referred directly to the member of staff's line manager. If there are any safeguarding concerns the school's safeguarding policy should be referred to immediately and all procedures must be followed in accordance with this policy.
 - Failure to complete work will result in follow up calls to parents and escalated to SMT if needed it will also result in points not being achieved.

- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Staff must be appropriately dressed in line with school policy when attending online meetings.
 - Locations, avoid areas with background noise and ensure there is nothing inappropriate in the background. Background effects can be used.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between [9am and 4pm].

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
 - Welfare calls offering encouragement to pupils to access the learning, help with learning. If access to technology to attend lessons and use breakout rooms to support if needed and under the direction of the teacher.
 - Plan and prepare sessions for small groups of pupils, as directed by the teacher, in areas of expertise i.e. Art, PSHCE

- Attending virtual meetings with teachers, parents and pupils:
 - Staff must be appropriately dressed in line with school policy when attending online meetings.
 - Locations, avoid areas with background noise and ensure there is nothing inappropriate in the background. Background effects can be used.

2.3 Curriculum Leads

Alongside their teaching responsibilities, subject leads 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 –through regular meetings with teachers or by reviewing work set
- 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 in the area that they line manage.
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents, attending some live learning sessions.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Co-ordinating the welfare response during the school closure
- Checking the welfare referrals inbox daily and responding appropriately
- Monitoring, in their role as a SL, any safeguarding considerations related to the remote systems.
- Continue to work proactively with all agencies to ensure the safety of the child whilst at home.

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2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

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

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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
- Issues with behaviour – talk to SMT leader in the child's area
- Issues with IT – talk to IT staff itsupport@theblc.org.uk
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer irhodes@theblc.org.uk
- Concerns about safeguarding – talk to the DSL/ Welfare Team welfareteam@theblc.org.uk

4. Data protection

4.1 Accessing personal data

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

- Access this via the school's remote access platform
- Staff to use the laptops provided by school to access this.

4.2 Processing personal data

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

The safeguarding policy has been updated to take in to consideration the different way of working and the addendum can be found on SharePoint for all staff and on the website for parents.

BLC will continue to provide a safe environment, including online. Appropriate supervision will be in place for students using computers in school.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy and where appropriate referrals should still be made to the Welfare team.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff will maintain a group email including two members of school staff (teacher and TA). Where children create a 1:1 reply they are to be reminded of the correct way to reply to the group. Students should be encouraged to show the emails to their parents/carers so they are aware of the contact being made. In classes that have more than one teacher for the different subjects, the form teacher will be the point of contact and will provide learning for their own form class. The emails between staff and students must not be deleted, to ensure that we have a record of any dialogue should any issues arise. This is to safeguard both staff and students.

If a child makes a disclosure via email, the usual safeguarding process should be applied.

Teachers are not expected to continually check their emails. However, there is no reason why they cannot be checked daily and those which require a response should be replied to within a reasonable amount of time.

Language must be professional and appropriate, from both staff and students. Ground rules with students about appropriate use should be made clear.

Staff need to consider child/young person's mental health when making requests to access additional work whilst they are at home.

Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils – only school email addresses must be used, via our server.

Any children who are unable to access online learning, must be provided with a hard copy of the equivalent learning.

Staff working remotely who do not have access to a work mobile phone and are using their personal phone for work purposes must ensure they withhold their contact number and only make contact with parents and not directly with students. Staff should not have student's mobile phone numbers. It is assumed that most staff's phone contracts include unlimited data and calls. If this is not the case staff should contact their line manager to discuss financial reimbursement.

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6. Monitoring arrangements

This policy will be reviewed annually by its author. At every review, it will be approved by the full Governing Board.

7. 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
- Online safety policy

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Remote Learning Timetable

You are able to create your own timetable depending on 'what you feel like doing' as long as you complete your lessons over the week. All lessons are linked to the points system in school, more points for attending live (lessons will be recorded for catch up purposes). Please see lesson choices over the page, fill in your timetable and send it to your tutor. They will be available to live chat through out the day for you to ask questions get advise and give feedback.

24 good quality pieces sent in will result in your names going in the live draw in assembly on Friday and the winning name will win a £5 voucher.

	Monday	Tuesday	Wednesday	Thursday	Friday
1 9:00am	English (Live) 7 Points				
2 9:45am	Maths (live) 7 Points				
3 10:30am					
4 11:15pm					
5 12:30pm					
6 1:15pm					
2:00pm	Form time Live. 4 points	Assembly 4 points			

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<p>Humanities – Live on Monday at 10.30am or watch the recorded lesson and complete the work. 7 points Live/ 4 points recorded.</p>	<p>Science – Live on Tuesday at 10.30am or watch the recorded lesson and complete the work. 7 points Live/ 4 points recorded</p>	<p>Art – Oak Academy Topic – Identity. ‘Who Am I’ 6 points</p>	<p>IT – Live on Wednesday at 10.30am or watch the recorded lesson and complete the work. 7 points Live/ 4 points recorded</p>	<p>PSHE – Live on Wednesday at 12.30pm or watch the recorded lesson and complete the work. 7 points Live/ 4 points recorded</p>
<p>Humanities – complete pages 1-4 in booklet provided. 4 points.</p>	<p>Science – Complete the Oak Academy lesson part 1 ‘energy stores and transfers’. 6 points</p>	<p>PE – Joe Wicks 4 points</p>	<p>IT – Complete Scratch task set in assignments. 4 points</p>	<p>PSE -</p>
<p>Literacy – Read a set of instructions and follow them. For example putting something together/ cooking etc. 4 points</p>	<p>Science – Complete the Oak Academy lesson part 2 ‘energy stores and transfers’. 6 points</p>	<p>PE – Lockdown Challenge sheet 4 points</p>	<p>Literacy - Live on Thursday at 12.30pm. Listen to your teacher read a text and join in the Q&A session at the end. 5 points</p>	<p>Literacy - Live on Friday at 12.30pm. Listen to your teacher read a text and join in the Q&A session at the end. 5 points</p>
<p>Make a hot drink/ lunch or bake a cake for yourself and someone else 4 points</p>	<p>Play a game (not on the computer) with another person in your house hold. It could be cards/ a board game/ noughts and crosses/ charades 4 points</p>	<p>Write a letter to your form tutor explaining how you think the BLC can improve remote learning. 4 points</p>	<p>Watch the news and send 3 bullet point about what was on it to your teacher. 4 points</p>	<p>Write a challenge for your other class members. Your tutor will decide on their favourite and set it for the rest of the class. 4 points</p>