



Yewstock School

# Remote Teaching & Learning Policy

<b>Date reviewed by CC</b>	<b>07.03.2022</b>	<b>Policy Type</b>	<b>School</b>
<b>Date adopted by FGB</b>	<b>14.03.2022</b>	<b>Review Cycle</b>	<b>Annually</b>
<b>Date of next Review</b>	<b>06.03.2024</b>	<b>Signed by Chair of Governors</b>	
			

## 1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure barriers to effective learning are considered in regards to remote learning such as skills and access to and ability to use IT equipment
- 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 8:30 am and 3:30 pm on their usual working days.

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 –

- Providing work for the pupils in their own class (they may need to cover for other classes within the same department (Primary, Secondary, Post 16))
- Providing enough open-ended activities to give parents and carers the choice of how much work to complete each day
- Keeping in mind the DfE's guidance on the number of hours of learning per day but taking into account the needs and abilities for each pupil individually
- Providing a variety of work e.g., paper-based work and online learning to address specific tasks, appropriateness for child and/or access to technology for parents/carers and pupils
- Ensuring it is set by the end of the day prior to being needed
- Using school systems to get the work to their pupils (work can be put on the school website, emailed to parents/carers or sent through the post)
- Liaising with Subject Leaders if needed to find suitable home-learning activities

Providing feedback on work –

- Assessing work appropriately for task set and needs and abilities of individual pupils to mirror school assessment systems as closely as possible and addressing any gaps in learning
- Collecting in work if appropriate and providing feedback via email, phone or written notes on the work

Keeping in touch with pupils who aren't in school and their parents/carers –

- Making regular contact with parents/carers using emails, phone calls or platforms such as Team or Zoom
- Answering emails from parents/carers and pupils (within working hours)
- Sharing any concerns or complaints with Head of Department or DSL/DDSL
- Encouraging pupils with support of their parents/carers to complete work

Attending virtual meetings with staff, parents/carers and pupils –

- Maintaining a dress code appropriate for school
- Working in an appropriate location for example areas without background noise, other people or personal belongings in view

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:45 am and 3:30 pm on their usual working days.

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 –

- Supporting the teacher by creating / photocopying resources
- Taking part in teacher-directed activities e.g. leading an activity or discussion session

Attending virtual meetings with staff, parents/carers and pupils –

- Maintaining a dress code appropriate for school
- Working in an appropriate location for example areas without background noise, other people or personal belongings in view

Teaching assistants may also be working in school and may need to divide their time between tasks.

## 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
- Suggesting activities or links to suitable websites

## 2.4 Senior Leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring our child protection policy and addendum to it is fit for purpose when remote learning is necessary

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.6 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Adhere to requirements in Remote Learning letter provided
- Be contactable during the school day – although consider they may be needing to do other activities such as a physio programme
- Support their child to do paper-based work, online learning or a combination (blended) learning (dependent on tasks set, appropriateness for child and/or access to technology)
- Complete work to the deadline if it is set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're having any difficulties

Staff can expect parents/carers 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
- Be respectful when making any complaints or concerns known to staff

## 2.7 Headteacher

The Headteacher is responsible for:

- Ensuring all EHCP reviews are carried out within legal deadlines
- Supporting teachers with any aspects of the curriculum that needs to change to accommodate remote learning
- Liaising with other agencies if needed

## 2.8 Deputy Headteacher

The Deputy Headteacher is responsible for:

- Ensuring all PEP reviews are carried out within legal deadlines
- Supporting teachers with any aspects of the curriculum that needs to change to accommodate remote learning
- Liaising with other agencies if needed

## 2.9 Family Support Advisor

The FSA is responsible for:

- Maintaining contact with families who need their support
- Liaising with teachers if there are any difficulties with work
- Liaising with other agencies if needed

## 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 Leader or Head of Department
- Issues with behaviour – talk to the relevant Head of Department or Behaviour Lead or Dorset STEPS Tutors
- Issues with IT – talk to ICT Systems Technician
- Issues with their own workload or wellbeing – talk to the relevant Head of Department
- Concerns about data protection – talk to the School Business Manager
- Concerns about safeguarding – talk to DSL/DDSL

### 4. Data protection

#### 4.1 Accessing personal data

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

- Access the data, on the secure school server through RUnify
- Use school devices use to access the data such as laptops or school phones wherever possible or have permission for using own devices

#### 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 and always send emails with encryption (using 'Confidential' or 'Encrypt' in the subject).

#### 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 school child protection policies continue to apply to remote learning, and the addendum takes into account remote learning risks.

Only those pupils whose parents/carers have given consent will be allowed on camera from school. For those children learning from home, parents/carers who are supporting can opt to turn their cameras off.

#### 6. Monitoring arrangements

This policy will be reviewed yearly by the Headteacher and Governing Body. At every review, it will be approved by the full Governing Board.

#### 7. Links with other policies

This policy is linked to our:

- Child protection policy and coronavirus addendum
- Safeguarding policy
- Data protection/GDPR policy and privacy notices
- Code of Conduct & COC for Safer Working Practices policies
- E-Safety policy
- Acceptable Use Agreement