Remote Learning Policy

Policy Originator	Lisa Rawashdeh
Governor Responsible	Hodan Ali
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Policy Origin	**The Key**
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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

Try to insert as much detail as possible when explaining the responsibilities below. If you haven't completely figured out all your systems for remote learning yet, explain where you'll be adding more detail later.

We've covered the people who will typically have a role in remote learning. You may want to add others, such as:

- Pastoral leads (e.g. heads of phase or year)
- SENCOs

2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.30pm

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
    - Work will be set on Seesaw or Goggle Classroom for each class. Each teacher will set work for their own class. Teachers may have to set work for other classes if cover needed and if this is requested by the Senior Leadership Team.
    - Three activities will be set per day; Maths and English daily and foundation subjects on rotation
    - Twice daily live Zoom sessions with the class to take place to model the work.
    - These should link to the Oak learning academy and activities cross-referenced where necessary.
    - Work will be set at specific times during the day in line with the pupil's class timetable.
    - Work will be uploaded onto the children online class where children will be able to respond.
    - Work should be set to the ability of the child

- Children who must self-isolate, without the bubble isolating, will be sent home with printed work. This will be a sufficient amount for a 14 day period.

- Providing feedback on work
    - Teachers will be notified when children have completed a piece of work. The work will then be approved by the teacher to show the parent that it has been acknowledged.
    - As well as all work being acknowledged, the teacher must comment on children's work daily.
    - The teacher must send class announcement s weekly, to praise the children's efforts and to provide any general class feedback
- Keeping in touch with pupils who aren't in school and their parents –
    - Teachers are expected to make weekly calls to parents of all children who are not attending school. A record of this is kept by the school. This will take place from the first week of school closure. If a bubble isolates, phone calls will be made to all children twice each week on Tuesdays and Fridays.
    - Parents may contact parents through the Seesaw app with which they have registered or email the school at admin@ferrylane.haringey.sch.uk. Mr Hall or Sherone Miller will then direct the email to the relevant member of staff who will respond the parents within 48 hours.
    - Complaints or concerns shared by parents and pupils should be directed to SLT– for any safeguarding concerns, teachers must follow safeguarding procedures and alert the Designated Safeguarding Lead (Lisa Rawashdeh) or DDSL (Androulla Theodossiou)
    - Parents will be informed that Seesaw and Google Classroom work must be completed. Failure to engage with the work will trigger more frequent phone calls home and the family will be contacted by SLT. Enforcement of work being completed, and sanctions/ further reporting will take place according the DfE guidance.
- Attending virtual meetings with staff, parents and pupils
    - If video lessons are conducted, teachers should avoid areas with background noise, nothing inappropriate in the background) All video lessons must be recorded for safeguarding purposes.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.50-3.30pm

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 the Mental Health and Wellbeing of pupils.

- Supporting pupils who aren't in school with learning remotely
    - Vulnerable children not in attendance will receive calls from an allocated teaching assistant who will offer support to the child via weekly phone calls. Permission must be obtained from the parent beforehand and a set time to speak the child weekly will be arranged.
    - Support staff will provide children the opportunity to discuss any worries or concerns. If a member of support staff has a safeguarding concern about a child, the schools safeguarding procedures must be followed and the DSL or DDSL notified.

2.3 Subject 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 SLT to make sure work set remotely across all subjects is appropriate and consistent and that teachers feedback is monitored.
- Alongside SLT, monitor the remote work set by teachers in their subject – explain how they'll do this, such as 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 across the school
- 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring implementation of the Safeguarding policy and Child Protection across the school.

2.6 IT staff

IT staff (Sam Hall) is 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:

- Be contactable during the school day
- 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
- 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

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 SLT- Lisa Rawashdeh/Androulla Theodossiou
- Issues with behaviour – talk to SLT- Lisa Rawashdeh/Androulla Theodossiou
- Issues with IT – talk to Mr Sam Hall
- Issues with their own workload or wellbeing – talk to SLT- Lisa Rawashdeh/Androulla Theodossiou
- Concerns about safeguarding – talk to the DSL, Lisa Rawashdeh

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

-Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is in logged off.

- SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff.

-School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupil

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

- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning:

COVID-19 amendments to the Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher, Lisa Rawashdeh. At every governing body review, it will be approved by Hodan Ali.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy
- E-safety policy