

Remote learning policy

Thornden School



Approved by:	Academy Committee	Date: January 2022
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Last reviewed on:	January 2022
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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for students 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

This policy will be monitored by a range of staff in school to ensure that it is adhered to, notably:

- › SLT
- › Heads of Year
- › Heads of Department
- › SENCO

2.1 Teachers

When providing remote learning, teachers should be available between 8.30am and 2.55 pm, or their normal hours if they are part time. There may be short periods of time when they may be unavailable, but this should be communicated in advance.

If they are 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 classes that they teach.
 - Each lesson should cover 1 hour of remote learning work for each double period.
 - Students should receive communication before the start of the school day (8.30am) as to which method will be used to deliver the remote learning, e.g. Teams, Show My Homework, email. Unless there is a regular routine in place, and all students are aware of the process.
 - Work may be set in a variety of ways, including 'live' lessons, the use of video lessons, printed materials, project work and extended tasks.
 - Consideration must be taken into account regarding the facilities that students have available to them. For instance, not all students will have a desktop computer or printer options, at all time.

- Set homework / home learning to support the lesson work, although this should take into account that students will have been working remotely.
- Providing feedback on work:
 - Students should be informed how the teacher will collect in, assess or monitor the completion of the work
 - This can be in a variety of methods, including whole class feedback during 'live' or 'non live' lessons
 - When they need to finish sharing feedback on completed work
- Keeping in touch with students who are not in school and their parents/carers:
 - To email or set work on Show My Homework so that students know how to access their work for the day, or subsequent days.
 - Teachers should aim to manage their communication with parents/carers during normal working hours but may wish to send information prior to the start of the next day. There is no expectation that teachers will be communicating after 3pm.
 - Any concerns or complaints should be shared with the direct line manager. Safeguarding concerns or complaints should immediately be discussed with the Designated Safeguarding Lead, or in her absence a deputy. An email, phone call or conversation would be the starting point.
 - Staff should record any concerns on the Engagement Tracker, if they arise. Other concerns should go to either the Head of Department or Head of Year, in line with the School Behaviour Policy.
- During communication with students using platforms such as Microsoft Teams, it is important that:
 - Staff and students are dressed appropriately. This does not mean school uniform.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available for their normal working hours, unless agreed otherwise in advance.

If they are 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, Learning Support Assistants are responsible for:

- Supporting students who are not in school with learning remotely:
 - Which students they will need to support
 - Understanding what support they should provide
- Attending virtual meetings with teachers, parents and students, it is important that:
 - Staff and students are dressed appropriately. This does not mean school uniform.
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Heads of Department

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 Heads of Department 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, if applicable.
- › Monitoring the remote work set by teachers in their subject. This may mean joining some lessons, joint planning, sharing resources or individual or small group discussion or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

2.4 Tutors

When supporting students with remote learning, tutors should ensure that they have contact with their tutees on at least a weekly basis, unless the school has been notified about illness in advance. Tutors are responsible for:

- › Delivering the tutor programme provided by the Head of Year.
- › Monitoring their tutees attendance and engagement in learning, liaising with the relevant Head of Year if required.
- › To be the first point of contact for tutees if concerns arise. Passing relevant information on to teachers, Heads of Year and SLT if required.

2.5 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
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Ensure CPD is provided for remote teaching, including ongoing updates

2.6 Designated safeguarding lead (DSL)

The DSL is responsible for:

- › Being the first point of contact if any safeguarding concern arises
- › Supporting vulnerable students, if requested, in liaison with Heads of Year

2.7 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

2.8 Students and parents / carers

Staff can expect students 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 are 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 cannot complete work
- › Seek help from the school if they need
- › Be respectful when making any complaints or concerns known to staff
- › Seek help from the school, if your child is unable to access remote education.

2.9 Academy Committee

The Academy Committee 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 teacher, Head of Department or SENCO
- › Issues with behaviour – talk to the tutor first, then the Head of Year
- › Issues with IT – talk to IT support
- › Issues with their own workload or wellbeing – talk to their line manager or the DSL
- › Concerns about data protection – talk to the Data Protection Officer or Head of School
- › Concerns about safeguarding – talk to the DSL

Key contact details are:

Info@thornden.hants.sch.uk

reception@thornden.hants.sch.uk

pastoralsupport@thornden.hants.sch.uk

Telephone: 02380 269722

4. Data protection

4.1 Accessing personal data

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

- › Use their Thornden School email and accounts. Access information through the Thornden Cloud.
- › Personal data must not be shared with parents or students

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or parents 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 of 16 characters.
- › 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 refer to the updated Safeguarding and Child Protection Addendum

6. Monitoring arrangements

This policy will be reviewed annually or sooner by Steve Hicks – Head of School. At every review, it will be approved by Academy Committee.

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