



**ASPIRATIONS**

# Remote learning policy

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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 are not in school
- Set out expectations for all members of the academy 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 08:50am and 3:15pm.

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. Please inform Principal Mrs Rachael Saim by email or phone from 6am onwards on the day you are sick. If you can call or email the night before please do.

When providing remote learning, teachers are responsible for:

- Delivering all online learning for the day/days in question for their class or individuals or classes they are covering as required by the SLT.
- Setting work
  - Each class teacher needs to provide work for their class. In their absence, the Year Team Leader/Assistant Team Leader will set work on their behalf.
  - One piece of English, Maths and one piece of foundation work per day
  - This work needs to be set before 9am (or as soon as the teacher is aware of the absence) each day.
  - All remote learning will be uploaded in to the Google Classroom. All instructions for doing this have been sent by email.
  - Teaching staff should communicate by email to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- Providing feedback on work:
  - Teachers will access completed work from pupils via the google classroom.
  - Staff are expected to share feedback with pupils via the Google Classroom
  - Teachers will make regular contact via Google classroom

- Teachers are expected to respond to emails from parents during their working hours and when not teaching their class (if in school).
  - Teachers should handle any complaints or concerns shared by parents as per the schools policies and procedures.
  - If teachers have safeguarding concerns they should report them to the Oak Hill DSLs in usual way.
  - If children fail to complete work the teacher will make contact with the parents
- Attending virtual meetings with staff, parents and pupils:
- Teachers will abide by the academy dress code when teaching online
  - Teachers will make sure their home working environment is suitable (e.g. avoid areas with background noise, nothing inappropriate in the background, no talking, no children playing)
  - Teachers will abide by all confidentiality expectations when working remotely

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available within their individual contracted hours.

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, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
  - Knowing which pupils they'll need to support
  - Knowing how they should provide support
- Attending virtual meetings with teachers, parents and pupils
  - Dress code: Teaching assistants will abide by the academy dress code when teaching online
  - Locations: Teaching assistants will make sure their home working environment is suitable (e.g. avoid areas with background noise, nothing inappropriate in the background, no talking, no children playing)

## 2.3 Subject leads/ Year Team Leaders

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 – 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 academy
- The Principal is in constant communication with the network manager and will have monitor the security of remote learning systems, data protection and safeguarding considerations regularly

- › Monitoring the effectiveness of remote learning – all of the SLT will have oversight for their designated year groups and feeds back at regular SLT/SLMT meetings

## **2.5 Designated Safeguarding Leads (DSLs)**

The DSL is responsible for:

Supporting staff to be able to support pupils appropriately. Mrs King is our trained Adult Mental Health First Aider for Oak Hill staff.

Ensuring that where possible, we continue to offer our current support for pupil mental health for all pupils and the school community. This includes contacting the Local Authority and including them as a support for reaching remote families.

We will offer support over the phone / virtually instead of face to face where needed.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time. Mrs Cooper will contact families as necessary.

When setting expectations for pupils learning remotely and not attending the academy, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

## **2.6 IT staff**

Where teachers are unable to assist, our IT staff are responsible for:

- › Fixing issues with systems / Google Classroom which is 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 – 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 Regional board**

The Regional Board of governance is responsible for:

- › Monitoring the academy'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:  
Initially, your Year Team leader for all work connected to your class and year group.

- › Issues with accessing work – talk to the relevant Year Team Leader or SENDCO Mrs Hayley Mulhall
- › Issues with behaviour – Mrs Middleton-Clifton
- › Issues with IT – talk to IT staff: Mrs Rachel Clack or Mr Nathan Smith
- › Issues with their own workload – talk to your Year Team Leader
- › Issues with wellbeing – talk to Mrs Janet King
- › Concerns about data protection – talk to Mrs Rebecca Thomson
- › Concerns about safeguarding – talk to one of the DSLs: Mrs Rachael Saim, Mrs Hayley, Mulhall or Mrs Jane Cooper

### 4. Data protection

#### 4.1 Accessing personal data

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

- › Access the Google Classroom via the secure Oak Hill IT network
- › Teachers must only use the school device provided to them
- › All other staff must log on to the Oak Hill secure server remotely (FOLDR/ Google Classroom)

#### 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 academy'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

Staff should refer to Oak Hill's Safeguarding and Child Protection Policy when addressing any safeguarding concerns

## **6. Monitoring arrangements**

This policy will be reviewed every 2 years. At every review, it will be approved by the Regional Board.

## **7. Links with other policies/ documents**

This policy is linked to:

- Safeguarding and Child protection policy and coronavirus addendum to our child protection policy
- Oak Hill Curriculum
- Behaviour policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- SEND Policy
- Code of Conduct policy
- Dress Code policy
- KCSiE 2020+