



Remote learning policy

John Ferneley College

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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

This section will outline the roles and responsibilities of key people in relation to remote learning.

This will be revisited and possibly altered as the current situation changes.

2.1 Teachers

When providing remote learning, teachers must be available during their usual working 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 providing remote learning, teachers are responsible for:

- › Setting work:
 - Teams for remote learning have been set up for larger subjects, so staff may divide year group responsibility. If you are the sole remote learning teacher for a subject, you are responsible for all the remote learning for that subject across the school
 - Work needs to be sufficient to meet the requirements of the remote learning timetable
 - Work should be set in line with the deadlines set out by SLT.
 - All work should be uploaded to Microsoft Teams
 - The remote learning team will need to correspond with the mentor team for Year 10. They should look at the fact testing spreadsheet to ascertain how the students are doing with the work.
- › Providing feedback on work:
 - Year 10 students have access to Microsoft Teams so students can request feedback and support this way.
 - Currently there is no whole school expectation for students to be submitting work. This decision is at the discretion of the Head of Department and relates to course requirements.
- › Keeping in touch with pupils who aren't in school and their parents:

- Tutors are expected to make weekly contact with their tutees via phone call or email, as a welfare check predominantly but can cover remote learning also.
 - Staff should continue to adhere to the school policy related to parental communication. They should reply within 48 hours.
 - If a student or parent has a complaint, they should pass this directly to the Head of Year or SLT. If there is a safeguarding concern, they should follow the safeguarding procedure.
 - When making contact, staff should try to encourage students to complete work. If there any issues or concern, they should report this to a member of SLT or the Head of Year.
- Attending virtual meetings with staff, parents and pupils:
- Staff need to be aware of GDPR concerns during virtual meetings. They should ensure that no personal information is on display around them

The Year 10 mentor team will need to liaise with the remote learning team; this will be coordinated via SLT. The mentor team are not expected to be providing work for students working at home. However, they are expected to maintain contact with their tutor group.

2.2 Teaching assistants

LSAs will be required to work in the JFC hub for vulnerable and reluctant learners.

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 working at the JFC hub, LSAs are responsible for:

- Supporting pupils who are in school with learning remotely:
- All students in their assigned bubble
 - Ensure they have equipment and are engaging with the learning
 - Ensure students are adhering to the health and safety protocols

2.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department 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 HoDs and SLT 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 SLT

Alongside any teaching responsibilities, SLT are responsible for:

- Co-ordinating the remote learning approach across the school - JJ/HR
- Monitoring the effectiveness of remote learning through feedback from staff and students. The remote learning team will meet weekly to monitor the process.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

> See Safeguarding policy and amendments.

2.6 IT staff

IT staff are responsible for:

Insert details, such as:

- > 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 - 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/tutors 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

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 HoD or SLT
- > Issues with behaviour - talk to the relevant head of year or SLT
- > Issues with IT - talk to IT staff/log a concern via the help desk
- > Issues with their own workload or wellbeing - talk to their line manager
- > Concerns about data protection - talk to the data protection officer (Jason McGeough)
- > Concerns about safeguarding - talk to a DSL (LMH/EP/RT or Student Managers)

4. Data protection

4.1 Accessing personal data

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

- › Use the remote desktop to access SIMs should require contact detail for any of the students. Only use your school laptop.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone 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. Password protect any documents which contain personal information.

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

- > All staff must read the safeguarding amendment for June 2020.

6. Monitoring arrangements

This policy will be reviewed once more before the start of the academic year 2020/2021 by a member of SLT. At every review, it will be approved by the chair of governors.

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
- › Online safety policy