



Remote Learning Policy

Review cycle: Annual

Last Review Date: November 2020

Next Review Date: Sept 2021

Staff responsible: Luke Currie (Director of Digital Strategy, Network Manager)

Governor responsible: Mr D Murphy

(This policy applies to the whole School including EYFS)



Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact	6
4. Data protection	6
5. Safeguarding	7
6. Monitoring arrangements	7
7. Links with other policies	7

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 should be read in conjunction with the specific teaching and learning guidance circulated during the Spring term, which can be [found here](#).

2.1 Teachers

When providing remote learning, teachers must be available during their usual working hours so that the school can continue to deliver it's full timetable.

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:
 - Teachers can team up within their department or parallel colleague in order to reduce workload. An example of this could be sharing/creating of resources with another teacher or team teaching a lesson.
 - Teachers should set the same amount of work as they would usually. However some children will need support such as adapted work if they do not have adequate IT equipment available to them at home.
 - Where possible it is best practice to set work the day before at 6pm or earlier. This allows parents to help prepare printed resources in advance of the lesson.
 - Pre-prep pupils will use a combination of Purplemash (from Feb 2021) and Clasdojo as their online learning platform. Year 3 upwards will use Google Classroom and the Google Workspace apps for their online learning.
- Providing feedback on work:
 - Teachers should use all the digital tools at their disposal in order to provide adequate and helpful feedback. This can be achieved verbally using Google Meet/Zoom or by adding comments to work directly.
 - Pupils should have clear expectations outlined in assignments.



- All feedback should be in a timely manner and inline with normal classroom expectations. However, given the nature of the online medium, there may be a slight delay in giving written feedback.
- Details of providing feedback during lockdown can be found [here](#).
- Keeping in touch with pupils who aren't in school and their parents:
 - Via the private message function in Google Classroom
 - Dojo points to be given to children for excellent work and positive contributions to lessons
 - Parents to be contacted if pupils do not attend the daily register via Google Meet/are not engaging in the home learning
 - Emails received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times.
 - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher or appropriate SLT member should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice
 - Withheld numbers may be used as teachers can use their mobile phones from home (dial 141). Contact details can be accessed from iSAMS. Record all contact with parents on iSAMS and add any relevant actions.
 - Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours. 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:
 - This can include pupils with specific needs
 - Under the direction of the class teacher they can create resources for these children
 - They could hold smaller support groups using online platforms such as zoom
- Supporting pupils who are in school as part of the critical worker programme.
- Attending virtual meetings with teachers, parents and pupils:
 - If deemed necessary they could attend whole staff meetings when required
 - This could be from home in an appropriate location

If teaching assistants will also be working in school, the class teacher will be required to work without the assistance of the teaching assistant for the time they are carrying out other duties. For instance, they could be assisting with critical worker children in school.

2.3 Subject leads and SENCO

Alongside their teaching responsibilities, subject leads (including the SENCO) 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 – such as through regular meetings with teachers or by reviewing work set;
- Alerting teachers to resources they can use to teach their subject remotely;
- To hold small virtual group sessions for those who would normally have small group tuition in person;
- To monitor the attendance and progress of children on the SEN register;
- Where necessary, hold one to one sessions with these pupils who would normally have such sessions in school.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – under the supervision of the Deputy Head Curriculum and the Headmaster;
- Monitoring the effectiveness of remote learning – inline with normal practices work will be scrutinised on a regular basis to ensure the highest standards are maintained;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations. This will be carried out by the Deputy Head Pastoral and the Head of Digital Strategy.

2.5 Designated safeguarding lead

The DSL is responsible for:

- The overall safeguarding of all pupils in the online environment.
- The upholding of the safeguarding and online safety policy. This includes the COVID addendum.

2.6 Head of Digital Strategy and IT support staff

The Head of Digital Strategy and IT support staff are responsible for:

- Fixing issues with systems used to set and collect work;
- Helping staff, pupils 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 consideration should be given that 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;
- Behave in a manner that they would in school; reward and sanctions will operate in a normal way;
- Dress in a way that is appropriate for online learning whilst not required to wear full school uniform.

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. There is also a vast quantity of external support available



- o [Google Classroom Support for Families](#)
- Be respectful when raising any complaints or concerns with 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 any aspect of remote learning, they should contact the following individuals:

- Issues in setting work – talk to the Deputy Head Curriculum or SENCO -
 - o johan.thisanayagam@willingtonschool.co.uk; louise.pearson@willingtonschool.co.uk;
- Issues with behaviour – talk to the Deputy Head Pastoral -
 - o marcus.tattersall@willingtonschool.co.uk;
- Issues with IT – talk to the Head of Digital Strategy -
 - o luke.currie@willingtonschool.co.uk;
- Issues with their own workload or wellbeing – talk to the Deputy Head Pastoral/Pre-Prep or Headmaster -
 - o eleanor.henery@willingtonschool.co.uk; marcus.tattersall@willingtonschool.co.uk; headmaster@willingtonschool.co.uk;
- Concerns about data protection – talk to the Bursar or Headmaster - Bursar@willingtonschool.co.uk;
- Concerns about safeguarding – talk to the DSL - marcus.tattersall@willingtonschool.co.uk;

4. Data protection

4.1 Accessing personal data

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

- All staff have access to MyConcern and iSAMS to record any parent contact or concerns about children, this can be accessed via the staff hub. Ensure you log out after use. Do not allow access to the site to any third party;
- Teachers are able to access parent contact details via iSAMS using a secure password. Do not share any details with third parties and ensure Integris is logged off.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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
- When using a shared device you should ensure you have logged out of iSAMS, MyConcern or any service that stores confidential information before another member of your household uses your device.
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

This policy relates to and is supported by the Safeguarding and Child Protection Policy and should be read alongside it. The most recent policy includes the related COVID-19 addendum and is overseen by the Designated Safeguarding Lead. Staff can find this policy by clicking on the link below in section 7.

6. Monitoring arrangements

This policy will be reviewed annually by the Head of Digital strategy and the Headmaster. At every review, it will be approved by the governor responsible for the policy.

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
- [ICT and internet acceptable use policy](#)
- [Online safety policy](#)