Remote Learning Policy

Contents

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1. Aims

This remote learning policy for staff aims to:

- o Ensure consistency in the approach to remote learning when absent from school due to impact from Covid-19
- o Set out expectations for all members of the school community with regards to remote learning when absent from school due to impact from Covid-19
- o Provide appropriate guidelines for data protection

2. Roles and responsibilities

All staff

When providing remote learning, all staff must be available for their normal working pattern.

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. Calling the absence line prior to 7.30am.

Keeping in touch with students who aren't in school and their parents:

- o During times of remote working staff may be asked to contact students from their tutor group, classes or a specific group of students by phone, email or Synergy
- o Student or parental contact is only expected within a member of staff's normal working pattern
- o Any complaints or follow up contact needs to be referred to the Head of Year, any Safeguarding concerns to be logged onto CPOMS and alert DSL
- o Any students not completing work to be flagged to the Head of Year and Assistant Head of Year

If asked to attend virtual meetings with staff, parents and students:

- o All staff should dress like they would for a normal working day
- o All staff should ensure that they can attend the meeting in a quiet place where they are unlikely to be disturbed, in particular by students

If working from home:

- o Normal school absence procedures should be followed
- o Work must be uploaded to the Class Work area on Synergy and a cover pro forma emailed to Jane Jackson
- o Where a teacher is Live Teaching then this should be completed in a quiet place where they are unlikely to be disturbed and in an appropriate setting within their home

2.1 Teaching staff

When providing remote learning, teachers are responsible for:
- o Setting work for their own classes that they are timetable to teach and any others if instructed by their Line Manager
- o Set a normal lesson amount of work
- o Each lesson work should be set by the start of the lesson. All set work should be added to the Classwork part of Synergy. Where a course is set up this must be linked to each lesson

If working from home:

- o Normal school absence procedures should be followed

- o Work must be uploaded to the Class Work area on Synergy and a cover pro forma emailed to Jane Jackson
- o Where a teacher is Live Teaching then this should be completed in a quiet place where they are unlikely to be disturbed and in an appropriate setting within their home

Providing feedback on work:

- o Students may email work, send back through Synergy or bring work back on return to school
- o Teachers are expected to acknowledge and provide a brief summary of any work sent electronically

2.2 Assistant Head of Year

When assisting with remote learning, AHOY are responsible for:

- o Supporting students who aren't in school with learning remotely
- o Have daily contact with students and their families when absent and coded as 'X'
- o Ensure all X coded students can access Synergy including their class work and homework
- o Provide students with printed work as a last resort if unable to access online
- o If the whole year group is coded as 'X' liaise with teaching staff to provide regular contact with students

2.3 Head of Year

When assisting with remote learning, HOY are responsible for:

- o Supporting students who aren't in school with learning remotely
- o Ensure there is daily contact with students and their families when absent and coded as 'X'
- o Ensure all X coded students can access Synergy including their class work and homework
- o Provide students with their printed work as a last resort if unable to access online
- o If the whole year group is coded as 'X' liaise with teaching staff to provide regular contact with students

2.4 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants are responsible for:

- o Supporting a designated list of students who aren't in school with learning remotely
- o Have daily contact with students and their families when absent and coded as 'X'
- o Ensure all X coded students can access Synergy including their class work and homework
- o Provide students with their printed work as a last resort if unable to access online
- o If the whole year group is coded as 'X' liaise with teaching staff to provide regular contact with students

2.5 Learning Support Mentors

When assisting with remote learning, LSM are responsible for:

- o Supporting a designated list of students who aren't in school with learning remotely
- o Have daily contact with students and their families when absent and coded as 'X'
- o Ensure all X coded students can access Synergy including their class work and homework
- o Provide students with their printed work as a last resort if unable to access online
- o If the whole year group is coded as 'X' liaise with teaching staff to provide regular contact with students

2.6 Subject and Curriculum leads

Alongside their teaching responsibilities, subject leads are responsible for:

- o Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- o Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- o Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- o Monitoring the remote work set by teachers in their subject by checking work is uploaded to the Class work part of Synergy and quality assuring the work set
- o Monitoring the effectiveness of remote learning in their subject area –meeting with teacher and SLT line manager, reviewing work set or reaching out for feedback from students and parents

2.7 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Assistant Head Teacher to lead on co-ordinating remote learning, through leadership of LDG group and SLT discussion
- o Monitoring the effectiveness of remote learning through line management meetings with Subject and Curriculum Leaders
- o DSL to monitor the security of remote learning systems, including data protection and safeguarding considerations, in particular any live teaching through the remote learning risk assessment

2.8 IT staff

IT staff are responsible for:

- o Fixing issues with systems used to set and collect work
- o Helping staff and parents with any technical issues they are experiencing
- o Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- o Supporting other staff in assisting students with accessing the internet or devices

2.9 Students and parents

Staff can expect students learning remotely to:

- o Be contactable during the school day
- o Complete work to the deadline set by teachers
- o Seek help if they need it, from class teachers or teaching assistants
- o Alert teachers, AHOY or HOY if they're not able to complete work
- o Email any completed work back to the class teacher or bring on return to school

Staff can expect parents with children learning remotely to:
- o Make the school aware if their child is sick or otherwise can't complete work
- o Seek help from AHOY, HOY or class teacher if they need it
- o Support their child in completing their work, providing a calm, quiet space where possible

2.10 Governing board

- o Monitoring the school's approach to providing remote learning to ensure education remains high quality
- o 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:

- o Issues in setting work – contact the relevant Curriculum Leader
- o Issues with behaviour – contact the relevant HOY or AHOY
- o Issues with IT – contact ICT support, or School Business Manager

- o Issues with their own workload or wellbeing – contact their line manager, SLT link or School Business Manager
- o Concerns about data protection – contact School Business Manager
- o Concerns about safeguarding – Contact Lead DSL or another DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes and when working from home, all staff members will:

- o Access the student data via Synergy and contact through email and phone
- o When using a personal phone to make calls, staff to ensure that caller ID is switched off

4.2 Protecting personal data

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- o Keeping the device password-protected using strong passwords
- o Making sure that the device is locked if leaving unattended
- o Not sharing the device among family or friends
- o Keeping operating systems up to date – always install the latest updates

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email address, student addresses, student contact numbers and web-based usernames and passwords, 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.

5. Safeguarding

Lathom High School Safeguarding Policy 2020-21

6. Monitoring arrangements

This policy will be reviewed monthly by Assistant Head Teacher. At every review, it will be approved by the Head Teacher and Chair of Governors.

7. Links with other policies

This policy is linked to our:

- o Prevent Policy
- o Child protection policy
- o Data protection policy and privacy notices
- o Home-school agreement
- o ICT and internet acceptable use policy
- o Online safety policy
- o Return to school safety plan
- o Remote learning risk assessment