



Halesbury School

Remote Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school's approach to remote learning
- › 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

2.1 Teachers

Teachers must be available between 8.30am and 3.15pm. 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.

Teachers are responsible for:

- › Setting work:
 - For their own classes/subject areas
 - Appropriate for the pupil's needs and circumstances
 - Giving pupils adequate time to complete work according to their needs and circumstances
 - Informing pupils/families how the work is to be returned for marking or assessing if this is required
 - Ensuring consistency across key stages/phases and making sure paper copies are provided for pupils with limited access to devices.
 - By delivering virtual/online lessons where this is suitable. When delivering lessons by video call, staff should:
 - Ensure school has parental consent for photographs to be taken
 - Offer pupils the option to join the lesson without video camera on
 - Remind all participants that content is not to be shared outside of the school
 - Teach groups only, no 1:1s
 - Wear suitable clothing
 - Use computers in a quiet place where there are no disturbances, have a plain or blurred background and where confidentiality can be maintained.

- Ensure that a teaching assistant is admitted to the lesson prior to any pupils joining to support in the lessons and for safeguarding purposes.
- Deliver online teaching following the principles as set out in the Halesbury Code of Conduct
- Record the length, time, date and attendance of any sessions held.
- Only use platforms provided by Halesbury School to communicate with pupils and parents/carers.

➤ Providing feedback on work:

- Verbally, via email, digitally or manually marked. Records need to be maintained.
- Staff will develop further systems to access to completed work from pupils
- Working with other staff to provide consistent methods of feedback across phases.

➤ Keeping in touch with pupils and parents/carers:

- At least weekly via email, phone calls or pre-arranged class video lessons on Teams. Video calls and emails must be accessed through platforms provided by school only.
- Ensuring there is always a parent/carer available during online video lessons.
- Responding to all emails from parents/carers/pupils during school hours. There is no expectation for staff to respond to emails outside of their normal working hours.
- Referring any complaints or concerns shared by parents/pupils to line managers and logging any safeguarding concerns on CPOMS. Urgent safeguarding concerns must also be followed up immediately with a 1:1 conversation with the lead DSL on duty.

➤ Attending virtual meetings with staff, parents and pupils:

- Adhering to onsite dress code as stated in the Staff Handbook
- Choose a quiet place where there are no disturbances, a plain background and where confidentiality can be maintained.

During times where a part-time staff rota is in operation e.g. during national, local or school emergencies, or there is a need to accommodate staff for medical/health reasons, staff may be required to work with pupils in other classes. The details of this will be discussed and agreed with all concerned at that time.

2.2 Teaching assistants

Teaching assistants must be available between 8.30am and 3.15pm. 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.

Teaching assistants are responsible for:

➤ Supporting pupils with learning remotely:

- Provide support for pupils as directed by line managers
- Prepare activities and tasks for pupils as required
- Participate in virtual lessons with the teacher

➤ Attending virtual meetings with teachers, parents/carers and pupils:

- Adhering to the school dress code as stated in the Staff Handbook
- Choose a quiet place where there are no disturbances, a plain background and where confidentiality can be maintained.

During times where a part-time staff rota is in operation e.g. during national, local or school emergencies, or there is a need to accommodate staff for medical/health reasons, staff may be required to work with pupils in other classes. The details of this will be discussed and agreed with all concerned at that time.



2.3 Phase Leaders

Alongside their teaching responsibilities, as outlined above, phase leaders are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers to make sure work set is appropriate for individual learners and there is some consistency across key stages/bases
- › Monitoring the work set by teachers through regular meetings or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Pastoral team

The pastoral team is comprised of our SENCO, Family Outreach, Additional Needs and Learning Mentor.

The pastoral team are responsible for:

- › Contacting pupils and pupils and families who are vulnerable or need extra support
- › Following up referrals from staff
- › Supporting pupil's mental health and wellbeing
- › Providing strategies to support learning
- › Signposting to and/or engaging with other services available where needed
- › Following safeguarding guidance when supporting pupils

2.6 Designated safeguarding lead

The DSL is responsible for:

- › Ensuring all remote learning activities are carried out in line with the school [Safeguarding Policy](#) and [Safeguarding Policy Addendum – COVID19](#)
- › Following up on any safeguarding concerns reported by staff remotely and onsite

2.7 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Provide IT training for staff as needed
- › Helping staff and parents with any technical issues they're experiencing
- › Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

2.8 Pupils and parents

Staff can expect pupils to:



- › Be contactable during the required times and attend pre-arranged virtual/online lessons.
- › Complete work set by teachers
- › Seek help from teachers with work set if they need it
- › Alert teachers if they're not able to complete work
- › Wear suitable clothing during video calls
- › Choose a quiet place where there are no disturbances and a plain background when on video calls, not in bedrooms.
- › Keep language appropriate
- › Ensure virtual/online content is not shared outside of school platforms provided

Staff can expect parents 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
- › Be available and support pupils to take part in online video lessons
- › Ensure virtual/online lesson content is not shared outside of the school platforms provided
- › Be respectful when making any complaints or concerns known to staff
- › Keep language appropriate
- › Wear suitable clothing

2.9 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- › Issues in setting work – talk to Phase Leaders or SENCO
- › Issues with behaviour – talk to Phase Leaders, Behaviour Lead, SENCO, SLT or pastoral team
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – record all incidents on CPOMS and talk to DSL for urgent or persistent concerns.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- › Ensure they are not overlooked by unauthorised users such as family members.



- › Ensure the device is locked with a secure password every time it is left unattended.
- › Use school IT equipment where available.
- › Password protect personal devices used to access school online systems or use the school desktop remotely.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data e.g. email addresses, 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.

Staff must be mindful to B.C.C. all recipients in group emails to parents/carers and other external email addresses, to avoid sharing private contact 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
- › 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

The Safeguarding Policy still applies while working or teaching remotely and will be adhered to.

The Safeguarding Policy Addendum – COVID19 provides further guidance with particular focus on safety for ensuring the safety of pupils learning from home.

All staff are required to read and follow the guidance contained in all safeguarding policies and documents.

6. Monitoring arrangements

This policy will be reviewed every year by the Head Teacher. 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
- › Safeguarding Policy and Safeguarding Policy Addendum - COVID19
- › Data protection and privacy notices
- › ICT and internet acceptable use agreement
- › Staff Handbook



➤ Halesbury Code of Conduct

Note: All changes made between scheduled policy review dates are highlighted. All changes are approved by the Head Teacher and/or Chair of Governors before publication.

Summary of changes	Approved by	Date
Removal of the requirement for staff to record online sessions for safeguarding reasons as there will always be 2 staff on each call.	Mrs P. Stevenson CoG	1.7.2020
Addition of the requirement for 2 staff to be present before any pupils are admitted to online sessions.		