



# REMOTE LEARNING POLICY

Created: November 2020

To be reviewed: September 2021

Principal: Dr. M. Stevens

Saracens High School  
Lanacre Avenue, NW9 5FN

## Contents

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

# 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 school community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

The Assistant Principal for curriculum will ensure that the system is in place for members of staff to deliver remote learning, to monitor the quality of the provision, and the access of pupils.

Year Leads will be responsible for adding pupils to the Google Classroom if they are self-isolating as individuals. Where classes are self-isolating, lessons will be delivered live using Google Meet.

In the event of a lockdown, each class will have a separate Google Classroom, which will be set up by the class teacher and monitored by the subject lead, along with the pastoral lead. Engagement will be recorded using a shared spreadsheet, which will be monitored by the pastoral team.

Pupils with SEND will be supported in their learning by LSAs and/or the SENDCO remotely.

### 2.1 Teachers

When providing remote learning during a lockdown, teachers must be available between 8:30 and 3:30

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. We are mindful that in a lockdown situation, staff may have family responsibilities and will balance these as best they can along with their teaching responsibilities.

When providing remote learning, teachers are responsible for:

- Setting work on Google Classroom
  - This may be adapted from the in school curriculum but will be a part of the school's normal curriculum
  - Work will be set in accordance with the calendar communicated to children and families
  - There will be clear instructions regarding expectations and methods for requesting support
- Providing feedback on work
  - During a lockdown, pupil feedback will be communicated electronically, and will inform the planning of future lessons
  - For single isolating cases, while the rest of the school is running as normal, there is no expectation for colleagues to provide individual feedback
- Keeping in touch with pupils who aren't in school and their parents:
  - During lockdown:
    - Learning Coaches will make weekly phone calls to members of their Learning Groups
    - Pastoral support teams will make more regular contact with vulnerable pupils
    - Regular emails will be sent from the leadership team to families, celebrating successes and keeping them updated
- Attending virtual meetings with staff, parents and pupils:
  - If video meetings are arranged with pupils, there will be more than one member of staff online.
  - Staff must be mindful of their appearance and their environment.
  - Where whole classes are isolating, teaching will be conducted from school (where possible), with more than one adult online. These lessons can be recorded for safeguarding purposes. Pupils cameras and microphones will be off, and communication between the pupils and teacher should be restricted to 'chat' where possible. Registers must be taken and children from that class should only be admitted when displaying the correct name. No other person will be admitted to the room.

### 2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available between 8:30 and 3:30.

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 during a lockdown scenario, Learning Support Assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
- Attending virtual meetings with teachers, parents and pupils
  - Staff must be mindful of their appearance and their environment.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting the mental health and wellbeing of their teams
- 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 school
- Monitoring the effectiveness of remote learning through monitoring the overview engagement spreadsheet, meetings with teachers and subject leaders, reviewing work set, and pupil/parent voice
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining our safeguarding expectations and standards identified in the Child Protection Policy and the coronavirus addendum to the policy

## 2.6 ICT staff

ICT staff are responsible for:

- Overseeing the loaning of any ICT equipment used in the homes of staff and/or pupils
- 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 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 Local Governing Body (LGB)

The LGB 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 subject lead or SENCO
- Issues with behaviour – talk to the relevant Year Lead
- Issues with ICT – talk to ICT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the Principal or Trust Business Manager
- Concerns about safeguarding – talk to the DSL

## 4. Data protection

### 4.1 Accessing personal data

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

- Use their school devices primarily. If staff are using their own device, they must sign into their school Google account using Google Chrome.
- Staff will access the school's cloud-based MIS system (Arbor) as normal
- Work will be set using Google software

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email address 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.

### 4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure in line with the school data protection and ICT acceptable use policies. 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

During lockdown the child protection addendum comes into force. Staff will familiarize themselves with the policy and the implications of remote learning

Any concerns should be immediately reported to the DSL and entered on CPOMS as normal

## **6. Monitoring arrangements**

This policy will be reviewed at least annually or more regularly in line with updated government guidance and approved by the senior leadership team of the school.

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

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy and coronavirus addendum
- Data protection policy and privacy notices
- ICT acceptable use policy
- Curriculum Policy