Remote learning policy

Contents

We have carefully considered and analysed the impact of this policy on equality and the possible implications for students with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school through the delivery of a quality programme of online and offline resources and live teaching

- Set out expectations for all members of the school community with regards to remote learning

- Provide appropriate guidelines for data protection

2. Duration and Extent of this Policy

This remote learning policy applicable in the following ways:

- To students who are self isolating because they or a household member has symptoms of COVID-10 and/or is awaiting the result of a test.

    - Students will be expected to complete the tasks set through MS Teams for their normal classes. If the student does not have appropriate access to Teams, the school will supply printed copies of the work.

- To students where they have been asked to self-isolate because of a case within their year group bubble.

  - o Lessons will be taught live via MS Teams following the normal school timetable. Tasks will be posted in MS Teams. If the student does not have appropriate access to Teams, the school will supply printed copies of the work.

- To staff who are absent because they are awaiting test results for a member of their household but they are still well.

  - o Staff will be provided with the necessary technology to teach live from home. Lessons will be supervised but the class teacher will be responsible for delivering the content and the lesson.

- To all staff and students in the event of whole school closure.

  - o Staff will be provided with the necessary technology to teach live from home. Where teachers are unable to do this, they should contact their line manager.

  - o Lessons will be taught live via MS Teams following the normal school timetable. Tasks will be posted in MS Teams. If the student does not have appropriate access to Teams, the school will supply printed copies of the work.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available for their normal working hours. This will include directed time e.g. parents evenings, staff meetings.

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 must ensure that arrangements have been made with their line manager to ensure that their lessons are covered and if appropriate, other tasks can be completed.

When providing remote learning, teachers are responsible for:

- Teaching and Learning:
  - o The normal school timetable will be followed. Lessons should be planned and delivered as normal, taking account of the limitations and opportunities of remote learning.
  - o Students should be given the opportunity to complete and submit assignments that can be submitted electronically via MS Teams or offline.
  - o Lessons should be planned in accordance with the normal Programmes of Study for each subject, although adaptions may need to be considered to take account of the limitations and opportunities of remote learning.

- o Where appropriate, teachers may team teach or share teaching within the department to maximise the use of resources and opportunities for students.
  - o Teachers should be available online for the duration of the timetables lesson, but they do not need to be 'live' teaching for the whole lesson; it can, as teaching the classroom include time for break-outs, group discussions and student led learning.
  - o Lesson resources should be uploaded to the class files in MS Teams.
- Providing feedback on work:
  - o Feedback should be provided in accordance with the current departmental feedback and assessment policy.
  - o Feedback can be given verbally during the lesson, or through work that has been submitted via MS Teams. Feedback must be given within a timely fashion and allowance should be made for students who do not have online access.
  - o Feedback can also be provided through the use of other online learning platforms e.g. Hegarty Maths, Educake etc.

- Keeping in touch with students who aren't in school and their parents:
  - o Absence to remote lessons should be recorded via the 'absent button' in class charts. Teachers can also track student engagement via the 'Insights' button on MS Teams.
  - o Year group trackers will also be used for staff to record any additional contact (e.g. via email or phone) that they have with students and/or their parents.
  - o Any safeguarding concerns should be recorded in the normal way through ClassCharts – this could include inability to make contact with a student, or

- Attending virtual meetings with staff, parents and students:
  - o Staff should be professionally dressed, in line with our normal dress code
  - o Staff should be in a quiet location with a plain background, with especial care that nothing identifying, or inappropriate can be seen.
  - o This guidance also applies to teaching remote lessons.

3.2 Learning Mentors/Heads of Key Stage/Student Services

When assisting with remote learning, support staff must be available for their normal working hours. In the event of full school closure, some staff may instead be required to work in school supporting key worker/vulnerable students.

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.

3.3 Heads of Department

Alongside their teaching responsibilities, subject leads are responsible for:

- Making any adaptions as necessary to their Programme of Study to accommodate the limitations and opportunities of 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 through the continuation of the normal departmental meeting cycle. All Heads of Department should be added to all Teams within their department so they can monitor the quality and frequency of remote learning. However, this does not necessitate observations.
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Heads of Progress

Alongside their teaching responsibilities, Heads of Progress are responsible for:

- In conjunction with the Attendance Officer and EWO, monitoring attendance to remote learning lessons.
- Maintaining regular contact with students and their families throughout any period of closure
- Following up any concerns raised by HODs and class teachers regarding engagement and progress.
- Ensuring that any safeguarding issues are dealt with in a timely and appropriate way.

3.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – liaising with the remote learning lead on the limitations and opportunities.
- Monitoring the effectiveness of remote learning – through maintaining the regular cycle of meetings and line management and reviewing work set and lesson delivery as appropriate.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.6 Designated safeguarding lead

The DSL is responsible for leading the safeguarding team in ensuring any safeguarding and/or well-being concerns are highlighted and dealt with in a timely fashion. The Safeguarding policy can be read here, particularly the COVID-19 addendum at the end.

3.7 Attendance Officer

The Attendance Officer is responsible for

- Monitoring participation of remote learning
- Supporting Heads of Progress in communicating with parents and students where there is non-engagement.

3.8 SENCO

The SENCO is responsible for:

- Ensuring that all risk assessments as required by Brighter Futures for Children are completed and submitted (and updated as necessary)
- Ensuring that students with EHCPs and those otherwise on the SEN Register continue to have their needs met whether learning remotely at home or in school.
- Liaising with teachers, HODs and HOPs as necessary
- Ensuring that Senior Leaders are kept informed of any specific issues pertaining to students with SEN.

3.9 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing with either their own devices or those loaned by the school.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices

3.10 Students and parents

Staff can expect students 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 other staff
- 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
- Be mindful that staff may well also have their own caring responsibilities in addition to their teaching responsibilities.

3.11 Local Governing board

The local 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
- Supporting the well-being of staff through any period of school closure.

4. 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 Head of Department or SENCO or aseal@prospect.reading.sch.uk
- Issues with behaviour – talk to the relevant Head of Department or Head of Progress
- Issues with IT – els@prospect.reading.sch.uk
- Issues with their own workload or wellbeing – talk to their line manager or contact the well-being team wellbeing@prospect.reading.sch.uk
- Concerns about data protection – cbrown@prospect.reading.sch.uk
- Concerns about safeguarding – talk to the DSL safeguarding@prospect.reading.sch.uk

5. Data protection

5.1 Processing personal data

Staff members may need to collect and/or share personal data such as student's names and/or email addresses 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. 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

6. Safeguarding

In all situations, staff should apply the same expectations in their remote learning as they do when school is fully open. This includes:

- Setting the same expectations of students as they would in the classroom
- Following up in the same way any concerns that are raised in the remote learning environment
- Ensuring that staff take the same arrangements to safeguard themselves
- Contacting either the safeguarding team safeguarding@prospect.reading.sch.uk or the DSL mmorris@prospect.reading.sch.uk as soon as is necessary.

7. Monitoring arrangements

This policy will be reviewed as necessary

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy