

DISS HIGH SCHOOL

Remote learning policy



June 2020

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 regard to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.35 and 15.15.

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:
 - Provide work for all classes normally taught.
 - Set appropriate amount of work equivalent to if a student was in school.
 - Work needs to be set at least weekly
 - All work and resources should be uploaded to Google Classroom or SIMS.
- Providing feedback on work:
 - Students can upload work via Google Classroom or return via email.
 - Student feedback can be processed via Google Classroom or email.
- Keeping in touch with pupils who are not in school and their parents :
 - Make regular contact by email or by phone.
 - Answer emails from parents and pupils within working hours.
 - Refer any complaints or concerns shared by parents and pupils to Heads of Department or the SLT. For any safeguarding concerns, see the section below
 - Where a pupil is constantly failing to complete work, contact the Head of Year in the first instance.
- Attending virtual meetings with staff, parents and pupils:
 - Smart dress is required at all times.
 - Meetings should ideally be held in a communal room on the house (e.g. home office, study or dining room). In no circumstances are meetings to be held in bedrooms.
 - Always invite another member of staff to each Teams meeting, who could at any time join the meeting.
 - If a meeting is to be held with just one student, another member of staff must be present throughout the meeting as well as a parent.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.15 and 15.15.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely:
 - Students will be allocated by the SENCO as required.
 - The level of support is likely to be bespoke in nature and therefore directed by the SENCO.
- Attending virtual meetings with teachers, parents and pupils:
 - Smart dress is always required.
 - Meetings should ideally be held in a communal room on the house (e.g. home office, study or dining room). In no circumstances are meetings to be held in bedrooms.
 - Always invite another member of staff to each Teams meeting, who could at any time join the meeting.
 - If a meeting is to be held with just one student, another member of staff must be present throughout the meeting as well as a parent.

2.3 Head of Subject

Alongside their teaching responsibilities, subject leads 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 by regularly speaking to teachers and evaluating samples of work set and submitted.
- 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 by obtaining feedback from Heads of Department, parents and students.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- Being contactable by phone or Microsoft Teams.
- Updating and managing access to child protection files and liaising with the deputy DSL and as required liaising with children's social workers where they require access to children in need and/ or to carry out statutory assessments at the school.

- The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

2.6 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 are 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 are 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 cannot complete work
- Seek help from the school if they need it – point parents towards resources if they are struggling.
- Be respectful when making any complaints or concerns known to staff

Attending virtual meetings with staff, parents and pupils:

- Smart, non-uniform, dress is required at all times.
- Meetings should ideally be held in a communal room on the house (e.g. home office, study or dining room). In no circumstances are meetings to be held in bedrooms.

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 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 Head of Year
- 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 – 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 SIMS via the online portal and Microsoft Remote Access.
- This can only happen on a Windows PC / Laptop.
- Staff without a Windows PC / Laptop will need to contact the school office for additional details.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, phone numbers and addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

5. Safeguarding

See Whole School Safeguarding Policy.

6. Links with other policies

This policy is linked to our:

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