

## St Joseph's College

# REMOTE LEARNING POLICY

<b>Date of Latest Review:</b>	June 2020
<b>Next Review Date:</b>	June 2021
<b>Policy Available for Staff at:</b>	Website
<b>Policy Available for Parents at:</b>	Website
<b>Headteacher:</b>	Ms M Roberts

### THIS POLICY LINKS WITH:

- **Behaviour policy**
- **Child protection policy and any coronavirus addendum to our child protection policy**
- **Data protection policy and privacy notices**
- **ICT and internet acceptable use policy**
- **Online safety policy**

## 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

- › Teachers
- › Subject leaders
- › Heads of Year
- › Senior Leaders
- › SENCO
- › Learning mentors
- › LSPs

### 2.1 Teachers and SENCO/LSPs

Teachers must be available between 8.30am and 3.45pm. 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 individual classes in Y10 and Y12 and for the year groups for Y7,Y8 and Y9 (N10) OR as agreed with the department
  - The amount of work should roughly equate to the contact time in the week
  - Remote learning for the week for KS3 will ideally be set by the previous Friday, but there may be some variation as agreed with departments
  - Work will either be sent by email or by Microsoft Teams or it may be uploaded to a remote learning platform eg Seneca or Dr Frost. Any staff who need additional training in setting and uploading work should approach the subject leader or line manager.
  - Departments should co-ordinate the setting of work to ensure consistency across the year group.
  - Teachers are providing feedback on work from Y10 and Y12 – any feedback to N10 is by agreement with the department
  - Teachers will use Teams or email to access completed work from pupils
  - Teachers will share feedback with pupils in writing or in live lessons
- › Keeping in touch with pupils and parents:
  - Staff may make regular contact with pupils or parents using school email addresses and via phone calls. Staff should never use personal email addresses or social media to contact pupils. (see safeguarding guidance below)
  - Staff should try where possible to answer any communication from parents or students within 24 hours, although the school recognises that there are occasions where this is not necessary or possible. Staff are not expected to answer emails outside of working hours

- Any complaints or concerns shared by parents and pupils should be referred to the appropriate line manager and should be logged on CPOMS – for any safeguarding concerns, refer to the section below
- Behavioural issues, such as failing to complete work will initially be dealt with by the teacher and subsequently referred to the pastoral team
- Live virtual lessons/meetings with staff, parents and pupils:
  - There is no requirement for formal dress for these meetings but staff should ensure that they are appropriately dressed eg as for an INSET day
  - The location of any meetings should be neutral, avoid excessive background noise and have nothing inappropriate in the background – see safeguarding guidance below
  - If staff are working in school part-time, such as on a rota system, there is no requirement for these meetings to be covered.
  - Once Y10 and Y12 are in school there may need to be a reassessment of how often virtual lessons will take place. This includes the introduction of live virtual lessons for KS3

## 2.2 Subject leaders

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent
- Working with other subject leaders and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Coordinating the work of teachers in their subject through regular meetings with teachers and discussions of work set
- Sharing with the resources members of the department can use to teach their subject
- Alerting line managers to any concerns

## 2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

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

## 2.4 Designated safeguarding lead

The DSL is responsible for:

- Identifying the most vulnerable children in school and working at home
- Updating and managing access to child protection files, where necessary
- Liaising with children's social workers where they need access to children in need and/or to carry out statutory assessments

## 2.5 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
- › 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

## 2.6 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times – 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 pastoral staff
- › Alert teachers if they're not able to complete work

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 – 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

## 2.7 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 the relevant subject leader or member of SLT
- › Issues with behaviour – talk to the relevant head of year or member of SLT
- › Issues with IT – talk to J Platt or S Birchall
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to SLT or K Cleverley
- › Concerns about safeguarding – talk to C Slattery DSL or Cath Machin DDSL

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data, all staff members will follow the guidance issued annually to staff. Staff must use encrypted USBs for carrying personal data and all staff should use school laptops rather than personal devices unless agreed with SLT.

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses and pupil contact numbers 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.

### 4.3 Keeping devices secure

These tips are based on our article on [GDPR and remote learning](#).

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

Please see safeguarding policy and remote learning guidance

## 6. Monitoring arrangements

This policy will be reviewed at the FGB meeting on 9<sup>th</sup> June and then annually as needed. At every review, it will be approved by the full board.