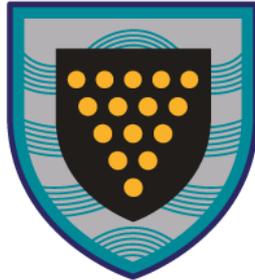


TREGOLLS
SCHOOL



AN ACADEMY

Remote Learning

Approved by governors on:

Review date:

Equality Impact Assessment - Policy Review

In reviewing this policy we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't 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

2.1 Teachers

When providing remote learning, teachers must be available between 8.45 and 3.15

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 providing remote learning, teachers are responsible for:

- › Setting work
 - Updating Dojo daily
 - Live lessons through Zoom links
 - Ensuring work is always planned in case of Covid absence or self isolating
 - Ensure quality of learning provided is consistent across the school and in line with expectations provided in whole staff training
 - Rainbow challenges uploaded daily
- › Providing feedback on work
 - State times you will feedback on work
 - Use Dojo messenger and Portfolio to feedback on work
- › Keeping in touch with pupils who aren't in school and their parents
 - Make contact twice daily through Class Dojo
 - Teachers are not expected to respond to parental or pupil contact out of school hours
 - Always share any safeguarding concerns with school's DSL and through My Concern
 - How to handle any behavioural issues, such as failing to complete work
- › Attending virtual meetings with staff, parents and pupils
 - Staff dress to be appropriate and in line with staff code of conduct

- Be aware of background noise and visuals to ensure it is appropriate

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45 and 3.15

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, teaching assistants are responsible for:

- › Supporting pupils who aren't in school with learning remotely :
 - Supporting those with special educational needs / EHCP
 - Through Zoom/Teams lessons
- › Attending virtual meetings with teachers, parents and pupils – cover details like:
 - Dress code to be in line with staff code of conduct
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

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 – 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 – Rhiannon Whitehouse
- › Monitoring the effectiveness of remote learning
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

See Child Protection Policy, including appendix for Covid 19

2.6 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 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 – KS leaders (Rhiannon Whitehouse and Amy Gibson)
- › Issues with behaviour – KS leaders (Rhiannon Whitehouse and Amy Gibson)
- › Issues with IT – (Stephen Anderson)
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer (Cheryl Grigsby)
- › Concerns about safeguarding – talk to the DSL (Clare Hutchison)

4. Data protection

4.1 Accessing personal data

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

- › Use SIMs remotely or liaise directly with Jodie Humphries
- › Use school laptops or school ipads

4.2 Processing personal data

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

5. Safeguarding

Our child protection policy includes updated guidance in relation to Covid 19

6. Monitoring arrangements

This policy will be reviewed ½ termly by the senior leadership team

7. 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