Remote Learning Policy

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Aims:

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are not in school [or who access remote learning via LAW School provision].

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

- Provide appropriate guidelines for data protection.

Roles and Responsibilities

Teachers

- When providing remote learning, teachers must be available between 8.50am to 3.00pm.
- 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:

- For all lessons, Teachers must invite students to their lessons via Zoom.

- Zoom links should be added to the Homework module on Go4Schools using the URL upload function.

- The lesson detail should include: Subject, date, period.

- The 'homework' set and hand in date should be the date of the lesson.

- Teachers should use the Go4Schools platform to share their lesson resources.

- The lesson's work should last 45/90 minutes, and the number of lessons should match the student's timetable.

- Students will be able to access the work from their Go4Schools account.

- Teachers will give students feedback according to the school's feedback policy, where this is possible. Alternatives will be put in place via a subject addendum where this is not possible.

- Students will be given the opportunity to reflect on feedback.

Attendance:

- Tutors should record attendance to registration using the daily register excel spreadsheet. In addition, staff should add details of contact with parents / carers. This form MUST be returned to Heads of Year on a weekly basis.

- Teachers should complete registers using Go4Schools as normal.

- Year teams will follow up persistent absenteeism in conjunction with form tutors.

- Any complaints or concerns shared by parents and students should be shared with the Heads of Faculty who will inform their SLT Line Manager.

- LAW bubble supervisors will complete a register for students working in school.

Behaviour:

- Staff should manage behaviour in the classroom in accordance with the school behaviour policy. This is to be carried out in conjunction with the Staff guide for Remote Learning.
- Staff should use the normal behaviour policy for students failing to complete work.
- Where a student fails to submit work, the subject teacher will contact home.
- Breaches of student conduct should be shared first with Heads of Faculty and then shared with the relevant Heads of Year, in turn this will be passed on to their SLT Line Manager, where appropriate.

Heads of Subject and Faculties

Alongside their teaching responsibilities, subject leads and Heads of Faculty are responsible for:

- Adapting their subject curriculum to accommodate remote learning.
- Quality assuring teachers teaching their subject to make sure all work set is appropriate and consistent.
- Working with other subject leads, Heads of Faculty and Senior Leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Facilitating the sharing of resources within subjects, faculties and across the school. In conjunction with the Wollaston School CPD programme.

Heads of Year

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

- Ensuring students are engaged in their learning.
- Supporting vulnerable students.
- Directing Student Managers to support specific students as required.
- Liaison with Heads PA / Families re Children of Critical workers and those requiring additional support [LAW School].
- Maintaining professional contact with external agencies where appropriate and necessary.
- Design and leadership of the remote pastoral and tutorial programme.
- Holding tutors to account for the delivery of the pastoral tutor programme.

Senior Leadership Team:

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – this is the responsibility of the Deputy Headteacher for Teaching and Learning.

- Monitoring the effectiveness of remote learning – this will be done through line management meetings with the Heads of Faculty.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Safeguarding

Designated Safeguarding Lead

The DSL is responsible for ensuring that remote learning is compliant with the following policies:

- Safeguarding Policy
- Child Protection Policy
- NCC Safeguarding and Remote Learning – Guidance for Schools

All Staff

Safeguarding and Child Protection policies continue to be in use.

Staff should follow the normal procedure of recording on MyConcern to inform the school's DSL and appropriate teams of a safeguarding concern.

IT Support

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Providing additional support for staff and parents with any technical issues they are experiencing, the access@wollaston-school.net email address should be used to raise an issue.
- Reviewing the security of the remote learning systems and flagging any data protection breaches to the Data Protection Officer.

Students and Parents

Staff can expect students learning remotely to:

- Maintain high standards of behaviour and compliance in conjunction with the Student / Parent guide for Remote Learning.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or LAW bubble supervisors.
- Alert teachers if they are not able to complete work.

Staff can expect parents with children learning remotely to:

- Support their child to access remote learning and provide an appropriate and environment for learning in conjunction with the Student / Parent guide for Remote Learning.
- Make the school aware if their child is sick or otherwise can't complete work.

- Seek advice from the school if they need it using remotelearning@wollaston-school.net
- Be respectful when making any complaints or concerns known to staff.

Governing Body

The Governors are responsible for:

- Monitoring the school's approach to providing remote learning to ensure the school provides the best education in the safest way possible.
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Data Protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will follow the staff code of conduct.

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 an extended period of time.
- Not sharing the device among family or friends.
- Keeping operating systems up to date – always install the latest updates.

Monitoring Arrangements

This policy will be by reviewed twice each half-term by the Deputy Headteacher: Teaching and Learning and approved by the Headteacher / Governors Learning & Achievement Committee.

Links with Other Policies

This policy is linked to our:

- Behaviour Policy
- Teaching & Learning Policy
- Safeguarding and Child Protection policies and coronavirus addendums
- Data Protection Policy and privacy notices
- Staff Code of Conduct