# Remote Learning Policy

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**Contents**

## 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 for their full time table including Staff Briefing on Mondays, Wednesdays and Fridays.

- ✓ 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:

- ✓ Providing lessons of a high standard in a safe environment

- ✓ They need to present in a synchronous or asynchronous way to their classes following their usual timetable.

- ✓ Take a register at the start of the lesson

- ✓ If a 'live' lesson is being delivered the school logo background must be used.

- ✓ Members of the Senior Leadership may be invited in to lessons if a teacher wishes for safeguarding purposes.

- ✓ At the beginning of each sessions teachers should remind pupils of how to behave, raise hands and the correct use of the chat facility.

- ✓ It is recommended that lessons are recorded for safeguarding reasons.

- ✓ No less than 2 pupils should be present during live streaming sessions, this includes private channels and breakout rooms.

- ✓ Teachers make use of the lobby facility and 'End Meeting' to avoid the risk of one on one events.

- ✓ Teachers may remove individual pupils from a lesson if the pupil's behaviour is unacceptable; however, this must be reported to the SLT.

- ✓ Teachers are able to work from home, but if the required protocols set out above are not adhered to they will have to deliver their lessons on the school premises.

- ✓ Discussing roles and responsibilities with learners at the outset of all lessons/sessions
- ✓ Notify the school/SLT, learners, and parents/carers of any changes in lesson/session scheduling.
- ✓ Keeping up-to-date with all relevant policies and procedures, including on-line safety, safeguarding and data protection issues.
- ✓ Where individual lessons are provided both in-school and on-line staff will deliver the in-school lesson, which will be transmitted on-line via appropriate media. Staff will not be expected to prepare 2 separate lesson plans.
- ✓ Lessons delivered on-line across different schools (ie Trisgol) will be delivered on-line to all pupils, including those collocated with the member of staff.
- ✓ Where teachers are required to be elsewhere during a lesson, pre-recorded lessons or work will be assigned. The teacher is responsible to ensure attendance is recorded and pupils have access to help (ie via email) within a reasonable period of time.
- ✓ Teachers are not required to be available during 'non-screen time' sessions.
- ✓ Attending virtual meetings with staff, parents and pupils – eg Staff Briefings, Meetings with Directors of Learning, Parents' Evening etc.
- ✓ Dress code – staff must follow the same dress code that they would if they were in front of the pupils in the classroom.
- ✓ As above, teachers are required to be in a location where they avoid areas with background noise, there should be nothing in appropriate in the background and the school logo background should be used.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their full working hours.

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:

- ✓ Providing group and assistance in 'break-out' rooms on Teams to target help to pupils who most need it. The same procedures apply to break-out rooms as to MS Teams meetings.
- ✓ Working in school on a rota basis to assist with the supervision of vulnerable learners and the children of keyworkers who are physically in school. All Teaching Assistants will be expected to work across both phases.
- ✓ Attending virtual meetings as necessary e.g. staff briefing, staff meetings etc.
- ✓ The same dress code is expected as when the school is running as normal.
- ✓ Teaching Assistants are required to be in a location where they avoid areas with background noise, there should be nothing in appropriate in the background and the school logo background should be used.

## 2.3 Directors of Learning

Alongside their teaching responsibilities, Directors of Learning 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.

- ✓ Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

- ✓ Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### 2.5 Designated safeguarding lead

The DSL is responsible for:

- ✓ Advising of any safeguarding concerns in relation to remote learning

- ✓ Ensuring all staff are aware of their responsibilities in relation to remote learning

### 2.6 IT staff.

The IT Manager is responsible for:

- ✓ Fixing issues with school IT systems

- ✓ Where possible, support staff and students with technical issues they're experiencing, however we will not be able to carry out any repairs on any personal devices or systems

- ✓ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

### 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- ✓ Be contactable during the school day, follow their usual daily timetable unless advised otherwise.

- ✓ Be punctual for all lessons/sessions

- ✓ Join lessons with their cameras off and microphones muted

- ✓ Access relevant files for each lesson/session in advance and have the materials to hand

- ✓ Make sure all necessary power adaptors and laptops are ready before the lesson/session begins and are logged into the lesson/session.

- ✓ Show respect for everyone in the on-line classroom

- ✓ Dress appropriately for all lessons/sessions, thinking about respect for others.

✓ Ensure that their background is suitable, if they should need to put their camera on.

✓ Not share images of the lesson/session.

✓ 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

✓ Behave in accordance with the school behavioural policy

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 contact with staff or the school in general.

✓ Keep up to date with any guidance from the school, local authority or Welsh Government which can be found on the school's website. The school app will be used to direct parents/carers to this information.

## 2.8 Governing body.

The governing body 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.

✓ Ensure that the wellbeing of staff is being monitored.

## 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 Director of Learning.

✓ Issues with behaviour – talk to the relevant Progress Manager.

✓ Issues with IT – talk to IT Manager.

✓ Issues with their own workload or wellbeing – email or speak to SLT.

✓ Concerns about data protection – talk to the data protection officer (Business Manager)

✓ Concerns about safeguarding – talk to the Dedicated Safeguarding Lead.

If parents have any questions or concerns about remote learning, they should contact the school directly either by emailing office@llanfyllin.powys.sch.uk or by telephoning the school on 01691 648391.

### 4. Data protection

**4.1** Accessing personal data

Online educational learning platforms invariably collect a variety of personal data to connect the platform users. Online counselling sessions may also involve sensitive or 'special category' being shared.

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

- ✓ Only access the data, such as on a secure IT network on a password protected device.
- ✓ school devices should be used when accessing information.

### 4.2 Processing personal data

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

### 5. Safeguarding

Updates made to the Child Protection Policy

### 6. Monitoring arrangements

This policy will be reviewed annually by the Pupil, Performance and Curriculum Committee. Significant changes will be approved by full Governing Body. However, if guidance from Welsh Government or the Local Authority should change amendments will be made as necessary and taken to the Governing Body as required.

**7. Links with other policies**

This policy is linked to our:

- ✓ Behaviour policy
- ✓ Safeguarding Policy
- ✓ Data protection policy and privacy notices
- ✓ Home-school agreement
- ✓ Acceptable use policy
- ✓ Online safety policy.