

# Grace Academy Darlaston

## Remote Learning Policy

**Approved by:** LGB

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## Contents

1. Aims .....	3
2. Roles and Responsibilities .....	3
3. Who to contact .....	5
4. Data Protection .....	5
5. Safeguarding .....	6

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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 ALT & Teachers

The ALT member responsible for remote learning is Kerry Wadelin- Clarkson.

When teachers are providing remote learning, teachers must be available between 8.30am and 3pm.

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 classes a teacher is allocated to teach
- Set enough work that is in line with the hours allocated to the subject being taught
- Work to be set at least one day before students should complete it, together with dedicated instruction sheet or as requested by a member of the leadership team
- In the case of a national lockdown, lessons for years 11, 12 & 13 should be delivered live on Teams. Staff can deliver lessons live to other year groups if they choose to.
- When we are not in national lockdown situation, if a year group, or large proportion of a class group is out of the Academy self-isolating, staff are encouraged to deliver their lessons live on Teams to these students.
- If staff are out of the Academy self – isolating, and are not suffering from illness, they should deliver their timetabled lessons to all class groups via Microsoft Teams.
- Any lessons delivered live must be recorded and uploaded to the class team folder after the lesson has been delivered so it is available for future use.
- All work and instruction sheets need to be uploaded to Microsoft Teams in the allocated class team folders
- Students to access all work set on Microsoft Teams (instructions available on the school website/ social media/ student email accounts)

#### ➤ Providing feedback on work

- Staff are to give feedback to students when work is emailed from students. Feedback should be provided via email, using the staff and students Academy email addresses. This should be given to pupils at least once for every four pieces of work submitted, and more often if the member of staff wishes to do so.
- Feedback should be constructive, and highlight any misconceptions identified by the class teacher.

- All work submitted by students should be kept in class folders within Microsoft Outlook, as well as any feedback given from staff.
- Feedback should also be given to online tasks following the deadline where applicable

### ➤ **Keeping in touch with pupils who aren't in school**

- Teachers should email students with reminders of what work needs to be completed and if using Microsoft Teams, how this can be accessed.
- Teachers should only answer emails during school hours
- Teachers should report safeguarding concerns through CPOMs
- Parent/ student complaints should be forwarded to Heads of Key Stage (ALT)
- Concerns over students not engaging with work should be passed onto the students Head of Year and Head of Key Stage
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## **2.2 Learning Support Assistants**

When assisting with remote learning, teaching assistants will be on a rota for both classroom support on site and supporting remote learning. Working hours remain to be 8.00am until 4.00pm.

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 assisting with remote learning, learning support assistants are responsible for:

- Support students on site with their learning. (This may include one to one provision in line with EHC Plans)
- Supporting pupils who aren't in school with learning remotely
  - Supporting allocated students as directed by line manager
  - Provide support via email and phone to allocated students (if required)
  - Liaise with class teachers to support students following feedback
  - Identifying students who may require additional resources for accessibility to learning

## **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 and reviewing the remote work set by teachers in their subject
- Implementing any assessment strategies required to track the progress of pupils. This includes the construction and uploading of summative assessments such as PPE exams which may be completed using Microsoft Teams.
- Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by tracking pupil engagement with 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:

- Monitoring and ensuring all concerns are actioned by the relevant people inline with the Safeguarding policy

## 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're 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

IT staff are available for support between the hours of 8.30am-3pm Monday to Friday.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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
- Send completed work to teachers via email

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
- Be respectful when making any complaints or concerns known to staff

## 2.8 Local Governing Body

The Local Governing Body is responsible for:

- Monitoring the Academy'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 – speak to the relevant Head of Department
- 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 member of staff with oversight of the Academy's compliance with data protection law and GDPR
- 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 should be able to explain:

- How they can access the data, such as on a secure cloud service or a server on the IT network
- Which devices they should use to access the data

### 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
- Staff should follow the [TLT Code of Conduct](#) for all adults, the [Online safety and Acceptable Use policy](#), [Child Protection policy](#) & [Safeguarding policy](#) at all times.

## 5. Safeguarding

Please refer to the Academy's Safeguarding Policy for the procedures for safeguarding as a whole within the Academy. The information within this policy refers to additional safeguarding matters with reference to remote learning; this might include students who are isolating or where there are partial closures to bubbles or groups of students.

- It is important to remember whether students are attending or not, staff should still follow the guidance of their local multi-agency safeguarding arrangements (MASH) and our DSL's will ensure that all staff are aware of those issues and systems for reporting and provide local safeguarding updates.
- The principles in [Keeping Children Safe in Education \(KCSIE\)](#), and any updates continue to apply. It is our responsibility to continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required.
- Members of staff will be available to support students when they are learning from home for both their educational and emotional wellbeing. Any safeguarding concerns should be reported in the usual way using CPOMS.