

HYLAND HOUSE SCHOOL



REMOTE LEARNING POLICY

Ratified by governors Sep 2023

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Remote learning policy

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1. Introduction and 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

This document should be read with our Remote Learning Provision Document of January 2021.

This policy will come into force if the country goes into lockdown and schools are asked to close.

2. Roles and responsibilities

2.1 Teachers

Teachers will be available online between 9am and 3.15pm. If they are 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 –

- Adequate work for the year group/groups they are responsible for
- Work needs to be set by the previous evening
- Work should be uploaded to the remote learning platforms. Instructions can be provided via the Class Chat (via written or conferencing means)
- Children with limited access to devices can still complete the work when able or collect paper copies from the school.

➤ Providing feedback on work –

- Learning assignments will always show a date when work should be submitted.
- Children may complete work online or upload from word document or send pictures of handwritten work
- Teachers will share feedback with pupils via Microsoft Team Chat, work email or Microsoft Team call

➤ Keeping in touch with pupils and parents – :

- Teachers will maintain regular contact with pupils via Microsoft Teams Chat, work emails and, if appropriate, Microsoft Teams calls (no calls are to be made from a teacher's personal mobile or social media account. No work is to be sent to or from a teacher's personal account).
- The Headteacher is to be copied into correspondence with parents and added to the online classrooms.

- If a student 'calls' a teacher via the online platform to ask for help with a learning task, the teacher must ensure that another adult (a parent or another teacher) is included in the conference call.
 - Teachers will be available for answering emails from parents and pupils between 9am and 3.15pm (allowing time for comfort breaks and lunch breaks)
 - Any concerns shared by parents and pupils should be made known to the Headteacher. Safeguarding concerns should be referred to the Safeguarding Lead or Deputy Lead by phone followed by completion of a Safeguarding Concern form.
 - Any behavioural issues, such as failing to complete work, should be discussed with parents initially and then with the Headteacher.
- Attending virtual lessons/meetings with staff, parents and pupils –
- Staff should maintain a professional dress code
 - Locations should be quiet with neutral or blurred backgrounds
 - Language and dress code should be the same as for the classroom.

2.2 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to be changed to accommodate remote learning
- Working with teachers, to make sure work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject

2.3 Designated Safeguarding Lead (DSL)

The DSL is responsible for ensuring the safety of all children in line with our Safeguarding and Child Protection Policy and the addendum to that policy.

2.4 IT Consultant and Computing Subject Lead

IT Consultant and Computing subject lead will help with:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Assisting pupils and parents with accessing the internet or devices

2.5 Pupils and Parents

Staff can expect pupils to:

- Be contactable during the required times – although they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help from teachers if they need it
- Alert teachers if they are not able to complete work

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.6 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 with behaviour – talk to child's parent and the Headteacher
- Issues with IT – talk to IT Consultant
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher
- Concerns about safeguarding – talk to the DSL or Deputy DSL

4. Data protection

4.1 Accessing Personal Data

When accessing personal data, all staff members will:

- Be aware of security
- Ensure devices are locked if they have to be left unattended

4.2 Sharing Personal Data

Staff members may need to collect and/or share personal data, such as email addresses and phone numbers, as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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

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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see “Safeguarding and Child Protection Policy”.

6. Monitoring arrangements

This policy will be reviewed in September by the Headteacher and approved by the Governing Board.

7. Links with other policies

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Privacy Notice
- E-safety policy
- Behaviour Policy