

Remote learning policy

Keyham Lodge School

Approved by:	School Governors	Date:
Last reviewed on:	13/01/2021	
Next review due by:	February Half term - Subject to Covid 19 Guidelines and lockdown restrictions	



1. Aims

This remote learning policy for staff and students aims to:

- Ensure consistency in the approach to remote learning for staff and students who are not 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

- When providing remote learning, all staff must be available during their working hours.
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this using the normal absence procedure. Staff are to contact Joseph Hill as soon as possible to make him aware.

When providing remote learning, staff members delivering lessons are responsible for:

- Communicating effectively within their departments and through their line management structures.
- Implementing and adapting Keyham Classrooms when delivering teaching and learning.
- Differentiating and personalising assessment and feedback by following Keyham Classrooms.
- Following their individual school timetable where possible.
- All work should be uploaded and shared via Teams/work email.

Keeping in touch with students who are not in school

The school will continue to monitor attendance for all students even when working remotely.

Signposting to the most relevant teams:

- Attendance buddies
- Welfare buddies
- Tutor teams
- Class registers
- Pastoral support
- Attendance email group

- PAP meetings
- Office staff (follow ups)
- Safeguarding/DSL's

All staff are responsible for responding to students/parents or carers during working hours. Any further correspondence required should be signposted to the relevant team and addressed when appropriate.

If students refuse to engage, staff members should discuss with their department and with their department lead. If students continue to be disengaged welfare checks will be carried out, monitoring their wellbeing.

If a student is self-isolating and likely to be doing so for longer than a day, class teachers must contact that student and ensure they are set up ready to learn remotely effectively.

Remote learning, meetings with parents or carers and students should always follow:

- Cameras can be used when teaching over teams, but the lesson must be recorded.
- Staff to use the sharing screen option for sharing resources and presentations.
- When delivering on Teams, the device is not to be left unattended at any time.
- Any concerns must be raised following safeguarding procedures.

2.2 Supporting the learning

When assisting with remote learning, staff are responsible for:

- Communicating with the lead staff about the learning that will be taking place.
- Follow your individual school timetable where possible.
- Support with the implementation of Keyham Classrooms, adapting to the individual needs of all learners.

Alongside their teaching responsibilities, TLR holders are responsible for:

- Monitoring the wellbeing of their departments.
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Monitoring the appropriateness, consistency and quality of work that is being taught.

- Communicate and coordinate effectively with other heads of departments to enhance the teaching and learning reflection process.
- Staying up to date with any curriculum developments, this can be shared amongst the department during link meetings and CPD sessions.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school through the line management structure.
- Monitoring the effectiveness of remote learning: Engagement trackers, department trackers and Covid catch up action plan.
- Act on any information provided regarding the security of remote learning systems, including data protection and safeguarding considerations. (IT Network Team to notify Senior Leaders).

2.5 Designated safeguarding lead

The DSL is responsible for:

- Following up on any safeguarding concerns that may become apparent due to remote learning, ensuring they are acted upon.

2.6 Network Team

Network Team are responsible for:

- Fixing issues with the systems that are being used to deliver remote learning.
- Helping staff and advising parents or carers with any technical issues they are 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.

2.7 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.
- Follow the behaviour for learning gears during sessions.
- Alert staff if they're struggling to access or carry out learning.

Staff can expect parents/carers 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 Governors

The governors are responsible for:

- Supporting the school's approach to remote learning, ensuring the delivery of education is of high quality.
- Checking that learning systems are appropriately secure, for both data protection and safeguarding reasons.

3. Point of 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 Class Teacher, Department Lead or Line Manager.
- Issues with behaviour – As above and including BMT.
- Issues with IT – talk to ICT HelpDesk
- Issues with their own workload or wellbeing – Talk to their Line Manager or a member of the Wellbeing Committee.
- Concerns about data protection – Talk to the ICT Helpdesk
- Concerns about safeguarding – Talk to the Safeguarding Lead or one of the DSL's.

4. Data protection

4.1 Accessing personal data

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

- Follow GDPR guide lines and GDPR training that staff have received. (Aug 2020).
- All staff members should use school devices with the VPN and added security systems.

4.2 Processing personal data

- Staff to use SIMS appropriately and securely if need to collect or share personal data such as student contact information as part of the remote learning system. Staff do not need permission to access student contact information.
- 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 (IT Department).
- 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 (IT Department).
- Keeping operating systems up to date – always install the latest updates
- All students/staff must have signed the Home School agreement for using school devices remotely.

5. Safeguarding

- Where possible, all teaching sessions should be recorded via Teams to ensure you are safeguarding yourself and students. (This can also then be used for students that have missed a lesson).
- Any safeguarding concerns that are raised in regards to remote learning should be recorded and reported as per the school safeguarding policy. (CPOMS).
- Adhere to Keeping Children Safe in Education (KCSIE Part 1).

6. Monitoring arrangements

This policy will be reviewed at October half term or sooner, dependant on government guide lines around covid-19/lockdown. If at any review the document is adapted or updated it will be approved by Senior Leadership Team and ratified by the School Governors.

7. Links with other policies

This policy is linked to our:

- Keyham Classrooms Teaching and Learning Document
- Behaviour policy
- KLMS Safeguarding Policy
- KLMS Data Protection Policy
- Home-school agreement

- [KLMS E-Safety Policy](#)
- [KLMS GDPR Privacy Notice](#)
- [KCSIE Policy](#)