



Peak School

Remote Learning Policy

RECORD OF POLICY AMENDMENT / HISTORY

Version/ Issue	Author	Date	Reviewed/ Ap- proved By Headteacher	Minute No.	Reason for Change
1.1	K Ollett	September 2023	S Bayliss		New Policy

1. Aims

Staff

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

Students / Parents and Carers

We aim to ensure all pupils and their families are contacted weekly with wellbeing checks during periods of absence from school. A wide range of home learning packs, virtual classrooms and Seesaw activities will be used to support students whilst learning from home where required. It is important to inform the teacher on how well your child is engaging with different activities so then we can continue to tailor future tasks to support engagement at home more thoroughly. Whilst we encourage all students to access these opportunities, we recognise the difficulties with this and there is no expectation to complete these.

2. Roles and responsibilities

Peak School SLT

The SLT are responsible for:

- Co-ordinating and monitoring the remote learning approach across the school – our assigned member of staff to lead on this is Dave Jones.
- Monitoring the effectiveness of remote learning – 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

Pastoral Lead

Sarah Dunstan will support the pastoral and safeguarding by monitoring students' health and wellbeing as well as their attendance in school. Sarah will communicate with families across the school to offer support as well as liaise with external agencies where required.

Classroom Teachers

When providing remote learning, teachers will be available between 8.30 and 3.30pm. 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. When providing remote learning, teachers are responsible for:

- Communicating with all parents and carers on a regular basis through wellbeing checks during their working hours
- Delegating tasks to support staff to support the remote learning offer
- Keeping in regular contact with those pupils who are not in school
- Planning and delivering sessions for pupils in the classroom and for those learning from home
- Updating Seesaw with relevant and purposeful activities and a means of communication for all families
- Providing bespoke 'home learning packs' where required for individual pupils

- Updating and monitoring EHCP progress between home and school
- Providing feedback on work, whether this be digitally or verbally.
- Regularly feeding back to members of the SLT on issues such as concerns, remote learning engagement etc.
- Attend virtual staff meetings as required by the Headteacher
- Attending planned meetings such as annual reviews virtually

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.30 and 3.30. 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:

- Leading in school in the absence of a classroom teacher
- Supporting pupils who aren't in school with learning remotely by pre-cording materials for see-saw, creating home learning packs or resourcing lessons as requested by the classroom teacher
- Attending virtual meetings with teachers, parents, carers and pupils if appropriate

Curriculum Leaders

Alongside their teaching responsibilities, curriculum 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 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

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 students and parents with accessing the internet or devices

The 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Data protection

Accessing personal data

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

- Use devices belonging solely to them
- Record information on seesaw as recorded in the seesaw policy

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.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Any device used to access personal data relating to school students or staff is 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 any used device locks if left inactive for a period of time (2 minutes)
- 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
- 'Remember Password' must not be selected for any MIS containing data relating to students or staff

4. Safeguarding

Our Designated Safeguarding Lead is Dave Jones.

Please refer to our child protection and Safeguarding Policy on the school website for more details.

5. Remote Education: Information and Monitoring arrangements for parents/carers

This policy will be reviewed termly by the Senior Leadership Team. At every review, it will be approved by the Headteacher.

The information in this policy is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) or individuals to remain at home.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Curriculum Policy
- Child protection policy
- Data protection policy
- GDPR
- Home-school communication policy
- Communication
- Online safety policy

Appendix A

Live Lessons - Guidance for Staff

This document is designed to help ensure each live lesson session runs as smoothly as possible. All parents/carers will have received details about remote learning and online lessons.

As well as our usual 'Code of Conduct for Staff' some additional measures must be adhered to whilst delivering remote learning/live lessons:

1. Sign in using your teaching name
2. If you are not in school, ensure you are in an appropriate room in your house (this MUST NOT be a bedroom)
3. Ensure the background of your video is appropriate - consider downloading a Zoom default background if necessary
4. No 1:1 lessons are permitted

Important:

Meeting IDs and passwords MUST NOT be disclosed to any parent by teaching staff - this will be managed by the Office Team at school - in the case of a breach of ID or password security, you MUST notify your IT/GDPR support lead and the DPO.

Safety Features of the Remote Learning tool:

- Sessions **MUST NOT** be recorded by the host teacher and/or saved unless this has been notified at the start of the lesson and pre-approved by a member of SLT.
- Recording should be the exception and not the norm.
- Waiting Rooms are enabled on all lessons, participants cannot join the lesson unless admitted by the host.
- Turn a participant's video off if they provide unwanted, distracting, or inappropriate gestures on video.
- Block unwanted, distracting or inappropriate noise from participants by muting them (if they have unmuted themselves)
- Use the 'Hold' facility to pause the meeting if any discussion needs to take place between the host teacher and their support adult regarding safeguarding or behaviour concerns
- Expel a participant if there is any safeguarding or serious behaviour breach - report this to SLT as a matter of urgency

Any concerns regarding Safeguarding must be brought to the attention of your school's DSL as a matter of urgency.

Any serious breaches of behaviour must be reported to a member of SLT as a matter of urgency.

Technical Support:

Seek support as needed – or to confirm how systems can be used safely and effectively.