Remote Learning Policy

Lansbury Bridge School

Approved by:	Ruth Clarkson	Date: Autumn 2020
Reviewed on:	28th January 2022	
Reviewed and amended	6th December 2024	By Clare McNally (Assistant Headteahcer)
Next review due by:	Annually (or when required)	

Contents

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are learning offsite
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available during their normal 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 providing remote learning, teachers are responsible for:

Work;

- Setting work for their own class or subject area
- Negotiating with the parents of their current class regarding the type of work that will be most effective for individual pupils
- The work/activities set will take into consideration what ICT the pupil has access to and the pupil's ability to access the ICT in the home. School will endeavour to support access through DfE schemes enabling families without laptops/devices to acquire them.
- Providing feedback on work;
- Teachers will gain feedback from parents where work has been practical tasks completed at home
- Teachers can encourage parents to demonstrate how pupils are performing through photographs on appropriate Home-School communication Apps
- Teachers will communicate with parents via Home-School communication Apps or through discussions with parents to discuss work and pupil progress

Keeping in touch with pupils who aren't in school and their parents;

- Teachers will contact pupils/parents on a regular basis via Home-School communication Apps or parents preferred method of communication. Frequency of contact can be discussed with the parents as some may wish this to be daily, others several times or once per week. If parents wish to alter the frequency of communication they can liaise with the class teacher.
- Teachers will be available for communication with parents between the hours of 8.45am - 3.30pm
- Teachers will discuss any concerns raised by parents/carers with their line manager.
- Teachers who are required to attend virtual meetings or provide virtual classroom room sessions (such as TEAMS link lessons) will follow the school dress code
- Teachers will participate in virtual meetings in a location suitable to the meeting and will take into consideration the need for confidentiality.

Teaching assistants & non-teaching staff

When assisting with remote learning, teaching assistants and non-teaching staff must be available for their normal working hours. If they're unable to work for any reason during this time, they should report this using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

- Continue to support the class teacher in providing remote learning opportunities
- Prepare resources
- Support teachers with communication to parents
- Maintain communication with teacher and class team to ensure support is offered
- Complete online training and tasks as required

Attending virtual meetings with teachers, parents and pupils –
- Teaching Assistants and non-teaching staff who are required to attend virtual meetings or provide virtual classroom room sessions (such as TEAMS link lessons) will follow the school dress code
- Teaching Assistants and non-teaching staff will participate in virtual meetings in a location suitable to the meeting and will take into consideration the need for confidentiality.

Subject/ area leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Subject/area leads will be available to support class teachers
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through feedback from parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL at Lansbury Bridge School is Ruth Clarkson.
The DSL is responsible for the coordination and monitoring of the child protection policy and safeguarding arrangements at Lansbury Bridge School.

IT staff

IT staff are responsible for:

- 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

Pupils and parents

Staff can expect parents/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
- Complete work to the deadline set by teachers
- If live lessons or meetings are conducted online they will not be recorded
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

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 any complaints or concerns known to staff

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

Who to contact
If parents have any questions or concerns about remote learning, they should contact the following individuals:
- Class teacher via appropriate Home-School communication app
- Any query via the email address lansbury@lansburybridge.org.uk
- Concerns about safeguarding – talk to the DSL or member of the safeguarding team

If staff have any questions or concerns about remote learning, they should contact the following individuals:
- Their line manager
- The DSL or member of the safeguarding team

Data protection
Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:
- communicate via appropriate Home-school communication app.

Processing personal data
Staff members may need to collect and/or share personal data such as emails 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:
- 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
- Keeping operating systems up to date – always install the latest updates with support from Agilisys.
- Follow the Device Loan Agreement (2020)

Safeguarding
During any period of remote learning for pupils at Lansbury Bridge School the following processes have been implemented.
- Class teachers will provide home learning activities/work appropriate to learner style and need.
- There will be regular contact with parents via appropriate Home-School communication app or by telephone call.
- Contact will be recorded on CPOMS
- Pastoral concerns will be logged on CPOMS

- Safeguarding concerns will be logged on CPOMS and discussions with DSL/deputy DSL as normal practise.
- Staff will continue to signpost parents to activities that include mental health support
- The e safety policy will continue to be followed at all times.

Monitoring arrangements

This policy will be reviewed annually or when necessary
At every review, it will be approved by the chair of governors

Links with other policies

This policy is linked to our:
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Device Loan Policy