Maidstone & Malling Alternative Provision

INSPIRING ACHIEVEMENT THROUGH INCLUSION AND SUPPORT

Believe, Achieve, Exceed

Remote Learning Policy 2020

Approved by:		Date:
Last reviewed on:	18th January 2021	
Next review due by:	18th January 2022	

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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 Teachers

When providing remote learning, teachers must be available between 8.30 a.m. – 3.30 p.m. Monday to Friday.

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 their classes, in a timely fashion on Microsoft Teams and/or Satchel.

- Communicating with their Line Manager

- Providing feedback on work produced in Microsoft Teams and/or Satchel

- Keeping in touch with students who aren't in school and their parents

    -By telephone / via Teams as agreed with their Line Manager and the Safeguarding Team

    - By answering emails from parents

    - Any complaints or concerns shared by parents and students should be referred to the Line Manager and or the Safeguarding Team, as appropriate

    - Any behavioural issues, such as failing to complete work, should be addressed

- Attending virtual meetings with staff, parents and students

    - Smart dress code

    - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 a.m. - 3.30 p.m. Monday to Friday.

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:

- Supporting students who aren't in school with learning remotely through a monitored telephone call, Teams, or other means agreed with SLT.
- Attending virtual meetings with teachers, parents and pupils using a smart dress code and a blurred background in a location with no background noise.
- Some Teaching Assistants may be working in school with specific tasks and responsibilities.

2.3 Subject leads

Alongside their teaching responsibilities, Subject Leads are responsible for:

- Ensuring that all work undertaken in class is also available on Teams

- 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.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –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

2.5 Designated safeguarding lead

The DSL is responsible for:

Our Safeguarding Team is responsible for child protection and safeguarding. It consists of a DSL and 4 Deputy DSLs, all trained to the DSL standard.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff, students 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

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

- 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

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

2.8 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. Who to 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 subject lead or SENCO

- Issues with behaviour – talk to the relevant head of phase or 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 data protection officer

    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 will:

- access the data on a secure cloud service in our IT network

- use a laptop provided by the school or their own if this has been agreed by the school.

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.

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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

5. Safeguarding

https://www.m-map.co.uk/_site/data/files/policies/D8C8526535FB5962CA2546EF3BCAE173.pdf?pid=8

6. Monitoring arrangements

This policy will be reviewed regularly termly to reflect guidance from the DFE regarding the Covid-19 pandemic.

7. Links with other policies

Covid-19 Behaviour Policy

https://www.m-map.co.uk/attachments/download.asp?file=13&type=pdf

Remote Learning Policy

https://www.m-map.co.uk/attachments/download.asp?file=16&type=pdf