

TITLE: Remote Learning Policy	REF: GOV120	VERSION: 2
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1. January 2021	CEO	New Policy
2. May 2023	CEO	Revised

Remote Learning Policy

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

This policy sets out expectations regarding remote learning

Principles

- We believe that every learning is important and may have needs that require teaching and learning environment and resources reasonable adaptation.
- The most impact in learning happens when learners know why, how etc therefore we seek to provide learning through practical experience etc.
- As an organisation we seek opportunities to embed learning and make knowledge and skills relevant to the learning.

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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 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 Teachers

When providing remote learning, teachers must be available in their normal working hours.

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:

- Setting work
- Providing feedback on work
- Keeping in touch with pupils who are not in school and their parents.
- Attending virtual meetings with staff, parents, and pupils

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available in their normal working hours.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely.
- Attending virtual meetings with teachers, parents, and pupils.

2.3 Subject leads/Heads of departments/Heads of subjects

Alongside their teaching responsibilities, subject 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.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Ensuring remote/blended learning procedures are in place with details on their websites.
- Monitoring the effectiveness of remote learning – explain how they'll do this, 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

2.5 Designated safeguarding lead (DSL).

The DSL takes lead responsibility for child protection and wider safeguarding when remote learning is taking place. Students and staff will be able to contact a DSL or Deputy DSL during remote learning.

2.6 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 are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer, Heledd Walker via DPO@alet.org.uk.
- Assisting pupils and parents with accessing the internet or devices.

2.7 All staff

All staff are expected to be available in their normal working hours to continue in their roles, those working off site must adhere to our [staff standards of conduct](#). Staff attending virtual meetings should avoid places with background noise and ensure their backgrounds are blurred or a blank wall.

2.8 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 are 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 cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.9 Local Governing Committees

The local governing committee are 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, Heledd Walker DPO@alet.org.uk.
- Concerns about safeguarding – talk to the Designated Safeguarding Lead.

4. Data protection

4.1 Accessing personal data.

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in the IT network

- › Which devices they should use to access the data – if you have provided devices, such as laptops, make staff use these rather than their own personal devices

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. If 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.

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.
- › 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

Staff members will continue to adhere to our child protection and safeguarding policy which can be found here <http://www.alet.org.uk/policies-and-resources/> along with our coronavirus addendum.

6. Monitoring arrangements

This policy will be reviewed termly by a member of the Executive Team. At every review, it will be approved by the CEO.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Behaviour policy coronavirus addendum
- › Child protection
- › Child protection policy coronavirus addendum
- › Data protection policy and privacy notices
- › Home-school agreements.
- › ICT and internet acceptable use policies
- › Staff standards of conduct policy