

TITLE: Remote Learning Procedure	REF: GOV120.4	VERSION: 1
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1. Version 1	CEO	New Policy

Remote Learning Policy: The Bicester Learning Campus

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 opportunity is important and recognise that our learners may have needs that require teaching and learning environments and resources to be reasonably adapted.
- The most impact in learning happens when learners know why, how etc therefore we seek to provide learning through a mixture of remote learning and ‘live lessons’ taught via MS Teams.
- As an organisation we seek opportunities to embed learning and make knowledge and skills relevant to the learning.

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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.

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 via EPraise and MS Teams, 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. Some teachers will also be working in school to support vulnerable and key worker children.

Following Wednesday timetable to provide 4 hours of remote/live learning for Year 7-10 & 12 and 5 hours for exam groups.

Delivery of live lessons to students via Teams (1:3 for Year 7-10 & 12/ 1:2 for exam groups).

Providing remote learning tasks and resources for every lesson not being delivered live.

Monitoring and recording absence from 'live lessons' to be followed up by pastoral team.

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.

Some teaching assistants are working onsite to support vulnerable and key worker students, these staff are likely to be working on a rota so should still be able to provide support as details above.

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.
- **Monitoring scheduling of live lessons to ensure they are being delivered in line with school policy.**
- **Providing work to be collated and sent out to students without computer access in the form of 'work packs'.**
- **Regular departmental meetings held via teams to disseminate information and discuss matters arising.**

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 security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the effectiveness of remote learning:
 - **Provision of weekly staff updates with regard to procedures and sharing best practice.**
 - **Online communication with parents to provide updates and to gain feedback.**
 - **Line management meetings used to disseminate information and address any matters arising.**
 - **Monitoring of student access to remote learning is recorded via EPraise, with merits and demerits used to record participation, behaviour and attendance in live lessons and submission of work set remotely.**
- **Working with ICT department and pastoral team to coordinate allocation of laptops and work packs for students without computer access.**

Designated safeguarding lead (DSL).

The DSL takes lead responsibility for child protection and wider safeguarding. Schools will also name a deputy DSL and a third individual to act as cover DSL. During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. When the DSL is absent, the deputy DSL will act as cover. If the DSL and deputy DSL are not available, the cover DSL will act as cover.

- **DSL: Paul Marshall**
- **Deputy DSL: Liz Metcalf and Nicola Laverick**

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.

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.
- **Attend live lessons scheduled on MS Teams (unless they have alerted us otherwise) and follow school behaviour expectations during these lessons.**

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 i.e. for a work pack**
- Be respectful **and follow correct channels of communication** when making any complaints or concerns known to staff.
- **Let the school know if students are unable to access remote learning or live lessons so that alternative provision can be arranged.**

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.

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/email the relevant subject lead or SENCO.
- **Issues with behaviour – record onto EPrise and talk to/email the relevant head of year. Make parental contact where necessary.**
- Issues with IT – talk to/email IT staff.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to/ email the data protection officer, Heledd Walker DPO@alet.org.uk.
- Concerns about safeguarding – talk to the Designated Safeguarding Lead.

Data protection

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 your 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

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.

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.

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.

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.

Links with other policies This policy is linked [to the ALET](#):

- 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