Remote Learning Policy

Policy Owner	Bridge Short Stay School
Last reviewed on	January 2021
Approved by Management Committee	January 2021
Next Review Date	January 2023

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 for contact during the timetabled day on each day of their working week. This timeframe in not rigidly fixed but it should be possible for students to make contact with each member of staff through appropriate channels during each school day; students should expect a response on the same day and always within 24 hours.

Teachers do not have to reply outside of their working hours.

If teachers 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 should:

- Set appropriately differentiated work for all students in their classes, to include:
  - Weekly work that is roughly commensurate with work completed at school.
  - Work for Key Stage 4 and Key Stage 3 classes.
  - Regular checks to ensure that students understand what they have been asked to.
  - Ensuring that if a student does not complete work one week they do not receive the same pack for the next week. We need to work hard to engage our students and redistributing work will likely not prove effective in doing this.
    - There might be occasions where this does not apply but this must be discussed with James Morris before presuming to send out the same material twice.
  - Provide verbal feedback on work that has been completed.
  - Provide written feedback wherever possible (this will likely be in a digital format).
- Ensure that all work is prepared and with Jo Robb by 3pm on the Wednesday preceding the week when the work is to be completed. This should include:
  - Completing the section of each student's Individual Remote Learning Plan for your subject area. This should be details of the work to be completed along with clear guidance notes.
  - Handing clearly identifiable (named if necessary) hard copies of texts and resources to Jo Robb for posting.
  - Ensuring that if electronic copies are to be used rather than hard copies that provision has been made for these to be posted on Teams for each student so that they arrive no later than 9am on Monday of the working week.
- Complete daily the Remote Learning Contact Log identifying which student(s) you have made taught from your allocation. The log is simply a means of us keeping track of students who have received assistance with their learning. This does not replace our other pastoral contact log.
- You should aim to:
  - Make contact with every student on your weekly allocation at least once. You can contact other students for learning conversations if you need to but try not to over contact students on particular days.

- o Try to engage the student in remote/virtual learning through Teams or alternative. You may have to use another medium first to get their interest if they do not attend their calendared meeting: email, telephone etc.
- o Your aim is to support the work that you have set for the week or to assist with any of their other subjects (if it is a week when you are responsible for contacting a student whom you do not teach).
- o Record when you have contacted the student on the spreadsheet. Use a simple colour coded system:
  - Blank – no attempt was made to contact that student.
  - Red – no contact made despite trying
  - Yellow – contact made via telephone or email and received a response (but no learning took place)
  - Green – contact made that resulted in a Teams (or alternative) learning conversation.
- o Our expectations for answering emails from parents and pupils are flexible but it should be possible for students to make contact with staff using appropriate channels during each school day and students should expect a response on the same day/within 24 hours. Teachers do not have to reply outside of their working hours.
- o If teachers receive any complaints or concerns from parents or students they should try to deal with it if it is linked to the work set or to their subject area. However, if the complaint is beyond the teacher's remit as classroom teacher then it should be forwarded to the appropriate member of SLT or to the DSL as appropriate.
- o Any issues such as poor behaviour, failing to complete work or any other issue should be dealt with as we usually would and then brought to the attention of the Remote Teaching Forum

- Meet weekly with other teachers (Remote Teaching Forum - either in school where possible or remotely through Teams) on Wednesday afternoon, to ensure consistency and to make sure that students are accessing the curriculum and are not becoming isolated from school and their learning.

- When attending virtual meetings with staff, parents and pupils all teachers are reminded to dress appropriately and to choose a location that is appropriate too (e.g. avoid areas with background noise or background activity).

2.2 Designated Lead for Remote Learning

- The named teacher for coordinating remote learning is Mr Alastair Matheson. This role will include monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and reaching out for feedback from pupils and parents.

2.3 Senior leaders

Senior leaders are responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Dealing with any staff, parents or student concerns or complaints.

2.4 Pupils and parents

Staff can expect students 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.

- 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 cannot complete work.

- Seek help from the school if they need it.

- Be respectful when making any complaints or concerns known to staff

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 Mr Alastair Matheson

- Issues with behaviour – talk to Mr James Nation

- Issues with IT – talk to Mrs Lynette Abell

- Issues with their own workload or wellbeing – talk to Mr James Morris

- Concerns about data protection – talk to Mr James Morris

- Concerns about safeguarding – talk to Mrs Amy Punnett

4. Data protection

4.1 Accessing personal data

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

- Use provided laptops rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, teachers 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).

- 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.