Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School
Subsidiaries of JWA Holdings Limited

Remote Learning Policy

Approved by:	Jennifer Wood/ Janice Woods	**Date:** 18/09/20
Reviewed:	March 2021, September 2021, March 2022, 31st August 2022, Just 22, August 23	
Next review due:	August 24	

Contents

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

At any time, staff without teaching commitments may be asked to attend the school and/or support with cleaning procedures, planning and preparation, and other administrative duties. Staff may also be asked to work from home to reduce numbers in the centre if pupil attendance if ratios allow.

2.1 Teachers

When providing remote learning, teachers must be available for teaching between 9.00-3.00pm as a minimum, and must complete contracted hours within centre 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:

- Setting work
    - o Providing work for students on their set timetable
    - o Providing work for a quantity of time comparable to that covered within school
    - o Having work planned by 3pm the day prior to delivery
    - o Uploading work onto Google Classroom OR arranging postal delivery OR delivering work through a video call.
    - o Co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

- Providing feedback on work
    - o Collecting completed work from students via Google Classroom OR postal
    - o Providing verbal feedback to students via video/call
    - o Updating weekly school reports

- Keeping in touch with pupils who aren't in school and their parents
    - o Making regular contact by phone call, social media, text, or email.
    - o Teachers are not expected to respond to contact outside of working hours.
    - o Any complaints raised by parents or students must be referred to management.
    - o For any safeguarding concerns, refer teachers to the section below.
    - o In case of a student failing to complete work, teachers must provide a second option to access (for example, if not accessed online, a work pack can be printed and sent to the home). Contact must be made with student and parent, and communication recorded on school reports.

- Attending virtual meetings with staff, parents and pupils

  o Casual dress may be worn, but please ensure this is tidy and appropriate.

  o A private area of the home must be used to avoid overhearing confidential conversations. Teachers must use a quiet space with no background noise, and a simple background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00-3.00.

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 pupils who aren't in school with learning remotely

  o Taking direction from management and/or teachers to provide support in provision, collection, and reporting of lessons.

- Attending virtual meetings with staff, parents and pupils

  o Casual dress may be worn, but please ensure this is tidy and appropriate.

  o A private area of the home must be used to avoid overhearing confidential conversations. Teachers must use a quiet space with no background noise, and a simple background.

2.3 Subject leads

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:

- 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 Designated Safeguarding Leads, Deputy Safeguarding Lead, and Emergency Safeguarding Lead are available at all times during periods of remote learning. Staff will be informed directly by work email accounts if any are unavailable.

Please see Safeguarding Policy.

2.6 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

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues with setting work, behaviour, or their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to the Headteacher or Proprietor

- 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 and save data onto the Google Drive.

- Use school laptops only, ensuring continued safety measures including password protection and 2-step verification.

- Ensure that work laptops can not be seen or accessed by other family members in the home.

- Ensure that work laptops are used for work purposes only.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email address and 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.

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

Our Safeguarding Policy is available on the Google Drive All Staff Access Folder and on the school website.

6. Monitoring arrangements

This policy will be reviewed every 3-6 months by Jennifer Wood or Janice Woods during the Covid-19 Pandemic and on an annual basis beyond.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy
- ICT and internet acceptable use policy
- E safety policy