

# Sir John Lawes School

**POLICY TITLE:** REMOTE LEARNING POLICY

**STATUS** Non-statutory

**REVIEWED BY:** Headteacher

**DATE of REVIEW:** November 2021

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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

Please note that this policy applies to all forms of remote learning, including live and pre-recorded lessons.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available during their normal 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 are responsible for the following.

#### Setting work:

- Teachers should set work for all the classes they teach
- Teachers should set enough work for students to experience effective learning of 40 minutes for every period
- Where specific materials are required for remote learning, teachers should make sure that these are provided in good time for the lesson concerned
- If a whole class or whole year group are isolating and staff are still in school, then teachers should teach lessons on Microsoft Teams, according to the timetable and where this is appropriate
- If students are on the Code X list and absent from lessons, teachers should ask students to join the lesson remotely using Microsoft Teams, where this is appropriate
- If students are off sick or absent from school and not on the Code X list, then teachers should not invite students to join lessons remotely using Microsoft Teams
- Where lessons are not calendared, invites for remote lessons should be emailed to students using Microsoft Teams and if this medium is not possible or appropriate for the remote lesson, teachers should set work on Show My Homework
- When teachers lead lessons on Microsoft Teams, they do not need to meet students on Microsoft Teams for the entirety of the timetabled lesson
- If students are unable to access the remote learning, teachers should communicate with their subject lead or head of year, as relevant

### **Providing feedback on work:**

- Teachers will ask students to submit work digitally on Show My Homework, Microsoft Teams, SeeSaw or some other approved portal, according to the faculty assessment policy
- Teachers will give feedback to students digitally via Show My Homework, Microsoft Teams, SeeSaw or some other approved portal, according to the faculty assessment policy

### **Keeping in touch with students who aren't in school and their parents:**

- Teachers should make regular contact with students using Show My Homework and Microsoft Teams, and email parents if students are not engaging
- Teachers should inform the head of year and subject lead, if any students do not attend a lesson on Microsoft Teams when they are expected to
- Form tutors should invite Code X students to all morning registrations via Zoom or Microsoft Teams
- Form tutors should inform the attendance officer of any students who are absent for registration Teachers are not expected to respond to emails from students and parents outside of school working hours
- If teachers have safeguarding, wellbeing or behaviour concerns that arise from remote learning, they should report these in the usual way to subject leads, heads of year or the DSL, as appropriate
- If teachers have concerns about student engagement and completion of work during remote learning, they should use strategies agreed by the faculty to address these and refer to subject leads or heads of year, where appropriate
- During a student's isolation period, pastoral teams will make contact with students, where and when this is appropriate

### **Attending virtual meetings with staff, parents and students:**

- Teachers should wear appropriate clothing when teaching and attending meetings with parents remotely
- Teachers should make sure that their background is neutral and no inappropriate or sensitive images or information can be seen or heard during meetings with parents and students on Microsoft Teams
- Teachers should make sure that settings on Microsoft Teams enable a safe meeting, so that:
  - Students wait in the 'lobby' before the teacher lets them join the lesson
  - Students cannot edit or delete each other's chat messages
  - The teacher is the only person in the meeting who can present
  - Students are muted until they are invited to speak and only the teacher can mute other participants
  - The teacher ends the meeting for all participants

## **2.2 Teaching assistants**

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

If teaching assistants 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:

- Maintaining weekly support meetings with the student(s) they are supporting
- Attending virtual meetings with teachers, parents and students

## **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 staff teaching their subject remotely to make sure all work set is appropriate and consistent, both enabling students to learn effectively and taking mind of student and teacher workload and wellbeing
- Working with senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set with appropriate time-frames
- Monitoring the remote work set by teachers in their subject, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Ensuring work is set for absent teachers
- Supporting and providing training for teachers within their faculty to enable them to deliver remote learning

## **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, such as through regular meetings with teachers and subject leaders, providing training for staff, reviewing work, and gathering feedback from students and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.5 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 are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

## **2.6 Students and parents**

Staff can expect students learning remotely to:

- Be contactable during the school day
- 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
- Follow the school's published guidelines on attending 'live' lessons

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
- Follow the school's published guidelines on attending 'live' lessons

## **2.7 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; subject leads should talk to their SLT links
- Issues with behaviour – talk to the relevant subject lead or head of year; subject leads and heads of year should talk to their SLT links
- Issues with IT – talk to IT support team
- 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 follow the school's data protection guidelines.

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data as part of the remote learning system.

#### **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**

Please refer to the updated child protection policy, in particular the addendum to the child protection policy during school closures: <T:\Leadership & Management\School Policies\Child Protection\2020-2021>

### **6. Monitoring arrangements**

This policy will be reviewed and approved every 6 weeks by the Senior Leadership Team.

### **7. Links with other policies**

This policy is linked to our:

- Behaviour and exclusions policy
- Child protection policy and coronavirus addendum to our child protection policy (see section 5)
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- BTEC blended learning policy
- Teaching and learning policy