

# Remote Learning Policy

Westwood College



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### 1. Overview

#### Teaching in the event of a lockdown or 'bubble' closure

In the event of a national or local lockdown, or in the event of a return to 'bubbles' and groups of students having to isolate, live lessons will be delivered via Microsoft Teams.

These lessons will follow the normal school timetable and will cover all lessons (5 lessons per day).

Students will be expected to 'attend' all lessons commensurate with their timetable.

Support with technology is available for all students. Please contact the school if we can help in any way.

#### Teaching for individual students when isolating

All work for students self-isolating due to a positive C19 test result will have work set by their teachers via Microsoft Teams Assignments.

Teachers will set assignments to cover the amount of teaching time for each subject that the student is absent for (5 hours per day). The assignments will reflect the content being taught in school as far as possible.

The nature or type of assignment will vary according to the subject and the topic being taught at the time.

In practical subjects where classwork can not easily be completed remotely, alternative work or activities will be set to complement that being completed in class.

Assignment content will include:

- Teaching resources (e.g. PowerPoint slides or scanned resources);

- Tasks and written work set by subject teachers in line with that being taught in class;
- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers);
- Web-based learning resources (e.g. Sam Learning, MyMaths, Oak Academy);
- commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences.

### **How will you check whether my child is engaging with their work and how will I be informed if there are concerns?**

- Microsoft Teams Assignments allows the teacher to check that the work has been received and that any required work has been submitted. Where the student does not engage with / complete the work set, we will inform parents. Should the student be unwell and not able to complete the work, or if there is any other reason as to why the student cannot access or complete the work, please let the school know.
- Microsoft Teams allows students to communicate with members of staff through their class Team. Students can also email staff with any questions or queries.

### **How will you assess my child's work and progress?**

- Teachers will set work that will need to be completed independently by students, and submitted via Teams Assignments.
- Feedback will be given on the work that has been set and submitted.
- Any concerns from teachers will be shared with parents via telephone and email.
- Our normal school calendar of Student Progress Checks and Reports, as well as (remote) Parents' Evenings will continue as normal.

### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

Our SEN Team has been in touch with all those who require additional support to ensure they are able to access the curriculum. Should you have any queries, please contact the school office.

## **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

### 2.1 Teachers

In the event of closure (full or partial), teachers should be available for their normal working 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. Teachers should liaise with Line Managers to ensure the Contingency Timetable is, as far as possible, made available to students.

When providing remote learning, teachers are responsible for:

- Regular communication with students:
  - Teachers should communicate via Teams, email, or via the telephone in the event that a student is not responding / attending sessions;
  - Communication should be within working hours only, using College email and / or the telephone (3CX app if working from home);
  - Teachers should record completion of set work and liaise with the Subject Leader and/or Head of Year where work is not completed/submitted;
- Ensuring feedback is available for students. This might be automatically generated through software such as Sam Learning or MyMaths, or might be emailed / submitted to staff for marking and then returned;
- Communicating any concerns regarding Safeguarding to the DSL or DDSLs as per usual procedure;
- Sharing concerns regarding behaviour with Subject Leaders, following which referral may be made to Head of Year;
- Attending virtual meetings as calendared or as separately agreed.

### 2.2 Teaching assistants

In the event of school or bubble closure, teaching assistants must be available for their normal working 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 assisting with remote learning, teaching assistants are responsible for:

- Communicating with identified students to ensure access to learning and to help them access appropriate support
- Liaising with the SENCO / Assistant SENCO to ensure full coverage
- Communicating any concerns regarding Safeguarding to the DSL or DDSLs as per usual procedure;
- Sharing concerns regarding behaviour with the SENCO and Subject Leaders, following which referral may be made to Head of Year;
- Attending virtual meetings as calendared or as separately agreed.

### 2.3 Subject Leaders

Alongside their teaching responsibilities, Subject Leaders are responsible for:

- Overseeing the remote provision for their subject areas;
- Supporting the teaching staff in their teams, including with behaviour;
- Communicating with SLT to share any concerns;
- Regularly reviewing the work that is being set to ensure it is appropriate and consistent;

- › 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:

- › Supporting Subject Leaders, as per the Line Management structure
- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Supporting student and staff wellbeing
- › Monitoring attendance

## **2.5 Designated Safeguarding Lead**

The DSL is responsible for:

- › Overseeing all Safeguarding referrals in liaison with the DDSLs
- › Liaising with SHA to ensure attendance is monitored
- › Liaising with TLK to ensure LAC are supported

## **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're experiencing
- › Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- › Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- › Complete the work set through Microsoft Teams Assignments
- › Be contactable during the school day where they are well enough
- › 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
- › Behave appropriately to support their own learning and that of others

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

## 2.8 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 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
- › 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:

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've 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. 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**

See Safeguarding Policy (and addendum)

## **6. Monitoring arrangements**

This policy will be reviewed throughout the academic in line with Government guidance.

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

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy