The Governing Board for the
Isle of Wight Education Federation

Remote Learning Policy

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Contents

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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

Class teachers are responsible for setting work for their own classes (see 2.1)

Tutors are responsible for setting work for tutees. (see 2.1)

2.1 Teachers

When providing remote learning, teachers must be available between 8.45 and 15.10.

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. (Phone the absence line – 537121- and notify their line manager.)

When providing remote learning for an entire class or entire year group bubble, teachers are responsible for:

Setting work:

- o For each class that they teach, they must set the amount of work as advised by their Head of Faculty. In the case of a shared class, teachers should work together to ensure that the appropriate amount of work is set between them.

- o Teachers of core subjects should provide at least two live and interactive lessons per week. This should be supported by non-interactive lessons, for example, PowerPoint presentations and pre-reading. Teachers of foundation subjects are expected to provide one live and interactive lesson per week. This should be supported by non-interactive lessons, for example, Power Point presentations and pre-reading.

- o When providing an interactive lesson, teachers should follow the school dress code (see staff handbook) and ensure that an appropriate location is used (e.g. avoid areas with background noise, nothing inappropriate in the background).

- o Work should be set using Google Classroom and Google Meet.
- o Lessons should be completed in line with the Schemes of Work, unless the Head of Faculty states otherwise.
- o Tutors should follow the scheme of work – Main school teachers should provide one live lesson per fortnight. VI form teachers should ensure weekly contact is made with each tutee through Google Classroom.
- o If a student still has limited access to devices, every effort should be made to ensure that they are able to complete work.

Providing feedback on work:
- o Students should submit work through Google Classroom whenever possible.
- o Work should be marked within one week of the submission date and sent back to the student, using Google Classroom.

Attending virtual meetings with staff, parents and pupils
- o If you need to meet with virtually, you should ensure that you follow the school dress code.
- o You should ensure that the location is appropriate (e.g. avoid areas with background noise, nothing inappropriate in the background).

If teachers are working in school, they will need to teach students in year groups remaining in school as normal. In addition, they will need to provide remote learning for any students who are absent due to a partial school closure.

2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available between 8.30 and 15.20.

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. (Phone the absence line – 537121- and notify their line manager.)

When assisting with remote learning, Learning Support Assistants are responsible for:

❯ Supporting students who are not in school with learning remotely .
- o Each LSA will be allocated a small number of named students within the same year group.
- o They should check in with these students daily to ensure that the students know what they are doing and to ensure they are able to access remote learning resources – this could be via email or via phone calls.
- o They should liaise with teaching staff to ensure the individual needs of the named students are being met as effectively as possible.

❯ Attending virtual meetings with teachers, parents and pupils:

- o Learning Support Assistants should follow the school dress code (see staff handbook) and ensure that an appropriate location is used (e.g. avoid areas with background noise, nothing inappropriate in the background).

In the event of a partial closure – i.e. one or more year groups working remotely, they will continue to support their named students. This will ensure that support for students, both in-school and whilst working remotely, can be provided.

2.3 Heads of Faculty

Alongside their teaching responsibilities, Heads of Faculty are responsible for:

- Deciding 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 faculty 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 contact with 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 Lead is responsible for the ensuring the fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
  if anyone in our school has a safeguarding concern, they will act immediately
  a Designated Safeguarding Lead (DSL) or deputy DSL will always be available
  no unsuitable people will be allowed to gain access to children
  children should continue to be protected when they are online.

A copy of the Child Protection Policy and the COVID-19 Appendix are available in the staff handbook and on the website.

2.6 ICT Helpdesk

ICT staff are responsible for:

- Working with the necessary providers to assist in fixing issues with systems used to set and collect work

- Assisting 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

- Advising pupils and parents experiencing issues with accessing the internet and/or devices

2.7 Students 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

- 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 seek assurance that education remains as high quality as possible and maintains a full, broad and balanced curriculum.

- Seeking assurance from school leaders to confirm that students educated at home have the support they need to make good progress.

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons, and comply with the requirements of the school's policies concerning data protection, information security and safeguarding.

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 Faculty Lead

- Issues with behaviour – talk to the relevant Head of 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 (Debbie Fineran – <u>Debbie.fineran@iwef.org.uk</u>)
- Concerns about safeguarding – talk to the DSL (Michelle Barnes – <u>michelle.barnes@iwef.org.uk</u> – 07712 306 956)

4. Data protection

4.1 Accessing personal data

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

- Use SIMS

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. Staff need to mindful of how they are sharing this information and ensure to blind copy parents in any emails sent regarding work.

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 no personal data is stored or shared in unsecured locations such as global or removal drives.
- Ensuring devices are logged off when unattended or leaving the room.

6. Monitoring arrangements

This policy will be reviewed on a half termly basis by the Assistant Headteacher for Teaching and Learning . At every review, it will be approved by the Governing Board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and COVID-19 Appendix to our child protection policy
- Data protection policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy