



Remote learning policy



The Winston Churchill School

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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. Mission Statement

At Winston Churchill School we aim for every student to engage with remote learning. We are committed to the core principle of making home learning accessible for all, that all students are given the opportunity to experience success and no student will be left behind. Teachers should 'own the classroom' when they are in school and we strive to provide a similar personalised experience for students when learning remotely.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm.

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:
 - All work should be assigned using Frog. Instructions on how to do this can be found on the How Winston Works page.
 - Assignments should be set by 9am on the day the lesson is due to take place.
 - The deadline for the assignment should be the day the lesson takes place.
 - Assignments should not be set to auto-close.
 - Students who do not submit any work but do click 'Handed in' should be asked to re-attempt the work and be given time to do this.
 - Where the student fails to submit any work and clicks 'Handed in' the teacher should ensure the status of the work is altered to 'Not Done' before closing the assignment.
 - If a student is known to be absent and has not complete the work then the teacher should mark this as 'Not Done' and 'Absent'.
- › Nature of the work:
 - Teachers should set assignments that provide clear explanations of new content, including audio or audio-visual elements, as well as learning activities for the student to complete.
 - The assignment should be designed to take most students approximately 1 hour with at least 30 minutes activity per lesson according to their timetable.
 - Teachers should include extension work or further learning within their assignment.
 - Project work should be broken down and made accessible to students. Teachers should ensure there are opportunities for students to 'jump' back into their learning if they miss work.
 - Teachers should provide opportunities for students to complete and submit work in a range of different formats.
- › Providing feedback on work:
 - All student work must be submitted via Frog. Do not accept work shared on any other platform.
 - All feedback must be delivered using Frog.
 - Teachers should ensure that all students receive an element of verbal feedback.
 - Assignments should be marked and closed within 4-7 days.

➤ Keeping in touch with pupils who are not in school and their parents:

The Winston Churchill School expects that contact with students and parents to be made from school unless explicit permission is provided by Headteacher, Deputy Headteacher or Designated Safeguarding Lead.

- Tutors are expected to make regular contact with tutees via telephone and/or teams during the school day.
- Teachers should arrange regular 15-20 minute sessions, in Teams, during the school day with each class.
- All communication with parents and students should take place 9am-5pm. Teachers should not send emails or messages to parents and students outside of these hours.
- Where a parent or student raises a complaint the teacher should share this with their subject leader before responding. Concerns regarding Safeguarding should be dealt with following the Safeguarding Policy.
- You should raise concerns about the lack of work completed by a student with your subject leader in the first instance.

➤ Attending virtual meetings with staff, parents and pupils:

- Please follow the protocol for remote meetings with students (Appendix A)

3.2 Learning Support Assistants

When assisting with remote learning, teaching assistants must be available between 9am-3pm.

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.

When assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who are not in school with learning remotely. This may include:

- Making weekly phone calls to SEN Support students
- Having regular online or telephone meetings with EHCP students
- Group reading sessions online with selected SEND students
- Group social communication sessions online with selected students.

➤ Supporting students who are in school by:

- Providing timetabled support to selected SEN Support students in school
- Providing support sessions to SEN Support students who are in school
- Lunchtime supervision

➤ Attending virtual meetings with teachers, parents and pupils:

- Please follow the protocol for remote meetings in Appendix A

3.3 Subject leaders

Alongside their teaching responsibilities, subject leaders 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
- Monitoring the remote work set and the feedback provided by teachers in their subject. This should be done using the monitoring tools on Frog as well as meeting with members of their team.
- Co-ordinating the delivery of remote learning materials in line with teaching and learning mission statement.

3.4 Year leaders

Alongside their teaching responsibilities, year leaders are responsible for:

- › Monitoring the completion of work by students in their year group and co-ordinating any necessary interventions.
- › Ensuring effective pastoral care of the students in their year group.
 - Tutees should be contacted at least twice a half term by their tutor.
- › Providing tutorial resources as part of the working week for students.

3.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating and sharing the remote learning approach across the school.
- › Monitoring the effectiveness of remote learning through regular meetings with Subject Leaders and Year Leaders, using the monitoring tool on Frog and feedback from parents and students.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.6 Designated safeguarding lead

The DSL is responsible for:

Responding to concerns raised about remote learning. These should be communicated via CPOMS.

Fulfilling all duties laid out in the Safeguarding Policy.

3.7 IT Support

IT Support are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff 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
- › Assisting pupils and parents with accessing the internet or devices

3.8 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 and submit it to the teacher via Frog
- › Seek help if they need it from teachers and/or Learning Support Assistants
- › Alert teachers if they are not able to complete work using the messaging systems in Frog
- › Inform teachers if they have worked collaboratively on their work

Staff can expect parents with children learning remotely to:

- › Make the school aware if their child is sick or otherwise cannot complete work
- › Seek help from the school if they need it, referring to Frog in the first instance
- › Be respectful when making any complaints or concerns known to staff

3.9 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

4. Data protection –

4.1 Accessing personal data

Where possible accessing personal data will only be carried out in school. Where it is not possible or where access to personal information is for remote learning purposes, all staff members will adhere to The Winston Churchill School's data protection policy.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers, 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)
- › Making sure the device locks if left inactive for a period of time

5. Safeguarding

Staff, students and parents should refer to the school's safeguarding policy and the related Covid-19 addendum. Appendix A details specified processes to safeguard staff and students when holding live video calls/meetings with students. Critically, these should take place from school and with more than one student in a given meeting. Where it is required to hold meetings differently, then the DSL and/or Headteacher must consent to additional further safeguarding measures that will be put in place.

6. Monitoring arrangements

This policy will be reviewed annually by SLT. At every review, it will be approved by the Governing Body.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy and Covid-19 addendum
- › Safeguarding policy
- › Child protection policy and Covid-19 addendum to our child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › E-safety policy
- › Staff - Acceptable Use Agreement / ICT Code of Conduct
- › Staff - Code of Conduct for Staff