THE BEMROSE SCHOOL
REMOTE LEARNING POLICY

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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 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

The EEF has found that effective remote learning is determined by many of the same factors found within a live classroom.

 • Clear expectations

 • Presenting new material through a scaffolded approach

 • Application of new knowledge and skills

 • Enabling pupils to receive feedback on how to progress

Remote learning will take the form in two different mediums, online and paper. These will be decided based on the access the young person and their family has to devices and connectivity. Staff have a sound knowledge of IT usage at home and will use this to make informed decisions. This will be led by Pupil Progress Leads and IT availability will recorded in SIMS.

The Assistant Headteachers and Pupil Progress Leads will oversee this process at a pupil and staff level. Work will be provided from the curriculum the child is following and be tailored to meet their need, minimising gaps in learning due to time away from school and the classroom.

Remote virtual learning will be through the school IT systems. Some learning will be paper based and this will be delivered to the child for them to complete and return to school.

If a child is away from school safe and well checks will take place as a minimum weekly. Should there be the need for a child with an EHCP to have a risk assessment this will be in place and monitored by the SENCo or their Deputy.

2.1 Teachers

When providing remote learning during school closure, teachers must be available between 8.30am and 3pm with a flexible lunch.

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. Staff must ring into school by 7.30am to report their absence or use an email to joconnor@bemrose.derby.sch.uk informing school. Likewise, if staff have appointments in school time they must complete the green medical form or the orange personal leave form in this period, as they would do normally.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For the pupils they teach on a daily basis
  - Up to 45 minutes' worth of work per lesson at a level they can manage independently. In Primary this will be 3 lessons up to 3 hours.
  - The work will be set in advance and at least the day prior to the learning for a pupils' timetabled lessons
  - Work should be sequenced over time linked to the curriculum within that Area or phase
  - The work will be emailed or uploaded into Satchel. Work may also be made available to the PPL to provide to the pupil. In Primary work is uploaded onto the website or a paper pack sent out.
  - There should be a departmental policy where they work collaboratively to minimise workload, prevent duplication of colleagues doing the same tasks but ensure that the work is within the scheduled curriculum
- Providing feedback on work:
  - If the work is online, this will be available to the teacher within 72 working hours of being set to be reviewed. For paper work, this will be returned the following week.
  - Feedback can be virtually, verbally or annotated on the pupil work
  - Using low stake tests and quizzes as part of the sequencing of work. These can be online or paper based.
- Keeping in touch with pupils who aren't in school and their parents:
  - Form staff and Key Workers, other staff who work directly with pupils who are not teachers, will contact pupils who are not in school weekly. This is an opportunity for feedback on work. The relevant PPL may also make contact to check on the understanding and access of work.
  - Staff will respond to parental or pupil emails within 48 working hours to support with work and pupil's learning.
  - Questions or queries around home learning should be emailed to homelearning@bemrose.derby.sch.uk

o If there are complaints, the member of staff should attempt to respond to this if they feel comfortable in doing so or pass this to the pupil's PPL or Assistant Headteacher o If pupils do not complete work the teacher should follow this up then refer this to the child's PPL or Assistant Headteacher.

- Attending virtual meetings with staff, parents and pupils:

  o Staff should be appropriately dressed with smart casual as a minimum

  o Meetings are best to take place at school or in an environment where disruption is at a minimum and the colleague's personal possessions are not exposed.

If school is still open then the area will clearly delegate the responsibility of remote learning to a colleague balancing in class commitments ensuring they have capacity to meet the requirements of the pupils who are away from school.

2.2 Teaching Assistants

When providing remote learning during school closure, Teaching Assistants must be available between 8.30am and 3pm with a flexible lunch.

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. Staff must ring in to school by 7.30am to report their absence or use an email to joconnor@bemrose.derby.sch.uk informing school. Likewise, if staff have appointments in school time they must complete the green medical form or the orange personal leave form in this period, as they would do normally.

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

- Supporting pupils who aren't in school with learning remotely:
  o Checking understanding

  o Supporting and motivating pupils to navigate tasks and learning

  o Making regular contact as required to provide positive support for pupil

- Attending virtual meetings with teachers, parents and pupils:
  o Staff should be appropriately dressed in smart casual as a minimal

  o Meetings are best to take place at school or in an environment where disruption is at a minimal and the colleagues personal possessions are not exposed

  o When in school TAs should support those children who are attending from Key Worker families, support the pupils who are working from home, ensure all risk assessments linked to pupils are being monitored.

2.3 Learning Directors including the SENCo and TLR Post Holders

Alongside their teaching responsibilities, TLR holders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Planning the curriculum delivery so this is understood to support continuity over time, whether face to face or remotely, or as a blend of both

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

- Working with other TLR holders and other 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 – and explaining 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

- For pupils with SEND, the teaching may need to be adapted. SEND pupils have a wide range of specific needs. Their teachers and schools are likely to know these needs best, and how they can be most effectively met to ensure pupils continue to make progress wherever possible if they are not able to be in school.

- It is likely that more individualised planning may need to happen in many cases, and that the support of adults in the home will be a significant advantage where that is possible.

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Ensuring school life continues as best it can with briefings, Professional Development, school assemblies [where appropriate] and ensuring regular contact with the pupils and staff wellbeing

- Co-ordinating the remote learning approach across the school. Each AHT will lead their Key Stage including their relevant PPLs. The AHT will have oversight of the frequency that work is set, its quality, and its form [paper or electronic] for specific children

- Monitoring the effectiveness of remote learning through regular meetings with teachers and TLR holders, 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 that must be referred to the DSL or the Deputy DSL.

2.5 Designated safeguarding lead

The DSL is responsible for:

- Overseeing that all pupils on plans are contacted weekly
- Directing the checking of pupils where there are concerns
- Ensuring that pupils where we have not had contact are visited following Home School Liaison Policy guidance

- Making staff aware of their safeguarding responsibilities with regard to the contacting of home and their expectations with any remote learning

These responsibilities sit alongside the working guidance the DSL and Deputy DSL has on a day-to-day basis.

2.6 IT staff

IT staff are responsible for:

- Ensuring the availability of school-based devices by user and license agreement or contract
- Maintaining the IT system and its capacity to support remote learning safely
- Fixing issues with systems used to set and collect work
- The Data Lead logs and tracks engagements with remote online learning
- 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

Pupils and parents should:

- Be contactable during the school day – although 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
- Have a clear method for the returning of work to school and the teacher 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 using o General enquiries admin@bemrose.derby.sch.uk o Safeguarding safeguarding@bemrose.derby.sch.uk o Home Learning homelearning@bemrose.derby.sch.uk
- Be respectful when making any complaints or concerns known to staff

2.8 Governing Body

The Governing Body 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. Key Contacts

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

- Issues with the setting work – talk to the relevant AHT, Learning Director, PPL or SENCO
- Issues with a child's behaviour – talk to the relevant Head of Year or class teacher
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager or to a person they feel confident in talking to
- Concerns about data protection – talk to the Executive Headteacher or the School Business Manager
- Concerns about safeguarding – talk to the DSL o

    o General enquiries admin@bemrose.derby.sch.uk

    o Safeguarding safeguarding@bemrose.derby.sch.uk

    o Home Learning homelearning@bemrose.derby.sch.uk

4. Data protection

4.1 Accessing personal data

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

- Use the school MIS and remote servers to store or access work
- When accessing pupil data, SIMS should be used and the data must not be shared with third parties without permission from a school leader.
- The school will use Dojo, Century, Purplemash, Google Classrooms, Zoom, Teams and Satchel as interactive platforms
- Staff should not use personal devices that can expose their personal email address, phone number or other personal details. All steps must be taken to protect this identity using school email addresses, school phones or hiding a colleague's phone number.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as their school email address as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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

Our digital footprint is one we must ensure protects the children and staff. Care must be taken when working remotely or away from school that data is not exposed or compromised. Staff are responsible for the safety of any device or information that holds pupils or staff identities. Staff must do all they can to protect this.

If you are concerned about any data please discuss this with the school's Data Protection Officer [DPO] for more help, and the school's IT staff.

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

Staff must follow the guidance within the school's Safeguarding Policy:

[Model Safeguarding Policy for Derby Schools](#)

If there are any concerns or a member of staff is unsure they must speak to the DSL, Deputy DSL or a member of the school Leadership Team. There is no unnecessary question.

6. Monitoring arrangements

This policy will be reviewed annually.

At every review, the Full Governing Body or Quality of Education Committee will approve it.

7. Links with other policies This

policy is linked to our:

- Behaviour policy
- Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school Liaison Policy
- ICT and internet acceptable use policy

- Online safety policy
- Staff Code of Conduct
- KCSIE