

WEATHERFIELD ACADEMY

To become the best person you can be.



Remote Teaching and Learning Policy

L Meenan
February 2022

To be reviewed: February 2023

Contents

1. Aims.
2. Roles and responsibilities.
3. Who to contact
4. Data protection
5. Safeguarding
6. Monitoring arrangements
7. Links with other policies

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

When providing remote learning, teachers must be available between 8.45 and 3.45

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:

Providing differentiated learning for the young people in their class, this may be through work packs, digital learning or online live lessons.

Make weekly verbal contact at minimum with each young person in their class through individual or group calls.

Log communication in the digital communication sheet.

Provide feedback verbally or digitally each week.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3.10pm.

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:

Supporting pupils who aren't in school with learning remotely

Attending virtual meetings with teachers, parents and pupils

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 teachers teaching their subject remotely to make sure all work set 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:

The organisation of IT devices, FSM vouchers and School transport, supporting the families so that they can support their children.

Monitoring the effectiveness of remote learning through regular meetings with teachers and Key stage 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 DSL is responsible for:

Coordinating the necessary action for any safeguarding concerns that arise.

2.6 IT staff

IT staff are responsible for:

Preparing DfE devices for use by our young people.

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:

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 - 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.

L Meenan
February 2022

To be reviewed: February 2023

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 key stage leader, senior leader responsible for that key stage:

4. Data protection

4.1 Accessing personal data

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

Use a school device only to access the data.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as young peoples email addresses and app passwords 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

Our Child protection and safeguarding policy can be found [here](#).

6. Monitoring arrangements

This policy will be reviewed each February.

7. Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use policy

Online safety policy