



Remote Learning Policy December 2024

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Contents

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

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

IT Manager, Clare Adams, will oversee the smooth running of the digital learning platform (SeeSaw) and the updating of the website that pupils will use to access learning from home. Teachers will be responsible for updating SeeSaw and the school website to ensure that children have available the learning input and activities they require. Senior leaders and subject leads will be responsible for monitoring the activities provided.

2.1 Teachers

When providing remote learning, teachers must be available between 8:55am and 3:15pm (-50 minutes for their lunch) on working days to a maximum of 32 hours per week for full time teachers. All teachers must fulfil contracted hours and be available for children during usual teaching hours.

If they're unable to work for any reason during this time, (eg sickness), they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- › Setting work – For those learning online:
 - An English writing, grammar and reading task, as well as a maths task in addition to the normal routine of afternoon lessons each day.
 - The work should be set weekly and go 'live' on the website/Seesaw by 8.55am each morning.
 - Children's responses to learning tasks should be uploaded to SeeSaw using home learning codes.
 - Any questions from pupils can be submitted to teacher via SeeSaw and work can easily be returned. Feedback from teachers to children can also be given through SeeSaw.

- Setting work – For those learning with a provided 'learning pack':
 - An English writing, grammar and reading task, as well a maths task in addition to the normal routine of afternoon lessons each day should be attempted from the pack provided.
 - The work should be set weekly and be delivered on the Friday before the weeks starts.
 - Children's responses to learning tasks will be assessed once work has been returned.
 - Any questions from pupils can be submitted to teachers over the phone or through a work/home diary.

- Providing feedback on work –
 - Completed work from pupils will be marked on SeeSaw or through written marking from packs.
 - Feedback will be delivered through SeeSaw and where appropriate on packs.
 - Work to be completed on the day it is given unless stated.

- Keeping in touch with pupils who aren't in school and their parents:
 - For those not engaging with work and who are rarely in touch will be monitored by the DSL and student support and pastoral teams. Basic contact will be through weekly phone calls, emails and visits unless stated otherwise and monitored by those teams.
 - Other contact, for instance emails from parents or contact via SeeSaw should only be answered in working hours. Teachers shouldn't answer emails or contact on SeeSaw outside of working hours.
 - Any complaints should still be handled as per the complaints policy. For any safeguarding concerns, please refer to the section below.
 - How to handle any behavioural issues, such as failing to complete work.

- Attending virtual meetings – where necessary, staff meetings will continue over Microsoft Teams, Zoom or Cisco Webex. Virtual meetings can also be arranged with parents and pupils where this is deemed necessary/appropriate (eg. Parents meetings)
 - For those staff attending virtual meetings, usual school dress code will be expected.
 - When participating in virtual meetings staff will be expected to choose appropriate locations and avoid areas with background noise, nothing inappropriate visible.

For those teachers also working in school, it will be expected that they organise the workload of who takes care of remote learning and who takes care of teaching keyworker children still in school.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.55am -3.15pm (-50 minutes for their lunch).

If unable to work for any reason during this time, 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 – cover details like:
 - To support where the class teacher requests.

- To communicate with children via letters weekly.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Reviewing aspects of their subject that need to change to accommodate remote learning, sending out suggestions and support to staff to enable them to plan lessons appropriate for remote learning.
- Where needed they will be expected to work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Subject leads will be expected to work with other subject 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.
- In addition, leaders will be expected to check remote work set by teachers in their subject by communicating through emails and phone calls. Where necessary, virtual meetings could be held to train staff on any changes needed.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- The IT manager will provide statistics of engagement and impact and effectiveness of remote learning – through regular meetings with the SLT who can feed back where necessary to teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- The IT manager will check the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for all safeguarding matters. Please see the schools safeguarding policy which can be found in the policies section of the schools' website.

2.6 IT staff

Focus Networking and the IT manager 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 through the government scheme.

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
- 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 : the IT Manager via email cadams@fernacademytrust.co.uk

Issues with learning behaviours :

Marlbrook: Assistant Headteachers:- twilson@fernacademytrust.co.uk, apriday@fernacademytrust.co.uk, hosborne@fernacademytrust.co.uk

St Martin's: Head of School: smorgan@fernacademytrust.co.uk

Wellington: Head of School :- whollingsworth@fernacademytrust.co.uk

- Issues with IT – contact Focus Networks via <https://focusnetworks.co.uk/> or the IT manager Clare Adams via cadams@fernacademytrust.co.uk
- Issues with their own workload or wellbeing – Anna Priday apriday@fernacademytrust.co.uk
- 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:

- Use info secured on scholar pack to find specific details for children.
- Staff to only access private school data using school devices (laptops) provided rather than 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

5. Safeguarding

Please refer to the safeguarding policy on the school website.

6. Monitoring arrangements

This policy will be reviewed as often as is appropriate and manageable by the IT Manager and the SLT but no less than every two years. At every review, it will be approved by the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- IT and internet acceptable use policy
- Online safety policy