Remote learning policy

Approved by:	Hodan Yussuf	Date: 20th April 2020
Last reviewed on:	20th April 2020	
Next review due by:	September 2021	

Contents

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1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

> Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 8am 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 procedures between 9am and 3pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

> Setting work:

o   Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum. Additional PowerPoints and worksheets will not be used.

o   Every Year group to communicate through class dojo and WhatsApp. The WhatsApp need to be monitored by admin and only teachers can send messages.

o   Set differentiated My Maths, Times Tables

o   Year group weekly timetables to be emailed directly to the Deputy Head the Thurs/Fri before the week the work commences. DH to proof read all and ensure consistency, they are the emailed to parents. These are then also forwarded to the Assistant Head to be uploaded to the website.

o   Working as a year group team to ensure the above work is planned and ready.

o   Online line safety curriculum to be followed at thinkuknow website. The page has been created to support parents during COVID-19 and the closure of schools. Each fortnight, they will be

releasing new home activity packs with simple 15 minute activities that can be completed at home to support children's online safety at a time when they will spending more time online.

> Providing feedback on work:
  - o Pupils can send any completed work to teachers via through class dojo or classroom google
  - o Teachers can email back feedback if required
  - o Teachers should respond to any emails from parents/children within 48 hrs
  - o o Teachers are to send any children's work to be displayed on the Home Brilliance page to the Head (Hodan Yussuf)

> Keeping in touch with pupils and parents:
  - o Weekly certificates would be sent through class dojo and announced on Friday Virtual Assembly
  - o Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
  - o Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary, teachers to contact the year or member of SLT for advice (see emailing tips and strategies in the appendix)
  - o Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

> Attending virtual meetings with staff, parents and pupils:

    virtual meetings
  - o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants, admins and Key workers

Teaching assistants must be available between 8am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

> Supporting pupils with learning remotely:
  - o When requested by the SENCO

> Attending virtual meetings with teachers, parents and pupils:

    Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

> Monitoring the work set by teachers in their subject – Review work set weekly on the website

> Review your current subject in the light of home learning during the summer term. Evaluate what changes will need to be made in September ready for creating a subject action plan.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – SLT

> Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring MyMaths, monitoring email correspondence between parents and teachers

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

2.6 Admin staff

Admin staff are responsible for:

> Creating emails

> 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 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 to:

> Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time

> 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 to:

> Seek help from the school if they need it – staff should refer parents to the 'Children's' section on our website and the 'Learning Whilst at Home' page for the weekly timetables and other useful links for learning.

> 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

> Issues in setting work – talk to the relevant subject leader/ Head

> Issues with behaviour – talk to the Head or Ustadh Mohamed

> Issues with IT – talk to Ustadh Faisal who can be contacted if support is needed

> Issues with their own workload or wellbeing – talk to their line manager/Manal our wellbeing staff and Governor

> Concerns about data protection – talk to the data protection officer (Business Manager) >

Concerns about safeguarding – talk to the DSL

All staff can be contacted via the class dojo

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

> Teachers are able to contact Admins to access parent contact details. Do not share any details with third parties

> SLT have the ability to locate personal details of families when required through securely accessing school register through secure passwords. SLT are not to share their access permissions with other members of staff.

> School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

These tips are based on our article on [GDPR and remote learning](). Talk to your admins and Faisal protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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

Please see the following for updates concerning safeguarding in relation to home learning. **COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.**

This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government and Local Authoruty. At every review, it will be approved by Mrs Hodan (Headteacher) and SLT.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy

> Email Policy