



BENSHAM MANOR School

Remote Learning Policy

Last reviewed: October 2020



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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

ROLES AND RESPONSIBILITIES

Teachers

When providing remote learning, teachers must be available between 8.30 -3pm.

If you 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 providing remote learning, teachers are responsible for:

- Following the timetable produced by the Headteacher and Deputy Headteacher.
- Organising joining instructions for your class.
- Emailing families with joining instructions.
- Setting appropriate work.
- Providing feedback on work – cover details like.
- Alerting SLT to pupils who have not attended your lesson after you have investigated.
- Attending virtual staff meetings.
- Dress code – following the school dress code policy.
- Conducting your lesson in an appropriate environment. You must not deliver lessons from an environment such as a pub, café, restaurant or a place where members of the public can see you.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30-3pm.

If you 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 the teacher with remote learning.
- Supporting pupils via email if they request support with work/a teacher asks you to support.

- Dress code – following the school dress code policy.
- If you are supporting a teacher when they are delivering a lesson, ensure you are set up in an appropriate environment. You must not support lessons from an environment such as a pub, café, restaurant or a place where members of the public can see you.

Subject leads

Alongside 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
- Working 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
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leads, reviewing work set or reaching out for feedback from pupils and parents

Designated safeguarding lead

The DSL is responsible for:

- The ongoing monitoring of safeguarding

IT staff

IT staff 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

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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 your child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Support your child to attend online lessons
- Be respectful when making any complaints or concerns known to staff
- Monitor the website for updated information.

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

WHO TO CONTACT

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

Fiona Robinson, Kirstie Byrne, Matthew Keane or Stuart Woolley.

DATA PROTECTION

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.

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
- 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

SAFEGUARDING

Please report all safeguarding issues in the usual way.

MONITORING ARRANGEMENTS

This policy will be reviewed every six months. At every review, it will be approved by the Achievement Committee.

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