



# **HAILEY HALL SCHOOL**

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## **REMOTE LEARNING** **POLICY**

**Date last reviewed: January 2022**

**Review Date: Spring Term 2023**

**Responsible Committee: Headteacher**

**Responsible Person: John Thurley**

**Applicable: Day Pupils and Boarders**

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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 are unable to attend school for reasons outside of their control i.e. Covid isolation etc.
- 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 their normal working hours for briefings and contact, and should teach lessons as directed during these times.

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, contacting the headteacher and deputy headteacher prior to 7.30am.

When providing remote learning, teachers are responsible for:

- Setting work:
  - All work should be aligned to the existing school curriculum and should cover the amount of work normally covered during a school week in their subject
  - For those pupils learning on paper-based packs, sufficient work of an appropriate level should be set and delivered to the front office as requested
  - For pupils learning remotely using IT facilities, staff will be expected to deliver timetabled lessons lasting 40 minutes using Microsoft teams
  - Work must be set on Teacher Dashboard, on Office 365, but individual tasks can be set using our other remote learning portals (Mymaths, SAM learning, Sumdog, Timetable Rockstars)
  - Teachers are expected to be aware of which pupils should be attending remote sessions using our remote learning provision list
  - In lessons where a TA is not available, teachers will be expected to take the register and log points using the BehaviourWatch system.
- Providing feedback on work :
  - All pupils should submit their online work via Teacher Dashboard, where possible
  - All feedback from all online learning portals should appear on Teacher Dashboard as pupils and parents / carers are made aware of the feedback and level
  - All marking and feedback should be in line with school policy
  - For pupils who are working paper based, the learning packs should be marked on their return to school by individual subject teachers and should be kept on file as evidence of their learning.

➤ Keeping in touch with pupils who are not in school and their parents / carers:

- All parents / carers should be contacted at least once a week and the outcomes should be recorded on the pupil contact form on SharePoint
- For pupils who are working with learning packs or those deemed most vulnerable, the Designed Safeguarding Lead has highlighted extra contact requirements and timings on the SharePoint document. This is a working document and will be updated as situations change
- Normal safeguarding procedures should be followed in the case of any safeguarding concerns or issues
- Pupils causing issues in online learning sessions should, in the first instance, receive a call home to discuss the issue, then proceed as per the behaviour policy.

➤ Attending virtual meetings with staff, parents / carers and pupils:

- Teachers will ensure that when delivering lessons, they are dressed appropriately, and the background of their screen is suitable for school children to see. Appropriate dress does not mean, however, that staff are expected to wear business attire.

Teachers will not be expected to deliver virtual lessons at the same time as in school lessons and the timetable suitably reflects this.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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, contacting the headteacher and deputy headteacher prior to 7.30am.

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

➤ Supporting pupils who are not in school with learning remotely:

- Working with pupils during virtual lessons as directed by the teacher
- Taking the register and awarding points via BehaviourWatch
- Managing the chat function whilst teachers are delivering and answering questions, where able and appropriate.

➤ Attending virtual meetings with staff, parents / carers and pupils:

- Teachers will ensure that when delivering lessons, they are dressed appropriately, and the background of their screen is suitable for school children to see. Appropriate dress does not mean, however, that staff are expected to wear business attire.

## 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, especially around the delivery of any Catch-Up curriculum and ensuring pupils in and out of school are covering the same content

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent and providing support where needed
- Monitoring the remote work set by teachers in their subject – explain 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.

## **2.4 Senior leaders / Middle leaders**

Alongside any teaching responsibilities, senior / middle leaders are responsible for:

- **JT** is responsible for coordinating the remote learning provision across the school
- **Amy** is responsible for managing the Prep provision across the school, barring Maths, which **JT** is responsible for
- Monitoring the effectiveness of remote learning through observation, feedback and pupils and parent / carer questionnaires
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead (DSL)**

The DSL is responsible for:

The DSL will manage Child Protection referrals, be in regular contact with external agencies, including Children Services and those involved with CLA pupils, and liaise with the Headteacher

The DSL will ensure that relevant policies and procedures are reviewed and understood by all staff. They will act as a source of support, advice, and expertise to staff on all matters of safeguarding.

For a full description of responsibilities refer to the Hailey Hall Child protection policy, The Designated Safeguarding Lead.

## **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents / carers 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 / carers with accessing the internet or devices
- Ensuring the function of laptops provided to pupils by the school.

## **2.7 Pupils and parents / carers**

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
- › Behave appropriately during online learning and meet the expectations set out in the Behaviour Policy.

Staff can expect parents / carers 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 either from subject teachers, subjects lead, IT support or **JT** as remote learning lead
- › Be respectful when making any complaints or concerns known to staff.

## 2.8 Trustees

The Trustees are responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- › Ensuring 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 – **JT** (jthurley@haileyhall.herts.sch.uk)
- › Issues with behaviour – follow Behaviour Policy **JT** (jthurley@haileyhall.herts.sch.uk)
- › Issues with IT – talk to IT support. (ITsupport@haileyhall.herts.sch.uk)
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer (DPO@haileyhall.herts.sch.uk)
- › Concerns about safeguarding – talk to the DSL, **SS** (ssharp@haileyhall.herts.sch.uk)

## 4. Data protection

### 4.1 Accessing personal data

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

- › Access data through their school Office 365 account or via the School's secure remote server
- › Staff will be provided with a school laptop, for them to work remotely from home. However, some staff have their own equipment and may use this instead

## 4.2 Processing personal data

Staff members may need to collect and / or share personal data such as email addresses, telephone numbers etc.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

The Safeguarding and Child Protection Policies can be found on the Hailey Hall website, on CPOMS, or on request from the school office.

## 6. Monitoring arrangements

This policy will be reviewed annually by **John Thurley**, Remote Learning Lead. At every review, it will be approved by the Headteacher.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
  - Child protection policy and coronavirus addendum to our Child Protection and Safeguarding policies
  - Safeguarding Policy
  - Data protection policy and privacy notices
  - Home-school agreement
  - ICT and internet acceptable use policy
- Online safety policy