



LORDSWOOD
SCHOOL

Remote Learning Policy

Date: November 2021
Review Due: November 2022
Reviewed Annually

Teaching and Learning at Lordswood

At Lordswood, we endeavour to provide the finest educational experience for every single child. Our holistic and well-rounded approach towards education provides an exceptional foundation for life-long learning, and we ensure that each child has the opportunity to grow in self-confidence, academic success and artistic endeavours. We do this through providing a rigorous curriculum, opportunities for wide-ranging extracurricular provision and ensuring learner-centred lessons.

We have extensive plans in place for the provision of remote education. This will ensure that any children who need to be educated at home, for example, due to a lockdown, shielding or self-isolation, are given the support they need to continue learning. Remote education is of a high quality and aligns as closely as possible with in-school provision.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach for 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 for their usual contracted 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.

When providing remote learning, teachers are responsible for:

- Creating a weekly timetable and overview of learning for their year group. Lordswood School's schemes of work and curriculum maps will be used to ensure coverage of all subjects across the curriculum.
- Uploading their timetables and work to Google Classroom by 12pm Friday for the following week.
- Ensuring all work uploaded appears on a white background.
- Providing live sessions each day, which for safeguarding purposes have two staff members or are recorded.
- Providing paper packs/electronic device, if deemed appropriate, for limited children without access to online learning and ensure a consistent approach to teaching and learning across their year group.
- Planning and providing an assessment activity every week that will support evaluation of key skills and concepts taught.

Providing feedback on work:

- Pupils can send any completed work to teachers by sending work through Google Classroom.
- Teachers will respond to work submitted within 48 hours (Monday – Friday).

Keeping in touch with pupils and parents:

- Emails received from the parents and pupils are to be checked between 08:50 and 15.00- Mon- Fri. Emails must be replied to within 48hrs. Anyone can respond to year group enquiries - it does not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary, teachers to contact a member of SLT for advice.
- Teachers are to attempt to make contact with all pupils in their class not accessing live sessions every week via telephone call, when in school, or from a withheld number. Contact details can be accessed from SIMS. Please ensure you log off and do not share information with a third party. Record all contacts with parents and share any relevant actions with senior leaders.
- Contact should be polite and encouraging. Teachers must adhere to the email procedures 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.

Attending virtual meetings with staff, parents and pupils

- All members of staff will dress professionally.
- All members of staff will ensure that they access virtual meetings in a quiet space with an appropriate background.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for work during their contracted 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.

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

- Supporting children with working remotely.
- Undertaking continuous professional development which will directly impact on outcomes for children.

2.3 Subject Leads

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

- Quality assuring the work set by teachers in their subject.
- Supporting teachers to make any necessary amendments to subjects in the light of home learning.
- Providing teachers with suitable resources to support with the delivery of their subject remotely.

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – quality assuring the effectiveness of remote learning – reviewing work set by teachers.
- Monitoring email correspondence between parents and teachers.
- Leading weekly meetings with their teams to review learning platforms.
- Reaching out for feedback from families to review remote learning.
- 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.

2.6 IT staff

IT staff are responsible for:

- Creating Google accounts.
- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues that they experience.
- 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 learning remotely to:

- Be contactable during the school day – although consider that they may not always be in front of a device the entire time.
- Attend scheduled live sessions.
- Complete work by the deadlines 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.
- Be respectful when making any complaints or concerns known to staff.

2.8 The Board of Trustees and The Governing Body

The Board and Governors are 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 – talk to the relevant subject lead/SENCO/SLT.
- Issues with behaviour – talk to the SENCO/SLT.
- Issues with IT – talk to computing lead/BCTEC for support if needed.
- Issues with their own workload or wellbeing – talk to their phase leader /Head.
- Concerns about data protection – talk to the data protection officer (Head).
- Concerns about safeguarding – talk to the DSL.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off after use.
- SLT have the ability to locate personal details of families when required through securely accessing SIMS. 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 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 process 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.
- Updating 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 Safeguarding Policy Addendum.

6. Monitoring arrangements

This policy will be reviewed in line with updated guidance by Jayne Lusinski (Head). At every review, it will be approved by the Board.

7. Links with other policies

This policy is linked to our:

- Relationship policy
- Safeguarding Policy and COVID-19 addendum
- GST GDPR Privacy Notice
- Home-school agreement
- E -safety policy.
- Live Session Protocol guidance Appendix 1

Appendix 1

Live Session Protocol Guidance

The teachers at Lordswood School are able to provide live lessons in line with our remote learning policy. Here is a reminder of the guidelines:

- All sessions will have two members of school staff present or be recorded by the teacher to safeguard students and staff. These recordings will be securely stored and will not be used for any other purpose. Recordings will be deleted after one month. **Please do not record or photograph live meetings.**
- Students will be kept in a waiting room when they join and will be accepted at their allocated start time.
- To ensure everyone can hear the teacher all students will be muted during the lesson. To ask the teacher a question please type it in the chat facility that can be accessed from the toolbar at the bottom of the screen or raise your hand (physically or electronically). The teacher will invite you to unmute if necessary.
- The chat function is for work related questions or answers and should not be used to talk privately.
- We will try to use lesson structure as much as we possibly can; therefore, students will need a pen, pencil, ruler and exercise book/A4 notepad to complete their work.
- Students will be able to share their work with the teacher verbally, via the screen and via Google Classroom to gain frequent feedback. All students are required to submit their work at least once per week.
- Students should treat each other and the teacher respectfully at all times.
- Students need to have their live lesson in an 'open family space' with an adult close by and should have their camera on.
- When entering the call please ensure that your child's name is used so that they can be admitted into the meeting.
- Please ensure that everyone is fully dressed.
- While we welcome parental feedback, please refrain from speaking on the live calls as this is for the children. Any questions please ask in the chat or via email.