*Come as you are and leave as a champion*

# THE CREATIVE LEARNING PARTNERSHIP TRUST

# REMOTE LEARNING

# POLICY

| Approved by: | Chair of Trustees | Date: Autumn Term 2022 |
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| | Chief Executive Officer | |
| Next review due: | Autumn Term 2024 | |

# Contents

# 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the Trust and school's approach to remote learning

- Set out expectations for all members of the Trust and school community with regards to remote learning

- Provide appropriate guidelines for data protection

# 2. Roles and responsibilities

## 2.1 Teachers

Teachers must be available between the start and end of a normal school day. If they are unable to work for any reason during this time, for example, due to sickness or caring for a dependant, they should report this using the normal absence procedure.

Teachers are responsible for:

Setting work
- They need to set work for their own classes.
- They need to set Literacy and Numeracy work and a wider curriculum subject task per week.
- This work needs to be set ready for the next school day
- Work should be uploaded to the school website and challenges on to the Facebook site when it is the teacher's turn to upload the task.
- Teachers should coordinate with other teachers to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work

- Parents will email the work over once a week and staff will respond with feedback.
- This feedback should be to both parents and to the children age appropriate

Keeping in touch with pupils and parents – covers details like:

- Teachers are expected to keep in touch with all pupils and parents once a week. If they do not hear from parents they can contact them by using emails and phone calls.

- Teachers are expected to answer emails from parents and pupils once a week unless it is more appropriate to answer within the day. Teachers should not answer emails outside of working hours

- Any complaints or concerns shared by parents and pupils should be emailed to the Leadership Team as a matter of urgency with a phone call that day.

- If children are failing to complete work, then staff and leadership should contact parents to find out why children are not completing the tasks set.
- Attending virtual meetings with staff and parents:
- Dress code should be appropriate

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

If teachers will also be working in school part-time, such as on a rota system, then the uploading of work can be completed within school or as soon as school closes where there is time to upload the learning.

## 2.2 Teaching Assistants

Teaching Assistants must be available between the start and end of a normal school day. If they are unable to work for any reason during this time, for example, due to sickness or caring for a dependant, they should report this using the normal absence procedure.
Teaching Assistants are responsible for:

Supporting pupils with learning remotely:

- Remotely supporting children who need adaptations of the curriculum by sending emails to class teachers with planning learning adaptions for specific children.

- Undertaking training courses to support with a greater understanding of the role and children's needs when we return as a school

Attending virtual meetings with teachers:

- Appropriate dress code

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

If Teaching Assistants are working in school part-time, such as on a rota system, they will adapt the curriculum for specific children when they are not on the rota.

## 2.3 Subject Leads

The term subject leader refers to anyone coordinating subject provision across the school, this includes the SENCO, who is responsible for coordinating learning for children with SEND across the school.
Alongside their teaching responsibilities, as outlined above, 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 to make sure that the work set is appropriate and consistent

- Working with other subject leads and senior leaders across the Trust to make sure that work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Monitoring the work set by teachers in their subject – explain how they will 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
- Support with continuing to develop the knowledge-based concept led curriculum being introduced across the Trust

## 2.4 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 by reviewing the parent view of remote learning and the participation in the system created, reviewing work set or reaching out for feedback from pupils and parents

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

## 2.5 Designated Safeguarding Lead

The DSL is responsible for:

The administering of the child protection policy that has been updated due to the changing nature of schools because of Covid19. DSLs are in contact with our vulnerable children supporting their needs and ensuring that they are safe and well either within school or at home. If there are any concerns, DSLs need to contact social workers immediately.

## 2.6 School IT Staff

School IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

## 2.7 Support Staff – Leadership

- To be available during contracted hours of work
- To work within set policies and procedures
- To remotely manage and monitor the service and ensure that support staff are well supported to enable them to fulfil their role whilst working from home
- To ensure that staff are working within set policies and procedures
- To update the Trust Leadership Team/HT Board in relation to the service provision
- To attend virtual meetings as required and as part of one's remit

## 2.8 Support Staff – Finance/HR

To be available during contracted hours of work

To work within set policies and procedures

To ensure that all financial activities are undertaken in accordance with the Academies Financial Handbook, Financial Regulations and Scheme of Delegation adhering wherever possible to financial deadlines

To ensure that all employee related queries and actions are processed on time and the relevant documentation is checked for accuracy

To attend virtual meetings as required

## 2.9 School Support Staff – General Office

To be available during contracted hours of work

To work within set policies and procedures

To provide a general office provision including communication with parents as required

To update financial and information systems as required

If Support Staff are unable to work for any reason during this time, for example, due to sickness or caring for a dependant, they should report this using the normal absence procedure.

## 2.10 Pupils and Parents

Staff can expect pupils to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 2.11 Trustees/ Local Governing Board

The Trustees/ local governing board is responsible for:

- Monitoring the Trust/ school 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 lead or Deputy headteacher

- Issues with behaviour – talk to the Leadership Team
- Issues with IT – talk to IT staff

- Issues with their own workload or wellbeing – talk to the Leadership Team
Concerns about data protection – talk to the Headteacher

- Concerns about safeguarding – talk to the DSLs or Deputy DSLs

# 4. Data Protection

## 4.1 Accessing personal data

When accessing personal data, all staff members will:
- Know how they can access the data, such as on a server in your IT network

- Use school surfaces or laptops using 'at home' to access the data so remaining on the school server –

## 4.2 Sharing Personal Data

Staff members may need to collect and/or share personal data such as parent email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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

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

- Ensure that only encrypted USB memory sticks are used

- 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

See the new updated child protection policy- staff and governors have received via email an updated policy and there is also a copy displayed e on the school website.

# 6. Monitoring Arrangements

This policy will be reviewed annually by the Board of Trustees and adapted locally to fit the individual needs of each school. Local amendments will be approved by the full governing board

## 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

## 8. What Staff Can Expect from our Trust/School

Regular communication with line managers

Feel fully supported and informed about their role whilst working at home

Feel fully supported and informed about their role whilst on rota in school

Fit for purpose 'working from home' access to systems

Mechanisms to report any concerns relating to any aspect of remote working

Open access to Staff Wellbeing Service