



Monkseaton Middle School

**Remote Learning
Policy**

**October
2020**

Contents

1. Aims	2
2. Roles and responsibilities.....	3
3. Who to contact.....	7
4. Data protection.....	7
5. Safeguarding.....	8
6. Monitoring arrangements.....	8
7. Links with other policies.....	9

1. 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

2. Roles and responsibilities

<p>Kirsty Nichols-Mackay (Headteacher)</p>	<ul style="list-style-type: none"> • Overall strategic leadership of Teaching and Learning • Accountable to governors and parents / carers on quality of remote education offer. • Quality Assurance of remote learning across the school to include: strategic development, CPD, stakeholder involvement, synchronous offer of high-quality teaching and learning and engagement. Reporting to Governors on quality of offer of remote education
<p>Danielle Wetherall (Assistant Headteacher)</p>	<ul style="list-style-type: none"> • Quality assurance of the curriculum offer across the school. • Line management of Middle Leaders. • Reporting to Headteacher and Governors on quality of curriculum offer.
<p>Yvonne Devine (Pastoral Guidance & SENDCo Lead at SLT)</p>	<ul style="list-style-type: none"> • Responsible for informing teaching colleagues which pupils are self-isolating. • Communication with parents / carers and actions to support with engagement with lessons and reporting to Assistant Headteacher • SEND- Quality Assurance with HT • Line management of Pastoral Officer.
<p>Gary Munday (Pastoral & Welfare Officer)</p>	<ul style="list-style-type: none"> • Responsible for taking paper based remote learning materials to self-isolating children. • Communication with parents / carers to provide support necessary around engagement, communication with Pastoral Guidance lead.
<p>Middle leaders</p>	<ul style="list-style-type: none"> • Responsible for curriculum offered and line management of teaching staff within their faculty
<p>Class teachers</p>	<ul style="list-style-type: none"> • Delivering high quality remote learning, which is accessible, structured, with feedback provided • Communication with children and parents / carers. • Monitoring engagement with lessons. • Reporting concerns with engagement to PGSL. • Reporting Safeguarding concerns

2.1 Teachers

When providing remote learning, teachers should be available between 8:30 to 3:35. It is recognised that there may be periods within the working day where colleagues may be unavailable; this may be discussed on an individual basis.

If teachers 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.

Where teachers are working in school they should provide remote learning for children who are self-isolating, via the class channel on Teams. Time is available to colleagues to support this.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will be expected to provide work for the classes they teach. In some instances, MLs may be asked to provide appropriate cover work where a colleague is unable to do so.
- Teachers are expected to provide synchronous work for the classes they teach, which as closely as possible matches the learning in the classroom.
- This work is to be set on the first day of isolation and/or first day of remote learning requirement.
- Work should be uploaded to the class channel on Teams, where it can be accessed by all students.
- Where children are identified as requiring paper-based remote learning, this should also be synchronous with the learning in school or online, and be provided in a format which is printable by admin.

Providing feedback on work:

- Pupils may submit work online, with feedback being offered through the use of Forms, quizzes or communication via Teams. As other developments in communication apps are added, this will be included as an addendum.
- Feedback will be shared with pupils following the timescale of the existing Feedback Policy.
- If work has been submitted via a screenshot or from a photograph, teachers can give feedback via a short email to the pupil using school email addresses
- Where work is submitted in paper format, feedback can be given in line with the Feedback policy once the work is returned to school.

Keeping in touch with pupils who aren't in school and their parents / carers:

- Teachers are expected to make regular contact, via announcements on Teams or through email to children who have limited access to technology.
- Teachers are not expected to answer emails from students outside of school hours
- Complaints or concerns shared by parents / carers and pupils should be addressed promptly by the teacher in the first instance via email, with the respective Middle Leader copied into the email. If there is a further complaint or concern or where the complaint or concern is more complex, this

should be shared via email with YDE. For any safeguarding concerns, teachers should continue to use C-POMS to inform DSL and Deputy DSL's of any concerns immediately.

- If a child is failing to complete work, this should be communicated to the Pastoral Team as soon as the issue arises.

Attending virtual meetings with parents / carers and pupils:

- Dress code: staff are expected to follow the dress code included in the Staff Handbook.
- Locations: staff are asked to avoid areas with background noise and to ensure that nothing inappropriate is in the background. It is advised that an online backdrop is used for privacy.

2.2 Learning Support Assistants (LSAs)

When assisting with remote learning, LSAs must be available between 8:30 to 15:35 (or for their working hours if these are within the period of the school day)

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, LSAs are responsible for:

Supporting pupils who aren't in school with learning remotely such as:

- Liaise with ML and Pastoral team around which pupils they will need to support
- Support can be provided through: communication with teachers, assisting teachers with developing resources

Attending virtual meetings with parents / carers and pupils

- Dress code- follow school dress code when in meetings.
- Locations staff are asked to avoid areas with background noise, nothing inappropriate in the background

2.3 Middle Leaders

Alongside their teaching responsibilities, Middle Leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to be altered to accommodate Remote Learning
- Working with teachers teaching remotely to make sure all work set is appropriate and consistent
- Working with other Middle Leaders 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 faculties, through regular discussions with teachers and by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

- Working with SENDCO / AHT in order to adapt resources to meet the needs of all learners

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:
 - Regular meetings with Middle Leaders and Teachers
 - Reviewing work set
 - Reaching out for feedback from pupils and parents / carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead

The DSL is responsible for:

- Implementation of the Safeguarding and Child Protection policies.

2.6 School Business Manager

The SBM is responsible for oversight of:

- 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 (external service)
- Assisting pupils and parents / carers with accessing the internet or devices

2.7 Pupils and Parents / Carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or LSAs
- Alert teachers if they're not able to complete work

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
- Be respectful when making any complaints or concerns known to staff

2.8 Governing body

The Governing body 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

3. Who to contact

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

- Issues in setting work – contact the relevant Middle Leader
- Issues with behaviour – contact the relevant form tutor or GMY / YDE
- Issues with IT – contact SPL.
- Issues with their own workload or wellbeing – contact the relevant Middle Leader
- Concerns about data protection – contact SPL who will refer to North Tyneside Council DPO.
- Concerns about safeguarding – Record the concern on C-POMs, which will then alert the DSL and Deputy DSLs.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members are aware that:

- All personal data is stored within Microsoft Cloud/ Office 365/ Teams and is accessible anywhere with internet by using a secure username and password.
- All teaching staff are provided with Microsoft Surface Go device and may access any workstations in school. Under Acceptable Use and E Safety policy, staff have agreed that all staff, will at all times, maintain an appropriate level of professional conduct in their own use of the School's ICT facilities.

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 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 and to only use a dedicated school email account for communication on school matters.

4.3 Keeping devices secure

All teaching staff are provided with Surface Go for remote use. 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 all items are stored on the Cloud and not locally – this means if the device is lost or stolen, no one can access any information
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

All processes in school should be applied to any concerns arising from Remote Learning. School policies for Safeguarding and Child Protection, including all addenda should be adhered to. Staff members are responsible to raise any concern immediately with the DSL or Deputy DSL.

Staff should conduct themselves in a professional manner at all times and adhere to all Safeguarding and Child Protection guidance when delivering Remote Learning, either via recording, live or through PowerPoint / other resource.

6. Monitoring arrangements

This policy will be reviewed annually by the Governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour for Learning Policy
- Safeguarding and Child protection policy (including addenda to this policy)
- Children Missing in Education policy
- Data Protection Policy
- Home-School Agreement
- Acceptable use policy - Pupils
- Acceptable use policy - Staff
- Virtual Attendance at Meetings policy