Policy Name	**Remote Learning Policy**
Policy Number	**POL008**
Date of Issue	**September 2020**
Author	**Mrs McNeil/Mr Cafferky**
Reviewed by	**Mr Cafferky**
Date of next review	**March 2025**

Review date	By whom	Summary of changes made	Date implemented
February 2022	Mr Cafferky	Formatting amended only	February 2022
September 2022	Mr Cafferky	No changes	
March 2024	Mr Cafferky	No changes	

Policy Number: POL008
Version: 1.0   **Subject to Academy Committee Approval**
Date of Issue: September 2020

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

2. Purpose of the policy

This policy is to set out our remote learning policy.

3. Policy Detail

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

4. Roles and responsibilities

- Inclusion team – To support vulnerable pupils with pastoral and academic needs.
- Teachers – To set appropriate work for children in class
- LSAs – To support teachers in the delivery of the curriculum
- SLT – To coordinate support across the whole school.

A. Teachers

When providing remote learning, teachers will be available between 08:15 – 17:15 Monday to Friday.

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:

B. Teaching assistants

When assisting with remote learning, teaching assistants must be available between the hours of 08:30 – 15:15.

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 pupils who aren't in school with learning remotely:

- o Supporting with the distribution of work packs within the local community if appropriate.
- o Supporting vulnerable pupils in school if appropriate to do so.
- o Supporting the teacher with phone calls of children in phase group.

C. Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- 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 – Meeting phases once per week to celebrate successes and target support where needed.

- Alerting teachers to resources they can use to teach their subject remotely.

D. 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 through regular meetings with teachers and subject leaders, 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.

E. Designated safeguarding lead

The DSL is responsible for:

- See Child Protection Policy.

F. 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.

G. Pupils and parents

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 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 – SLT to signpost resources and coordinate inclusion team for support e.g. external resources
- Be respectful when making any complaints or concerns known to staff.

H. 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.

5. 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 class teacher.
- Issues with behaviour – talk to the class teacher.
- Issues with IT – talk to IT staff/central team.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to SLT.
- Concerns about safeguarding – talk to the DSL or DDSL.

6. Data protection

Accessing personal data

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

Explain:

- Use remote desktop or academy given device.

- Save work on own area or Idrive

Processing personal data

Staff members may need to collect and/or share personal data such as emails, names and contact details 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)
- 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

7. Safeguarding
See safeguarding addendum.

8. Monitoring arrangements
This policy will be reviewed every six months by [SLT/HT]. At every review, it will be approved by the full governing board.

9.
10. 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

Date	September 2020
Change Made	
Made By	Mrs McNeil & Mr Cafferky