



# REMOTE LEARNING POLICY



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<b>Next review</b>	Autumn Term 2024	

## SCOPE

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

## ROLES AND RESPONSABILITIES

### SENIOR LEADERSHIP TEAM

- Will ensure that all pupils can learn either remotely or in school (as a child of a critical worker or have identified SEN needs)
- Offer school IT devices if no device is available for learning at home
- Plan and lead curriculum suitable for remote learning and make it accessible for all
- Support colleagues to provide suitable provision for all
- Liaise with families to identify any issues with remote learning
- Liaise with stakeholders to ensure the stability of the school
- Be mindful of the welfare needs of all staff within the provision
- Continual assessment of pupils to ensure their progress is in line with expectation

### WELFARE/PASTORAL SUPPORT

- To follow the updated safeguarding policy for children learning remotely
- To offer frequent opportunities for pupils/families to request additional support as necessary towards personal, social and emotional well being
- To support pupils in school

### TEACHERS

- To encourage participation of remote learning
- To plan and teach a curriculum suitable to remote learning
- To be mindful of welfare needs of children both in school and those learning remotely
- To support colleagues

## CURRICULUM

### TEACHERS

When providing remote learning, teachers will be available between 8am-4pm.

When providing remote learning, teachers are responsible for:

- Recording and delivering ## amount of live lessons per day, with ## pre-recorded lessons and self-guided/topic work
- Teachers are responsible for uploading all work/instructions/resources on to the school's online platform
- Learning will be accessible to suit individual learning needs
- All teachers have access to SLT at a weekly virtual staff meeting or at any time of the day if a need arises
- All teaching/support staff are available to share information through the school's online platform
- All teachers whether working remotely or in school will always have access to admin support
- Marking and individual feedback should continue where it promotes learning
- Teaching staff should make themselves available to remotely meet with families as the need arises
- Daily registration will continue to take place. Monitoring of absence will take place and where necessary contact will be made with the family
- Teachers will answer emails or communication from parents in a timely manner but usually within 24 hours
- Teachers should continue to log any concerns/conversations on iSAMS and report any safeguarding issues directly to Alison Balsamini (Designated Safeguarding Officer)
- Teachers should report any potential complaint or concern to the Headmaster or the Deputy Head
- Ensure all GDPR processes are met in line with the schools Data Protection Policy

### **TEACHING ASSISTANTS**

When assisting with pupils learning in school, teaching assistants must be available between 8.30am-3.30pm.

When assisting with remote learning, teaching assistants should:

- Ensure all pupils can access the learning devices
- Support pupils to access work via the school's online platforms
- Remind pupils about behaviour expectations
- Have an over view of appropriate IT uses/sites for pupils to be accessing
- Allow pupil to attempt individual learning but to be on hand to support where necessary
- Staff should always follow the school's code of conduct
- Teaching assistants should continue to log concerns on iSAMS or bring them to the attention of a member of SLT
- Ensure all GDPR processes are met in line with the schools Data Protection Policy

## **DESIGNATED SAFEGUARD LEAD**

The DSL is responsible for:

- Reviewing concerns/communication on iSAMS for pupil welfare
- Ensure all GDPR processes are met in line with the schools Data Protection Policy

## **IT PROVIDER - EXTENAL**

Our external IT provider is responsible for:

- Fixing issues with systems
- Supporting with technical issues to ensure staff and pupils in school have access to uninterrupted service
- Reviewing the security of our systems and ensuring all appropriate licenses and firewalls are kept up to date
- Ensure all GDPR processes are met in line with the schools Data Protection Policy

## **PUPILS & PARENTS**

Staff can expect pupils learning remotely to:

- Attend registration and lessons unless they have notified teachers of a legitimate reason for non-attendance
- Complete all work by the deadlines given
- Seek help if required from teachers

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 school if required
- Be respectful if there is an issue and address it to the Headmaster if it cannot be resolved directly with the member of teaching staff

## **DATA PROTECTION**

### **ACCESSING PERSONAL DATA**

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

- Explain how they can access the data, on the school's secure network server
- Staff should not use personal devices

### **PROCESSING PERSONAL DATA**

Staff members may need to collect and/or share personal data such as names and email addresses as part of the remote learning system. If 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**

- Staff should only use school devices
- Any devices that are taken home should be securely stored
- Feel able to report any data breaches to the school's Compliance Manager or Headmaster
- When using a device at home, teachers will ensure it is not used by anyone else
- Lock computer when not in use
- Adhere to the 2-factor authentication that is attached to iSAMS
- Log all communication with parents

### **SAFEGUARDING**

The safeguarding policy is available on the school website. Alison Balsamini is the Designated Safeguarding Lead for Brackenfield School.

<b>Name of policy</b> Remote Learning Policy	<b>Policy reviewed/amended date</b> October 2022 V2 October 2023 V3
<b>Original policy date</b> October 2021	<b>Current version</b> V4
<b>Date of new review</b> Autumn Term 2024	