



REMOTE LEARNING POLICY



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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 children 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
- Liase with families to identify any issues with remote learning
- Liase 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 they are progress 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 to include emotional an academic
- To support children 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
- Support colleagues

CURRICULUM

TEACHERS

When providing remote learning, teachers must 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 Google Classroom prior to lessons
- Work should be broken down to be assessable 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 with via email or Google Classroom
- All teachers whether working remotely or in school 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 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), in person, by email or iSAMS
- Teachers should report any potential complaint or concern to Joe Masterson (Headteacher) or Paul Jenkins (Deputy Headteacher)
- When teaching or recording sessions, Teachers should always follow the school code of conduct and follow the guidance set out in the NSPCC remote learning training that all teachers have undertaken
- Teachers will have the provision of support staff in school to assist with Critical worker children who are learning in school
- Ensure all GDPR processes are met in line with the schools Data Protection Policy

TEACHING ASSISTANTS

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

When assisting with remote learning, teaching assistants should:

- Ensure all children can access the learning devices
- Support children to access work via Google Classroom or online sites
- Remind children about behaviour expectations
- Have an over view of appropriate IT uses/sites for pupils to be accessing
- Allow children to attempt individual learning but to be on hand to support where necessary
- A Teaching assistant will be on the room at all times

- 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 staff are aware of the pathway to reporting during lockdown
- Ensuring the COVID safeguarding policy is kept up to date
- Ensure any new guidance is disseminated to appropriate departments both within school and externally
- 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
- Tell teachers if a piece of work is not completed

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 Headteacher if it cannot be resolved directly with the member of teaching staff

PROPREITORS

The Chairman of the Advisory Board should:

- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Ensure appropriate and adequate resources are available to allow the school to operate safely and securely

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
- Only encrypted USB sticks should be used
- Feel able to report any data breaches to the school data protection manager – Louise Krier
- 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 for during the pandemic is available in the website and in school. Alison Balsamini is the Designated Safeguarding Lead for the school