



Sir Christopher Hatton

AN ACADEMY WITH SPECIALIST MATHEMATICS & COMPUTING STATUS

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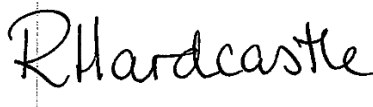
Aspiration

Achievement

Inspiration

Community



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Approved	

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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

2.1 Teachers

When providing remote learning, teachers must be available between 8.20am to 3.10pm.

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:

- Setting work –
 - Teachers must set work for their class, year group or key stage depending on the needs of the department and as directed by their head of department
 - Staff who teach Key Stage 5 should invite students to their lessons via Microsoft Teams and use this platform to share their lesson resources
 - The lesson's work should last 90 minutes and the number of lesson should match the student's timetable
 - Students will be able to access the work from the academy's website at the start of each term
 - Teachers should inform the pastoral department and senior leadership team if they become aware that a student cannot access the remote learning resources on the school website so that these students can be supported
- Providing feedback on work –
 - After their period of isolation, students will email their work to their teachers for feedback (if appropriate)
 - Teachers will give students feedback according to the school's feedback policy, the use of whole class feedback sheets is encouraged
 - Students will be given feedback regularly in accordance with the school's feedback policy and students should have been given an opportunity to reflect on this.

- Keeping in touch with pupils who aren't in school and their parents –
 - Any complaints or concerns shared by parents and pupils should be shared with the heads of department who will inform their SLT link, if there is a safeguarding concern then staff should follow the normal procedure of recording on CPOMs to inform the school's DSL
 - Staff should use the normal behaviour policy for students failing to complete work
- Attending virtual meetings with staff, parents and pupils –
 - Staff should dress in their normal work attire for virtual meetings and Microsoft Teams lessons
 - The background of the location should be checked carefully for anything inappropriate and background noise should be avoided.

2.2 Heads of Subjects, Departments and Faculties

Alongside their teaching responsibilities, subject leads are responsible for:

- Adapting their subject curriculum to accommodate remote learning
- 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
- Monitoring the remote work set by teachers in their subject by regularly meeting with teachers through Microsoft Teams
- Alerting teachers to resources they can use to teach their subject remotely.

2.3 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – this is the responsibility of the Vice Principal for Teaching and learning
- Monitoring the effectiveness of remote learning – this will be done through discussion with the department links, reviewing the work set and acting on feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.4 Designated Safeguarding Lead

The DSL is responsible for:

- Trust Child Protection Policy
- Designated Safeguarding Lead Job Description.

2.5 IT Technical 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 are experiencing
- Reviewing the security of the remote learning systems and flagging any data protection breaches to the data protection officer

2.6 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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
- Be respectful when making any complaints or concerns known to staff.

2.7 Directors

The directors are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring 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 – raise this with the relevant subject lead
- Issues with behaviour – raise this with the relevant head of year
- Issues with IT – raise this with the technical staff
- Issues with their own workload or wellbeing – raise this with their line manager
- Concerns about data protection – raise this with the Director of Finance and Operations
- Concerns about safeguarding – raise this with the DSL

4. Data Protection

4.1 Accessing personal data

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

- Follow the Academy's online safety policy.

4.2 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

5. Monitoring Arrangements

This policy will be reviewed termly by the Vice Principal: Teaching and Learning. At every review, it will be approved by the Co-Principal.

6. 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy