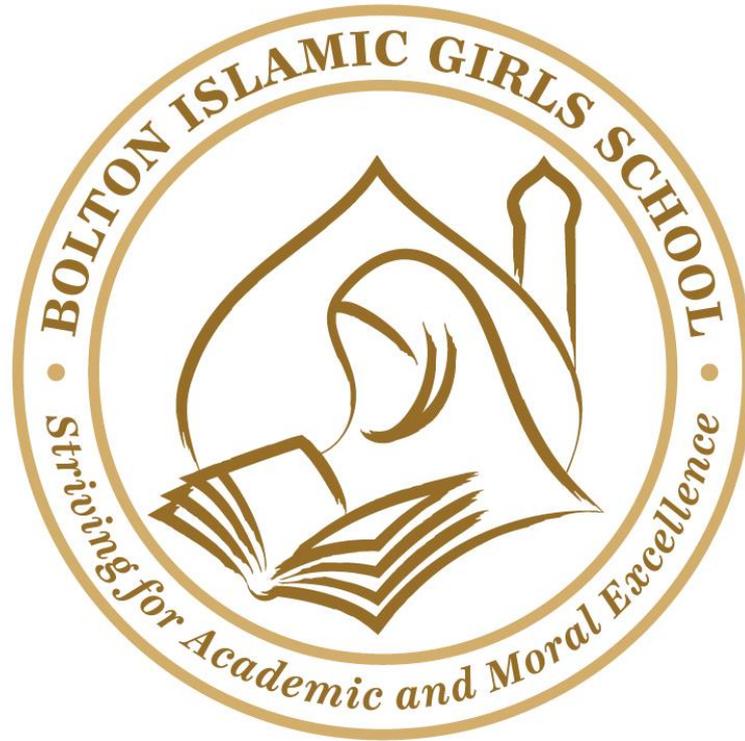


Remote learning policy



Approved by:	Dr Zakia Maqbool	Date: April 2020
Last reviewed on:	September 2020	
Next review due by:	When needed	

Contents

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

1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school's approach to remote learning
- › 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

Teachers must be available between 8.50am and 3.00pm, and 9.35am / during their agreed working hours for lessons being taught. 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.

Teachers are responsible for:

- › Setting work:
 - Ensure all weekly plans are completed on the Friday before the week beginning.
 - Ensure all work is ready for learners at least the evening before the next teaching day.
 - Make sure all work is available on Microsoft teams in the correct lessons.
 - Give clear instructions to learners and ensure they understand the work being given.
 - Follow the normal lesson plan routine we have previously agreed, for example, include: LO's, prior-learning check, a task with recall strategies and a plenary.
 - Be clearer, in your initial instructions at the beginning of the lesson in the instructions.
 - Set realistic tasks, suitable to remote learning, with flexibility in deadlines as some students have issues with internet or uploading material.
 - Use at least two lessons per every 4 lessons to do a 'call' with students on teams so that they can see you.
 - Teachers have to check the work and acknowledge you have received the feedback with cursive marking.
 - Make students aware how you intend to mark their work.
 - The marking should continue to follow the School policy and a detailed feedback should be given every 8th lesson at least, for all year groups.
 - Make sure you continue to give deadlines for home-works and stick to them.
 - Report as normal on the behaviour log anyone who has not done the work.
 - Continue to remind girls about good behaviour online and use the behaviour log to report any lack of effort or rude comments that may be made.
 - Do NOT mute the girls in every lesson, establish your remote learning rules and only Mute learners when necessary. Students need to be able to communicate if they don't understand something.
 - Continue to use the merits log and praise good work and effort, and share good examples of work with Ms Waseem so we can display it on our Instagram.
- › Keeping in touch with pupils and parents – cover details like:
 - Do not use personal emails or numbers for any communication with parents or students.

- All communication should be done using the school email addresses only.
 - Staff are not expected to answer any queries from staff or students outside the normal working hours.
 - If there are any complaints or concerns shared by pupils or parents then make sure you let Ms Waseem know ASAP and for any safeguarding concerns see the section below.
- › Attending virtual meetings with parents and pupils:
- Follow the normal School dress code
 - Avoid areas with background noise and make sure there is nothing inappropriate in the background

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers teaching their subject to make sure work set is appropriate and consistent
- › Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the work set by teachers in their subject through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Coordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning, such as 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

2.5 Designated safeguarding lead

The DSL is responsible for the ongoing welfare of all students, see our School child protection policy for more detail.

Teachers with any concerns about learners must bring them to Ms Waseem's attention as soon as possible. Depending on the concern Ms Waseem will be responsible for ensuring all procedures are followed as would be done in School and outside agencies notified if necessary.

2.6 IT providers

Our IT service providers 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 systems and flagging any data protection breaches to the data protection officer

- › Assisting pupils and parents with accessing the internet or devices

Contact details: IT Service Desk <servicedesk@techienology.com> telephone: 0161 348 8757

2.7 Pupils and parents

Staff can expect pupils to:

- › Be contactable during the required times, although consider they may have problems with the internet.
- › Complete work to the deadline set by teachers. Give realistic deadlines.
- › 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 to:

Insert details, such as:

- › 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 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- › Issues in setting work – contact the relevant subject lead or Ms Waseem / Ms Bhatti
- › Issues with behaviour – contact Ms Waseem
- › Issues with IT – contact IT Service Desk <servicedesk@techienology.com>
- › Issues with their own workload or wellbeing – contact Head teacher
- › Concerns about data protection – talk to Ms Waseem
- › Concerns about safeguarding – talk to Ms Waseem

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- › access their accounts using their secure passwords. Make sure you do not share this password.

4.2 Sharing personal data

If Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system consult the head teacher. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 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. Safeguarding

The DSL is responsible for the ongoing welfare of all students, see our School child protection policy for more detail.

Teachers with any concerns about learners must bring them to Ms Waseems attention asap. Depending on the concern Ms Waseem will be responsible for ensuring all procedures are followed as would be done in School and outside agencies notified if necessary.

6. Monitoring arrangements

This policy will be reviewed as and when needed by the Headteacher. At every review, it will be approved by the governing body members.

7. 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
- ICT and internet acceptable use policy
- E- safety policy