

ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

"Every moment, every day, every individual counts"



REMOTE LEARNING PROCEDURE

ST GEORGE'S C OF E FOUNDATION SCHOOL, BROADSTAIRS

REMOTE LEARNING PROCEDURE

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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 8.30 am and the end of the normal school day. If they are 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
- Delivering lessons through Microsoft Teams
- Supporting Directors of Learning, 2 I/Cs and Phase Leads with providing work to support virtual lessons
- Support with work being uploaded on the appropriate area
- Support with co-ordinating with all members of their department or phase

Providing feedback on work:

- Through communication with pupils by email and other online services
- Through Microsoft Teams

Keeping in touch with pupils who aren't in school and their parents:

- Heads of Year, Phase Leads and Year Support to make regular contact via email or telephone conversations.
- Emails are the main form of communication between staff, pupils and parents

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal school day. 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 staff in regard to:

- Which pupils they'll need to support
- Discussing how they should provide support
- Should be available to attend virtual meetings with teachers and pupils

2.3 Directors of Learning, Phase Leads, 2 I/Cs and SENCO

Alongside their teaching responsibilities, other leaders are responsible for:

- Considering whether, as a last resort, any aspects of the subject curriculum need to change 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, phase 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Keeping in regular contact through Year Teams with the school community
- Monitoring the health and wellbeing of pupils through Year Teams

2.5 Designated safeguarding lead

The DSL is responsible for leading and managing all aspects of Safeguarding and implementing the Safeguarding and Child Protection Policies.

2.6 IT staff

IT staff are responsible for:

- Liaising with Capita Line Management and the School's Senior Leadership Team
- 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

2.7 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 – if you know of any resources staff should point parents towards if they're struggling
- 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 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 – SLT, Directors of Learning, Phase Leads and 2 I/Cs
- Issues with behaviour – Head of Year and Phase Lead
- Issues with IT – talk to IT staff
- Concerns about Safeguarding – talk to the Designated Safeguarding Lead