



# Greenwich House School

## Remote Learning policy

### Contents

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

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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 should provide contact and work for during their normal working timetable. This may include work to be completed after initial input and returned via email to be marked. If they're unable to work for any reason during this time, for example due to sickness or caring for a family member, they should report this using the normal absence procedure and liaise with other members of staff in their bubble to facilitate coverage where possible.

When providing remote learning, teachers are responsible for:

- Setting work:
  - This will be for all the children in their class and the subjects they are teaching during any given period.
  - Work will be appropriate and differentiated for each child as per in the classroom environment.
  - The work will be set in advance of each session, whether in blocks at the start of a week or before the next day, this will allow parents/carers time to see if any resources are required and facilitate this ahead of any lesson.
  - Staff will have access to the emails provided by parents as the main contact for each child to enable work and links to be sent home.
  - We will ensure all families have access to appropriate devices to facilitate the work set.
  - The work will be emailed to parents with some subjects also having the additional support of online lessons as well as links to videos to aid learning.

➤ Providing feedback on work:

- Teachers will require students to complete the work set and send evidence back via email to the designated teacher account for online learning to receive marking/feedback.
- Feedback can be by way of marking or comments via email
- Feedback should be on a timescale that allows a child to see this before any future lesson and therefore the time can then be given to act upon the feedback.

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

- If a teacher is concerned about any child's understanding of a piece of work the first port of contact should be via the email system highlighted above.
- Attendance whilst not required to be recorded in the daily register as per a normal school day for periods of isolation/lockdown, the expectation is that schools can immediately offer remote education. Therefore all online lessons and work set by staff will be required to be completed and recorded accordingly. If a child is unable to attend/complete the work due to illness this must be acknowledged to the respective teacher as soon as possible. Any extended issues or concerns regarding attendance/completion will be dealt with by Mrs A Brindle.
- Teachers will answer emails at appropriate times and will not be expected to do so out of their normal hours. If they choose to do so parents must remember that in the future the previous point will stand and it may be the next working day when a response is given.
- If staff receive any complaints or concerns shared by parents and pupils staff will contact Mrs A Brindle – for any safeguarding concerns, teachers see the section below
- If a child fails to keep up with the work set, an email will be sent to the parents reminding in the first instance to see what additional support is required. If this becomes a persistent concern, Mrs A Brindle will be informed to follow up.

➤ Attending virtual meetings with staff, parents and pupils:

- All parties should ensure suitable school attire is worn at all times. This must not be pyjamas and can but does not have to be full school uniform.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background) No staff or pupil should be in a bedroom whilst attending a virtual lesson. Pupils should be in a space in their homes which an adult has access to.

## 2.2 Small group/one to one support

This will continue for the children currently receiving support as per the daily school timetable where possible around other scheduled sessions (we will work with staff involved in each child's bubble with regards their other sessions). When assisting with remote learning, small group sessions must follow the above guidance.

If staff involved in the above are unable to facilitate a session(s) due to illness or caring for a family member, the family/families impacted will be notified by email before any timetabled session. Any work that can be set will be sent or a substitute member of staff organised where possible to continue if the absence may be prolonged.

When assisting with remote learning, staff responsible for small group/one to one support will also follow the section 2.1 guidance.

## 2.3 Coverage across the school

Co-ordinating subject provision across the school, will be done by class teachers for the core subjects of Maths and English. All other subjects will continue to be lead by the staff currently responsible for this teaching within school. The moderation process to ensure work set is appropriate and consistent will also be carried out if extended periods of remote learning is required. SENCO provision will be co-ordinated by Mrs Brookes alongside Mrs Lester predominantly.

Alongside their teaching responsibilities, all staff will be involved in:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with leadership remotely to make sure work set across all subjects is appropriate and consistent, and deadlines are being set at an appropriate distance away from each other
- › Regular meetings with teachers in their bubble reviewing work set and how sessions have worked with their classes.
- › Alerting each other 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 – Mrs A. Brindle
- › Monitoring the effectiveness of remote learning – this will be carried out via meetings with teachers, 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 Safeguarding and Designated safeguarding lead

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#). The designated safeguarding leads for Greenwich House School are Mrs M Morley and Mrs A Brindle, they will work with all staff to ensure -

We will always have regard for these important safeguarding principles:

- › The best interests of children must come first
- › If anyone has a safeguarding concern about any child, they should act on it immediately
- › A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- › It's essential that unsuitable people don't enter the school workforce or gain access to children
- › Children should continue to be protected when they are online

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures

## 2.6 IT

Staff are responsible for:

- › Informing management if there are any issues with systems used to set and collect work

- › Passing on information to management regarding any parents experiencing technical issues to try and resolve as soon as possible
- › Ensuring security of remote learning systems and flagging any data protection breaches to the data protection officer (Mrs J Brindle)
- › Assisting pupils and parents where possible 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 we understand 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
- › 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

## 3. Who to contact

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

- › Issues in setting work – talk to the relevant class teacher or Mrs A. Brindle
- › Issues with behaviour – contact Mrs A Brindle
- › Issues with IT – talk to Mrs A Brindle/Mr Coppin
- › Issues with their own workload or wellbeing – talk to Mrs A Brindle
- › Concerns about data protection – talk to the person responsible for data protection Mrs A. Brindle
- › Concerns about safeguarding – talk to the DSL Mrs M. Morley or Deputy Safeguarding officer Mrs A. Brindle

## 4. Data protection

### 4.1 Accessing personal data

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

- › Ensure they access the data, on a secure service

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as dates of birth, email addresses of parents as part of the remote learning system. As long as 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.

### 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

Please see updated Safeguarding policy.

## 6. Monitoring arrangements

This policy will be reviewed every half term and inline with any changing guidance. At every review, it will be approved by Mrs A Brindle.

## 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
- Parental use of social networking and internet sites policy
- ICT and internet acceptable use policy
- E-safety policy

<b>Approved by:</b>	Mrs A Brindle	Date: 3/01/2022
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<b>Last reviewed on:</b>	January 2022
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<b>Next review due by:</b>	April 2022
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