

Remote Learning Policy

2024 - 25



WILMSLOW
HIGH SCHOOL

Date this policy was last reviewed	30/8/24
Date of next review	1/9/25
Leadership Link	Mr M Vincent

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2 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

3 Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- occasions when we decide that opening our school is either:
 - not possible to do safely
 - contradictory to guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

4 Roles and responsibilities

Ms R Powley, **Headteacher**

- Taking and communicating decisions to Extended Leadership Team, School Lead for Digital Learning and Communications, teaching and support staff in regard to the need to move to a programme of Remote Learning

Mr M Vincent, **Senior Deputy Headteacher**

- Oversight of the deployment of Remote Learning
- Line management responsibility to the schools ICT & Network Operations Manager and the School **Lead for Digital Learning and Communications**

Mr C Astley, **Senior Leader: ICT and Network Operations**

- Deployment of online/remote learning platforms (firefly and office365)
- Working with Gary Morley and safeguarding leads to ensure adequate safeguarding systems are in place when students and teachers access live online learning

- Ensuring (when necessary) key staff have remote access to server-based software through 'Remote Desktop' software
- Managing the 'ISS Helpdesk' to provide live and online support to staff, students and parents in access online platforms
- Providing teachers with technical support and equipment to be able to provide online learning to individuals and classes
- Data Protection officer

Mrs N Firth, Deputy Headteacher: Quality Assurance

- Overarching responsibility for the quality of online learning and co-ordinating the programme of professional development to ensure teachers are confident in the delivery of remote learning

Mr G Morley, School Lead: Digital Learning and Communications

- Providing ongoing training and support to students and colleagues to ensure they are equipped to access and provide online learning
- Ensure teachers are familiar with the safeguarding features of live lesson platforms
Manage the school's Digital Learning Platform (firefly)
- Create the operational policy and guidance for Remote Learning

Heads of House and Director of Sixth Form

- Dealing with behavioural and pastoral issues the result from remote learning (where the class teacher needs additional support)
- Monitoring student engagement with remote learning and where necessary contacting parents
- Delegating student support activities to their Student Manager

4.1 Teachers

When providing remote learning, teachers must be available between 8.35am and 3.20pm or, if on a part-time contract, the working hours that you are normally contracted. 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 should:

- provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work online through firefly and/or providing 'live on-line' lessons in line with their timetabled lessons.
- Providing teaching and learning activities for 50 minutes for each 1 hour timetabled lesson
- Ensuring work is set by 8.30pm on the day Remote Learning takes place
- All online work and live lesson links should be set on firefly in line with the school's operational policy on Remote Learning
- Where appropriate providing feedback to students on work completed – this can include automated feedback through online quizzing and tests
- Clearly communicating expectations for how work should be submitted online
- In 'live' lessons clearly communicating expectations for behaviour
- Ensuring they are familiar with the safeguarding tools available on live lesson platforms (i.e. how to mute, camera off and quickly end an online meeting)
- Ensuring the normal expectations for behaviour are met and appropriate dress code is implemented in online learning
- Dealing with and where necessary reporting behavioural issues in line with in school expectations (including the issuing of behaviour points in ClassCharts)
- Reporting any safeguarding issues immediately or as quickly as is practicable to the **School's Safeguarding Lead**

4.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during the hours of 8.30am and 3.30pm. 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 assisting with remote learning, teaching assistants are responsible for:

- Assisting students who have difficulty in accessing online learning
- Liaising with parents to provide support or directing parents to channels of support within school

4.3 Curriculum Team Leaders and Team Leaders

Alongside their teaching responsibilities, 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 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

- Alerting teachers to resources they can use to teach their subject remotely and ensuring key online resources (such as Knowledge Organisers) are easily accessible through firefly

4.4 Senior leaders

Mr M Vincent, Senior Deputy Headteacher has overarching responsibility for the delivery of remote education.

Mrs N Firth, Deputy Headteacher has overarching responsibility for quality of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by the school's user agreement
- Securing appropriate internet connectivity solutions where possible
- Where appropriate, providing printed resources, such as textbooks and workbooks, to structure learning
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

4.5 Designated safeguarding lead (DSL)

Mr S Mackintosh, Senior Deputy Headteacher is the school's designated safeguarding lead. Details of the Safeguarding Policy and Child Protection Policy can be found on the [Policies page](#) of the school website.

4.6 ISS

ISS staff 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 remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Arranging for loan devices for students in appropriate circumstances

4.7 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 by email
- Alert teachers by email if they're not able to complete work
- Act in accordance with normal behaviour rules (The Wilmslow Way)

Staff can expect parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is ill 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, include those here
- Be respectful when making any complaints or concerns known to staff

4.8 Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

5 Who to contact

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

- Issues in setting work – contact CTL, ISS or G Morley: School Leader for Digital Learning & Communications
- Issues with behaviour – contact Head of House and Mr D Jones: Director of Student Services
- Issues with IT – ISS Helpdesk, Mr C Astley: Senior Leader, ICT and Network Operations
- Issues with their own workload or wellbeing – line manager or Mrs S Collins: Personnel Manager
- Concerns about data protection – Mr C Astley: Data Protection Officer
- Concerns about safeguarding – Mr S Mackintosh (Designated Safeguarding Lead)

6 Data protection

6.1 Accessing personal data

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

- Ensure this does not constitute 'unacceptable use', as defined in section 4 of the School Acceptable Use Policy, and are not used to store images, videos or content related to the school (such as photographs of a school event).
- Be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance, putting personal details in the public domain, where students and parents could see them.
- Follow the school's guidelines on social media (see appendix 1 of the School Acceptable Use Policy) and use of email (see section 5.1.1 of the School Acceptable Use Policy) to protect themselves online and avoid compromising their professional integrity.

6.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the [policies page of the school website](#).

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

6.3 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)
- 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

7 Monitoring arrangements

- 7.1.1** This policy will be reviewed annually by Mr G Morley: School Leader, Digital Learning and Communications and approved by Mr C Astley: Senior Leader – ICT and Network Operations **and** Mr M Vincent Deputy Headteacher – Personal Development and Community

8 Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

[Details of school policies can be found here](#)