Thomas Telford School

Remote Learning Policy

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Approved by: Mr I Rawlings
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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students 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. Use of remote learning

All students should attend school, in line with our Attendance Policy. Remote education is not viewed as an equal alternative to attendance in school.

Students receiving remote education will be marked absent in line with the Student Registration Regulations/**School attendance regulation 2024.**

We will consider providing remote education to students 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:
    - o Not possible to do safely

    - o Contradictory to guidance from local or central government

- Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

    - o They have an infectious illness

    - o They are preparing for or recovering from some types of operation

    - o They are recovering from injury and attendance in school may inhibit such recovery

    - o Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The School will consider providing students with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Discuss remote education by the school, with parents/carers, students , and if appropriate, a relevant medical professional. **If the student has an Educational Health Care Plan (EHCP) or social worker, the Local Authority (LA) will also be involved in the decision**

- Put arrangements in place to regularly review it and identify how to reintegrate the student back into school

- Identify what other support and flexibilities can be put in place to help reintegrate the student back into school at the earliest opportunity

- Set a time limit with an aim that the student returns to in-person education with appropriate support

NB: Remote education will not be used as a justification for sending students home due to misbehaviour. This would count as a suspension, even if the student is asked to access online education while suspended. (see Behaviour Policy)

3. Roles and responsibilities

3.1 Teachers and subject leads

Pastoral leads and their assistants will take overall responsibility for managing students who are accessing remote learning, following discussions with the Head, Mr Rawlings or Pastoral Lead, Mr Bird.

When providing remote learning, teachers must be available between 8.30am and 4.30pm

If students are unable to work for any reason during this time, for example due to sickness or caring for a dependent, their parents/carers should report this using the normal absence procedure

When providing remote learning, teachers should:

- Provide students 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. This may include via email and the Online Curriculum (OLC) or hard copies of resources, to be collected from reception or posted.

- Make reasonable adjustments for students with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely.

- Teachers should be clear in their instructions as to what students need to do, where to get support and deadlines for completing of work. The work set should be of high quality, meaningful and ambitious and approximately in line with the content and time spent in class.

- Students should know where to send work, and how, when finished. Please consider needs of the student and their families/carers ability to support.

- Teachers should request work to be completed and returned in with 4 days and then provide feedback to students and parents via email, by phone, Zoom or Teams or in person if the student returns to school, within 7 days.

- Any virtual or in person meeting should be during school working week . Staff and students should follow school dress code for these meetings.

- If teaching assistants usually support the student in school, subject teacher should, liaise as normal and agree any additional support.

- **Subject leads** should support colleagues setting or delivering remote learning to ensure consistency. May also wish to discuss with other subject leads, via the Curriculum Committee and the DHM responsible the committee.

- **Subject leads** should also monitor work set and feedback delivered.

3.2 Senior leaders

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

They should also take over all responsibility for coordinating, monitoring effectiveness across the school

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

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)

- Securing appropriate internet connectivity solutions where possible

- Having systems for checking, ideally on a daily basis, whether students learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern.
- Work with catering team to ensure Free School Meals are provided with lunch parcels or food vouchers.

3.3 IT staff - Mr D Smith

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers with any technical issues
- Reviewing the security of remote learning systems and flagging any data protections breaches to the Data Protection Officer (DPO) Mr J Norman (jnorman@ttsonline.net), responsible for GDPR.

3.4 Students and parents/carers

Students and parents/carers can expect to:

- Be contacted 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

- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

- Have a regular home visit in line with School Attendance Policy if working remotely for more than 4 days

Staff can expect parents/carers 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 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, include those here

3.8 Governing board

The Governing Board is responsible for monitoring the schools approach to remote learning provision and that it remains high quality. They should also ensure staff are certain that remote learning systems are secure for both data and safeguarding reasons.

4. 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 subject lead or SENCO - Mrs N Parkinson

- Issues with behaviour – talk to the relevant Head of Year/Pastoral Lead - Mr A Bird

- Issues with IT – talk to IT staff - Mr D Smith

- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to the data protection officer, Mr J Norman

- Concerns about safeguarding – talk to the Designated Safeguarding Lead, Ms C Wright

5. Data protection

5.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network

- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails, 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.

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.

5.3 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

6. Monitoring arrangements

This policy will be reviewed annually by DHM responsible for Remote learning policy. At every review, it will be approved by the Head

7. Links with other policies

This policy is linked to our:

- Attendance Policy
- Behaviour Policy
- Safeguarding Policy
- Data Protection Policy and privacy notices
- Home School agreement
- ICT and Internet Acceptable use Policy
- Online Safety Policy