



Everyone matters, every day counts

# Remote learning policy

Approved by: *Chris Chalmers* Date: [Date] 5.10.20

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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 college though use of quality online and offline resources.
- › Set out reasonable expectations for all members of the college community with regards to remote learning
- › Provide appropriate guidelines for data protection

### 2. Who is this policy applicable to

- › A child is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- › A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

### 3. Content and tools to deliver this remote education plan

Due to the wide range of needs in the college community, remote learning will be delivered using a range of tools that are the most appropriate for our students. These include:

- Online tools including Office 365, Google Classroom, Sumdog, My Maths, SENICT, Oak National Academy and BBC Bitesize.
- College website - home learning page
- Oak Grove College YouTube planning
- Use of Recorded video for instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as sensory story and resource packs.
- Therapeutic equipment to support sensory programs.

- SAND@Home and work produced by FE colleges.

Students who are eligible for free school meals will also receive a food parcel for a 5 day period if they are off due to:

- Covid 19 related symptoms/health issues
- Awaiting a test results
- Have a positive test result.

Oak Grove College will contact either Helen Turner ([helen.turner@westsussex.gov.uk](mailto:helen.turner@westsussex.gov.uk)) or in her absence, Karen Lock ([karen.lock@westsussex.gov.uk](mailto:karen.lock@westsussex.gov.uk))

When contacting them the following information is required -

- School Name
- Pupils home location
- How many days if known they will be off in the first instance
- Any special diets

## 4. Roles and responsibilities

### 4.1 Teachers

When providing remote learning, teachers must be ready to provide access to remote learning materials. Due to the different needs of our students remote learning will be provided in different ways and expectations around this will be agreed with individual families. Link should be built in with the in-school learning to reduce workload on teachers.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set work for the students in their classes
  - The work set should follow the usual timetable for the class had they been in school, wherever possible
  - Weekly/daily work will be shared.
- Providing feedback on work:
  - If appropriate teachers should provide feedback on work and this will be dependent on the platform that is used to set the work.
- Keeping in touch with students who aren't in school and their parents:
  - If there is a concern around the level of engagement of a students, parents should be contacted via phone to assess whether school intervention can assist engagement.
  - Any complaints or concerns shared by parents or students should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL

## **4.2 Teaching assistants**

When assisting with remote learning, teaching assistants will assist teacher in the production of booklets and materials

During the school day, teaching assistant must complete tasks as directed by class teachers

## **4.3 Subject leads**

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, 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

## **4.4 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 -this will through regular discussions with subject leaders and teachers and gaining feedback from students and parents.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Ensuring that those students who are on free school meals receive a food parcel.

## **4.5 Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **4.6 IT staff**

IT 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 students and parents with accessing the internet or devices

## 4.7 Students and parents

Students at Oak Grove College will react to remote learning in different ways. Some will relish the opportunity to engage in learning at home while others will find this difficult outside of the college environment.

The expectations on parents/families is that we would encourage accessing home learning but if this is causing unnecessary stress and anxiety then we would work with you to overcome challenges.

Staff can expect students learning remotely if appropriate to:

- › Complete work and share this with 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, include those here
- › Be respectful when making any complaints or concerns known to staff
- › Contact the college if they have concerns with accessing the work.

## 4.8 Management Committee

The management committee 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

## 5. 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
- › Issues with behaviour - talk to the relevant pastoral lead
- › Issues with IT - talk to IT staff
- › Issues with their own workload or wellbeing - talk to their line manager
- › Concerns about data protection - talk to the data protection officer
- › Concerns about safeguarding - talk to the DSL

## **6. Data protection**

### **6.1 Accessing personal data**

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

- › Use secure cloud services which have been agreed for use by the college.
- › Should use school devices if accessing personal information files. Cloud based services are secure and can be accessed by any device as long as files are not downloaded onto these devices.

### **6.2 Processing personal data**

Staff members may need to collect and/or share personal data such as such as email addresses 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.

### **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)
- › 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

## **7. Monitoring arrangements**

This policy will be reviewed yearly. At every review, it will be approved by Management Committee

## **8. 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
- › Home-school agreement

- › ICT and internet acceptable use policy
- › Online safety policy

