



All Hallows RC High School

Remote Learning Policy

March 2023



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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 are not in school due to unexpected circumstances such as the pandemic which began in March 2020.
- Set out expectations for all members of the school community with regards to remote learning

Updated aim (March 2023):

This policy is in place should the need arise for the school to be closed to all pupils or to individual year groups. The remote learning contingency plan is attached as an appendix to this document. The contingency plan caters for different scenarios which arose as a result of the pandemic which began in March 2020 and is in place should the need for its application reoccur.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.15am and 3.20pm.

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 providing remote learning, teachers are responsible for:

- providing work for students needing to self isolate individually or in groups. If they are self isolating and well, they are responsible for providing work remotely for the students in school in their teaching classes.
- uploading teaching materials and resources to Google Classroom
- providing regular feedback for the work students do online. All formal assignments and assessments completed by students on Google Classroom must be acknowledged and marked.

- following the school dress code when attending virtual meetings or leading live lessons from school. For virtual meetings and lessons delivered live from home, appropriate clothing must be worn.
- reporting any safeguarding incidents to the DSL, Mrs Done and asking for guidance as appropriate.
- taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- reporting any defects on school-owned equipment used for remote learning to SLT
- following the school's Remote Learning Contingency plan eg: in setting work on the first day of a pupil's self isolation.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8am and 3.30pm during lockdowns, or their own agreed working hours.

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:

- continuing to carry out their role in supporting pupils following Standard Operating Procedures eg: by withdrawing quickly after helping a pupil briefly/avoiding face to face contact
- during a full lockdown, supervising pupils in school while they access their live lessons

2.3 Heads of department

Alongside their teaching responsibilities, Heads of department are responsible for:

- ensuring the subject curriculum is delivered effectively through remote learning
- working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- investigating, implementing and evaluating strategies and resources to improve remote teaching and learning. They will then share these resources and strategies with their teams
- monitoring the remote learning provision in their departments by adding themselves to all Google Classroom classes in their departments
- working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, meeting DfE guidelines in terms of student provision
- monitoring the remote work set by teachers in their subject
- conducting workbook scrutinies which take into account work marked online. The quantity and quality of feedback should be in line with the routine feedback and marking policy.

2.4 Senior leadership team

Alongside any teaching responsibilities, senior leaders are responsible for:

- leading whole staff training to facilitate the provision of remote learning for all students
- co-ordinating the remote learning approach across the school – led by R Conway (Assistant Headteacher in charge of Teaching and Learning)
- monitoring the effectiveness of remote learning – this will be done through regular checks with Heads of department, reviewing the work set, and submitted, online, developing a remote learning plan,
- monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead: Mrs Done

For the DSL's responsibilities please refer to the Safeguarding Policy

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and (via staff) 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
- Setting up systems and devices as required

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- engage with Google Classroom to identify tasks/live lessons/pre-recorded lessons etc.
- attend live lessons.
- complete work to the deadline set by teachers.
- seek help from their teachers via Google Classroom if they do not understand tasks or need more help.
- observe live lesson student protocols.
- Ensure they use any equipment and technology for remote learning as intended.

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 issues or concerns known to staff
- ensure their child uses the equipment and technology used for remote learning as intended.

2.8 Governing body

The governing body 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 – contact the relevant Head of Department or SENCO
- Concerns about data protection – talk to the data protection officer, Paula Iqbal
- Issues with behaviour – contact to the relevant Head of Department, PPL or for more serious issues, Mrs Done
- Issues with IT – talk to member of SLT who will ask RM to act on it if necessary
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about safeguarding – contact the DSL, Mrs Done

4. Data protection

4.1 Accessing personal data

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

- Use either the desktop computers in classrooms or the chromebooks provided for staff by school
- Staff should only access the system using school log-ins and emails

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 – using strong passwords
- 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 refer to the updated School Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed initially biannually by R Conway. At every review, it will be approved by the Governors of the School Effectiveness committee

7. 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

8. Appendix

Appendix A - see remote learning contingency plan