

<i>Policy adopted by Governors</i>	<i>January 2021</i>
<i>Policy to be reviewed annually by Learning and Development</i>	
<i>Policy to be reviewed</i>	<i>January 2022</i>

**BOWER GROVE SCHOOL**  
**REMOTE LEARNING POLICY**

**Rationale:**

At Bower Grove School we are ambitious for all pupils to fulfil their potential whether learning in school or at home. There may be times when pupils need to access learning remotely and our school is committed to providing a high quality offer underpinned with regular personal support and appropriate technology and devices.

**Aims:**

We aim to ensure consistency in our school’s approach to remote learning. To share clear expectations for all members of the school community with regard to remote learning and to provide appropriate guidelines for data protection and safeguarding.

**Roles and Responsibilities:**

Teachers and Learning Support Assistants:

In the event of a part or full school closure our school will revert to remote learning mainly via Microsoft Teams and further platforms may be introduced. Teachers and Learning Support Assistants must be available between 8.50am and 3.10pm Staff must wear professional dress for remote learning sessions. Please ensure a neutral background is used when you are on Microsoft TEAMS at home. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

Teachers are responsible for:

- Delivering a remote learning timetable for their class or curriculum area. This will include a mixture of face to face remote learning sessions through Microsoft TEAMS and additional learning activity packs, appropriate to the age range being taught. On line learning platforms are also available on the website.
- All learning activities for the week ahead should be shared with Assistant Headteachers for the relevant Key Stage and in case of illness, it is suggested that all learning material is planned at least a week in advance.
- The Leadership Team may also monitor the learning content and “drop in” to lessons.
- One to one remote sessions must be discussed and approved by the Assistant Headteacher to assess any risks.
- Pupils must follow the behaviour policy of the school at all times, challenging behaviour and noting outcomes on SLEUTH.
- Breakout rooms are sometimes used within the lesson with only one adult present. Another member of staff should be present in TEAMS lesson and the lesson should be recorded and saved for 21 days.
- Feedback must be provided to pupils about their work. This may be via verbal comments or when a pupil returns work to school.
- School email accounts must be used for all correspondence between home and school.
- All emails received from parents should be answered during reasonable work hours. There is no expectation to respond to evening or weekend emails.
- All processes, quality assurance, assessment processes of relevant qualification must be adhered to.

- Any concerns or complaints must be shared with the Assistant Headteacher for each Key Stage who will advise how to respond.
- For Safeguarding concerns see the Safeguarding Addendum attached to the Child Protection and Safeguarding Policy.

Assistant Headteacher for each Key Stage will:

- Coordinate the remote learning approach across the school.
- Alert teachers to resources they could use for remote learning and work with teachers to make sure that the work set is appropriate and consistent.

The Leadership Team will:

- Monitor the effectiveness of remote learning – regular contact will take place with teachers through TEAMS, reviewing work set and feedback from pupils and parents.
- Monitor security of remote learning systems, including data protection and safeguarding considerations.
- Will lead remote staff meetings.

### **Safeguarding**

During the pandemic the Designated Safeguarding Lead will follow the guidelines set out in addendum to the school's Child Protection and Safeguarding policy. Covid school closure arrangements for Safeguarding and Child Protection. The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video – for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above a named senior leader will assume responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection systems and liaising with the offsite DSL (or deputy). It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day, the staff site will be made aware of who that person is and how to contact them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Our School is committed to:

- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of systems and flagging and data protection breaches to the Data Protection Officer.
- Assisting pupils and parents with accessing the internet and devices.
- Ensuring parents complete the correct paperwork if taking part in the device loaning scheme.

### **Pupils and Parents**

Pupils are encouraged to:

- Take part in remote learning sessions provided by the class teacher.
- Complete work within lesson to the deadline set by teachers.
- Seek help if they need it, from teacher or Learning Support Assistant.
- Alert staff if they are not able to complete work.

Parents are encouraged to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Ensure that an adult is available to support their child's learning.
- Ensure that the pupil is in a communal area of the home in order to access the lesson.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

Governors will:

- Monitor the school's approach to providing remote learning and ensure education remains as high quality as possible.
- Ensure that school systems are appropriately secure, for both data protection and safeguarding reasons.

### **Data Protection**

Accessing Personal Data:

When accessing personal data, all staff members will work within their allocated parameters. Staff members may need to collect personal data such as email addresses as part of the remote learning system. While this may be necessary, staff are reminded to collect and share as little personal data as possible online. 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 and friends
- Installing antivirus antispyware software.
- Keeping operating systems up to date – Always install the latest updates.

### **Safeguarding**

Any safeguarding concerns should be immediately reported to the DSL via MyConcern.

All pupils learning at home will be contacted regularly throughout any period of remote learning. Welfare calls will be once or twice a week. Door step visits may be actioned as a result of safeguarding concerns.

Consideration will be taken into account if the pupils are accessing remote learning lessons regularly. The number of calls per week may be reduced if pupils are accessing online learning and staff are able to check on their wellbeing. MyConcern should be used to log any safeguarding concerns.

All calls must be logged on SLEUTH and will be reviewed during the weekly safeguarding meetings.

### **Related Policies**

- 13. Child Protection and Safeguarding
- 88. Acceptable Use
- 58A. Online Safety
- 24. Data Protection
- 89. Staff Code of Conduct