Remote Learning Policy

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school because they are self- isolating or are absent on a long-term basis, or, for another reason agreed with the Headmaster.

- Set out expectations for all members of the school community with regards to remote learning.

- Provide appropriate guidelines for data protection.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.15 and 5.30, Monday to Friday except during published school holidays. Part time staff should be available during their usual working hours, unless agreed with the Headmaster.

If Teachers 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. In the Upper School, they should contact DSW by email as soon as they know that they will be absent. In the Pre Prep, please contact both DSW and EB.

When providing remote learning, teachers are responsible for:

- Setting work - For the classes that they normally teach.

  This should be an amount that would be usual for that class, having in mind its age and ability. Differentiated work for particular individuals should also be set.

- If a teacher is unable to work during this time, class work needs to be set as soon as possible on the first day of absence and thereafter, if possible by 5pm the night before, to allow teachers covering to understand what they will need to do. If this is not possible for any reason please speak with your Head of Department as soon as possible, who will support you in preparing cover work.

- Completed work should be uploaded to the School's Teams system or if this is not required, or possible, staff should ensure they have a mechanism in place for collecting in and marking the work.

- Absent staff should liaise with their Head of Department in the first instance to ensure that any resources they need have been prepared and are available to the class and, where required to, cover staff. In a "one person department" please speak to your Curriculum Leader if you need help preparing resources or with other aspects of remote learning.

Providing feedback on work in the Upper School and in the Pre Prep.

- Completed work from pupils is to be returned via Teams to the teacher for marking and assessment. In General, the Form 4 children are to use Class Notebook to return their work. In Forms 5, 6, 7 and 8 children are to use Assignments. However, this may vary in accordance with the requirements of individual departments and faculties. Teachers should speak to their Head of Department on Curriculum leader if they need guidance on this.

- Teachers are expected to share feedback orally with children and/or through Teams or Class Notebook. Both methods allow for teachers to give written feedback on the children's work. Teachers should refer to their departmental policy or their Head of Department if they are unsure about any aspect of this.

- Deadlines for completion of work will be given by teachers either as part of the Assignment or during their lesson if using Class Notebook. Teachers should show flexibility over deadlines as the circumstances for children are likely to vary.

- In the Pre Prep work should be returned to class teachers by email. A comment on the work will be shared with the parent/child by email.

Keeping in touch with pupils who aren't in school and their parents:

- Form teachers are expected to be in regular contact with pupils who are not in school and, if appropriate, with their parents. The way to do this in the first instance would be via email although in some circumstances a Teams meeting with the child and/or their parents or call to the child's parents might be required.

- Teachers are expected to respond to emails from parents within a 24 hour period, or if received over the weekend, on the next working day. Use of a holding response is a good idea where it is expected that feedback may take more time.

- Any complaints from parents or children made directly to the teacher should be answered as soon as possible, even if it is that a holding email is sent. If teachers feel uncomfortable with this then they should speak to their Head of Department or a member of the SMT as soon as they can. Any safeguarding or welfare concerns should be addressed by following the School's Child Protection Policy which is to be found on the School Website.

- Behavioural issues and/or a failure to complete work within the period given should be raised in the first instance with the child's form teacher. If they continue to be unresolved then they should be raised in the School's staff meetings at which the Headmaster or EB will advise on the next course of action.

Attending virtual meetings with staff, parents and pupils:

- Teachers are to be smartly dressed at all times when visible on a screen.

- Staff should avoid holding virtual meetings in areas where they could be disturbed or that have loud background noise or are inappropriate (such as a bedroom or bathroom).

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.30 and 3 pm.

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 will work under the supervision of EB and class teachers. Their duties could include:

- Supporting pupils who aren't in school with learning remotely.

- Attending virtual meetings with teachers, parents and pupils.

2.3 Heads of Department

Alongside their teaching responsibilities, Heads of Department 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 Heads of Department, Curriculum Leaders and the SMT 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 holding regular meetings with the teachers in their departments.

- Alerting teachers to resources they can use to teach their subject remotely.

- Implementing appropriate timescales and procedures for setting of work and for marking and assessment and agreeing these with the Curriculum Leaders.

2.4 The SMT

Alongside any teaching responsibilities, the SMT are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning, through regular meetings with teachers and asking Heads of Department or Curriculum Leaders to assist in reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Child Protection Officer

The Child protection Officer is EB and the Deputy Child Protection Officer is SM. They are responsible for the safeguarding and wellbeing of pupils and staff. Any member of staff who feels concerned about any situations that they encounter whilst teaching remotely should immediately inform EB or SM. Child Protection procedures are as detailed in the Child Protection Policy to be found on the School Website along with Covid 19 updates.

2.6 IT staff

The IT technician is Mark Robertson, he reports to RM. The IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they are 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.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the School Day, unless they have been informed otherwise by the child's Form Teacher, on a personal computer or an adequately charged laptop or tablet.
- Be dressed appropriately and visible on a screen during remote lessons and at all other times when working with staff.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work.
- Staff can expect parents with children learning remotely to:
- Make the School Office aware if their child is sick or otherwise can't complete work.
- Look at the timetables and remote learning plans published on the School Website and read any communications from the School.
- Seek help from the School if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.8 Governing Board

The governors are responsible for:

- Monitoring the School's approach to providing remote learning to ensure that 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

Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to relevant Head of Department or Curriculum Leader.
- Issues with behaviour – talk to the child's form teacher and if not resolved to a member of the SMT.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to AD or your Head of Department or Curriculum Leader.
- Concerns about data protection – talk to the Data Protection Officer.
- Concerns about safeguarding – talk to EB or SM.

4. Data protection

4.1 Accessing personal data

The Data Protection Officer is John Collins, the Bursar. When accessing personal data for remote learning purposes, all staff members will:

- Be able to access secure data through the ISAMs system. When logging into ISAMS from outside the school network, staff will be required to use a 2-factor authentication programme.

4.2 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 will not 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 is likely to include, where possible, 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.

5. Links with other policies

This policy is linked to our other policies noted below, which can be found on the school website:

- Behaviour Policy.
- Child Protection Policy and Coronavirus Addendum to our Child Protection Policy.
- Data Protection Policy and privacy notices.
- ICT and Internet Acceptable Use Policy.
- Online Safety Policy.