



Northumberland's P.R.U.

## **Remote Learning Policy**

### **Northumberland PRU**

**2023-24**

**This remote learning policy for staff aims to:**

- 1.Ensure consistency in the approach to remote learning for pupils who aren't in school
- 2.Set out expectations for all members of the school community with regards to remote learning
3. Provide appropriate guidelines for data protection

#### **Roles and responsibilities:**

##### **Teachers:**

When providing remote learning, teachers must be available between 08.15 and 14.30 if the school is closed. For students working part time or working off-site, teachers should be available between 14:30 – 15:30 for check-in or feedback via Google Classroom.

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. At all times staff must act in line with the Staff Code of Conduct.

When providing remote learning, teachers are responsible for:

##### **Setting work:**

Teachers are responsible for setting work for the form class they usually teach.

The amount of work set should be able to be completed in the curriculum time allocated that day according to student timetables. The work will follow the sequence of learning from the Scheme of Work (SOW) for each individual subject and will mirror what would be taught in school.

All work set should be uploaded or signposted on Google classroom as a single point of reference for parents/carers and students using the assignment facility to allow for feedback between teacher and student.

Teachers are required to be familiar with and able to use Google Classroom, engaging with CPD on offer where this is not the case (Internal and external training).

Teachers should ensure they have internet access at home and suitable devices to be able to deliver remote learning. Where this is not the case, they should inform their line manager.

Teachers should maintain regular contact with their Subject Leaders and/or line managers to ensure the coordinated approach to remote learning; this is likely to be every 48 hours.

Teachers must follow the safeguarding guidance within the safeguarding policy and record any concerns in relation to the Safeguarding policy on CPOMS..

### **Providing feedback:**

Providing timely and helpful feedback is a cornerstone of good learning and teaching, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to students on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the school employ remote learning.

Feedback should be provided in line with the whole school and departmental policy, allowing for the use of remote platforms and should be done via the google assignment tool. Make clear in the instructions for work whether work must be submitted and how.

Effective feedback could be through whole class feedback, individual feedback and online quizzes that may self-mark or allow for extended answers. A variety of methods should be employed over a period of time. Feedback to students should be shared in a timely fashion.

### **Keeping in touch with students who aren't in school and their parents/carers:**

Contact from parents/carers should be responded to by email or phone. If using a personal phone, measures should be taken to withhold the number being dialled from. If the volume of contact is excessive, the Senior Leaders will support.

Contact should be made, wherever possible, within standard working hours if the school is closed.

Where students or parents/carers have a concern, teachers should endeavour to resolve the issue. However, if this is not possible or the issue is more serious, they should pass it on to their Subject Leader or SLT link. If the concern is regarding safeguarding, staff should follow the safeguarding policy as usual and inform the Designated Safeguarding Lead (DSL)

Records of student engagement and learning should be kept for the purposes of book looks and, where appropriate, shared with SLT. Where students do not appear to be engaging, contact with students and parents/carers should be timely. Good work and effort should be rewarded in line with the Behaviour Policy.

### **Attending virtual meetings with staff, parents/carers:**

- Staff are expected to attend and participate in virtual briefings, if required.
- Staff are expected to attend and participate in virtual meetings as appropriate. These may include whole-school, department, pastoral, or other meetings.
- Staff should be dressed appropriately according to the dress code should their camera be required.
- Staff should be aware of the location that virtual meetings are held e.g. avoid areas with background noise, nothing inappropriate in the background.

## **Learning Support Assistants**

When assisting with remote learning, teaching assistants must be available for their usual working hours.

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.

Staff must act in line with the Staff Code of Conduct.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting all SEND students with an EHCP and those SEN K students based on need
- Liaise with the teacher regarding learning tasks and adapt as appropriate to support the students
- TAs will be timetabled for cover of the key worker/vulnerable groups according to need.

## **Senior Leaders:**

Alongside their teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – this may include reviewing the learning set, and seeking feedback from teachers, parents and students.
- Monitoring the security of remote learning systems, google classroom, including data protection and safeguarding policy.

## **Designated Safeguarding lead (DSL)**

The DSL is responsible for:

- Safeguarding considerations as set out in the child protection and safeguarding policies.

## **IT Support**

Northumberland will work in partnership with Northumberland Council IT support to:

- Fix issues with google classroom.
- Help staff and students with any technical issues they are experiencing that staff cannot fix/advise on.
- Assisting students and parents/carers with accessing the internet or devices.

## **Staff can expect students learning remotely to:**

- Be contactable during the school day via google classroom messages.
- Complete the work set to the deadline set by teachers.
- Seek help via google classroom or contacting the school if they need it.
- Alert the school through the appropriate channel if they are dissatisfied by the quality of remote learning so we can seek to rectify this.

## **Management Committee**

The management committee are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both safeguarding and data protection.

## **Data Protection**

### Accessing personal data

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

- Access school information via google classroom or the school server.
- Avoid using external storage devices. If this is not possible, the device should be encrypted.
- Measures should be taken to ensure access to personal data of staff or students is secure and cannot be accessed inappropriately.

### Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping devices password protected – strong passwords of at least 8 characters where possible.
- 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.
- Ensuring that all screens are locked if left in an unlocked or public area of school – installing antivirus and antispyware software or using the laptop that the school provide.
- Keep operating systems up-to-date.

## **Safeguarding**

Safeguarding concerns must be raised with the DSL in accordance with the Safeguarding and Child Protection Policy which can be found on the school website.

## **Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following:

1. Issues in setting work – talk to remote learning trainers or Senior Leaders
2. Issues with behaviour – talk to the behaviour 'hub' team.
3. Staff issues with their own workload or wellbeing – talk to their line manager or Headteacher.
4. Concerns about data protection – talk to the DSL.
5. Concerns about safeguarding – talk to the DSL.

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