



**KINGSTONE ACADEMY TRUST
APPROVED DOCUMENT**

KHS Remote Learning Guidelines	
Relevant School/s:	KHS
Policy Officer:	Lee Butler
Approval:	Delegated
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1. Introduction

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- 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 Heads of Department

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring quality of provision being delivered in their areas
- 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 time 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

2.2 Teachers

When providing remote learning, teachers must be available between 09:00 and 15:15hrs.

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.

When providing remote learning, teachers are responsible for:

Setting Work

- Remote Learning opportunities should be provided for all students unable to attend school as a result of Covid-19
- All Remote Learning work should be available on the Office365 platform and logged on the Go4Schools Homework app so that adults at home can support.
- Lessons should be uploaded to Office365 TEAMS so that learning can take place as soon after the lesson as possible so that students are able to submit work back to you as class teacher.
- During partial school closures lessons should be set in line with the normal timetable.
- During full school closures lessons should follow the same timetable day where possible. Extended lessons of learning covering more than one lesson in a week can be used during full closure.
- Ensure that work can be accessible to students with limited access to devices so that they can still complete the work.

Providing Feedback

- Assessing key pieces of work and providing feedback to students on how they can improve

- General class feedback should be given through TEAMS.
- Individual specific feedback should be done through email and include a copy of their work annotated with improvement points.
- Feedback of key pieces of work and assessments should be completed before the last lesson of each half term.
- Relevant data should be uploaded to G4S at the end of each half term at the latest. This is to support a full analysis of performance.

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

- Contact with students and parents should only happen during the hours of work 08:40 – 15:15hrs
- Inappropriate behaviour or use of online platforms should be reported to your Line Manager as soon as possible
- Failure to complete work should be followed up by the class teacher with a phone call home to parents in the first instance. Continued failure to complete work should then be reported to your Line Manager.

2.3 In-class support (Higher Level Teaching Assistants)

When assisting with remote learning, teaching assistants must be available between 09.00 - 15:15hrs.

If HLTAs 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, HLTAs are responsible for supporting vulnerable students who aren't in school with learning remotely:

- Vulnerable students in this instance include: SEN, LAC, FSM, EAL
- Support should be provided through chunking of work at the appropriate level, liaising between identified students and class teacher where needed and liaising with pastoral leaders where concerns arise.

2.4 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, named person Lee Butler
- Monitoring the quality and effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and through parents and student surveys
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring safety of all involved in remote learning

2.5 Designated Safeguarding Lead

The DSL is responsible for:

Vulnerable Children

- Ensuring relevant support is in place for vulnerable students
- The optimal scenario is to have a trained DSL available on site. Where this is not the case a trained DSL will be available to be contacted via phone or online video - for example when working from home.

- Where a trained DSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
- This might include updating and managing access to the My Concern and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.
- It is important that all Kingstone Academy Trust staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.
- The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Detailed information is to be found in the document COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Kingstone Academy Trust, which is an addendum to the Safeguarding Policy, and available on our website.

2.6 I.T. 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

2.7 Pastoral Leads

Pastoral leads are responsible for:

- Supporting with hard to reach students and following up with any behaviour concerns
- Ensuring relevant support is in place for vulnerable students

2.8 Pupils and Parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by 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
- Make the school aware if their child does not have access to a PC, laptop or tablet with internet connectivity. A mobile phone will not support the completion of remote learning work.
- Seek help from the school if they need it

2.8 The Board of Trustees

The Board of Trustees 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** – talk to the relevant Head of Department or curriculum lead
- **Issues with behaviour** – talk to Head of Department or Pastoral Lead - Year 7 Vic Seymour, Years 8 & 9 Mandy Darcy, Years 10 & 11 Claire Swain.
- **Issues with IT** – Inform Line Manager and send support request to ICT support – DandD either via the IT Helpdesk or support@dandd.org.uk or 0330 60 62 650 option 2
- **Issues with personal workload or wellbeing** – talk to their Line Manager
- **Concerns about data protection** – talk to the Head of School – Lee Butler
- **Concerns about Safeguarding** – Complete My Concern and submit to the DSL – Rebekah Ruvino

4. Data Protection

4.1 Accessing personal data

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

- Be able to access the data via remote access. Information on how to do this will be shared with all staff electronically.

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 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 – 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. Safeguarding

The Safeguarding and Child Protection policy is found on the school website and in the staff shared area. An addendum to it 'COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Kingstone Academy Trust' is also available.

6. Monitoring arrangements

This policy will be reviewed Termly.

7. Links with other policies

This policy is linked to our:

- Behaviour Policy
- Safeguarding Policy and COVID addendum to our Safeguarding Policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy