

St Louis Grammar School



Remote Learning Policy

2020 - 2021

Date	Review Date	Co-Ordinator	Nominated Governor
Sept 2020		J Scullion	

1.Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

- The Governing board will monitor the school's approach to providing remote learning and make sure staff are certain that systems are secure
- Teachers will set work, provide feedback, keep in touch with pupils and parents, and attend virtual meetings with staff
- Pupils and parents should be contactable during the required times, complete work to set deadlines and seek help from teachers/the school when needed
- The Pastoral team will be available for virtual meetings with teachers when required

3. Teachers

Teachers must be available between the normal school working hours of 9 am to 3.30pm. 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 to SLT using the normal absence procedure.

Teachers should:

- Set work for their classes
- Monitor pupil engagement in their online classroom
- Work with SLT to support the framework set out for remote learning
- Set work with sufficient and realistic timeframes for students to complete and submit
- Provide feedback to students using their chosen online platform
- Keep in touch with students using their chosen online platform (within working hours)
- Liaise with Heads of Year concerning any complaints/concerns or behavioural issues (such as students failing to complete work when working remotely)
- Attend virtual meetings when required (see Virtual Classrooms Safeguarding section 10.3)

4. Heads of Department

Alongside their teaching responsibilities, as outlined above, Heads of Departments are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers within their department to make sure work set is appropriate and consistent
- Working with SLT to make sure work set across subjects is appropriate and consistent and deadlines being set are realistic
- Monitoring the work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject
- Setting work for absent teachers

5. Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school using a realistic framework
- Monitoring the effectiveness of remote learning through virtual meetings with teachers and Heads of Department, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

6. Designated safeguarding lead

Mrs J O'Neill is the Designated Safeguarding leader. Her role will comprise of ensuring that staff, students and parents are protected in line with the Child Protection Policy.

7. IT Technician

The IT Technician is responsible for:

- Helping staff and students with any technical issues they are experiencing
- Assisting students and parents with accessing the internet or devices
- Resetting passwords when required

8. Pupils and parents

Staff can expect students to:

- Be contactable during school hours, namely, 9am to 3.30pm via online platforms/school email.
- Complete work to the deadline set by teachers
- Seek help if they need it using appropriate communication channels.
- Alert teachers if they're not able to complete work
- Follow appropriate netiquette while participating in online forums.

Staff can expect parents 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 complaints or concerns known to staff

9. Governing board

The governing board 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 systems are appropriately secure, for both data protection and safeguarding reasons

10. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the Head of Department
- Issues with behaviour – talk to the Head of Year
- Issues with IT – talk to IT Technician
- Issues with use of e-learning platforms – talk to e-learning coordinators
- Issues with their own workload or wellbeing – talk to a member of SLT
- Concerns about data protection/safe guarding – talk to the designated safeguarding lead, namely, Mrs J. O'Neill

11. Data Protection

11.1 Sharing personal data

Staff members may need to collect and/or share personal data such as school email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

11.2 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)
- 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

11.3 Virtual Classroom Safeguarding

Please take the following points into consideration when hosting or partaking in virtual meetings/classrooms:

- Virtual classrooms should take place within designated school hours, namely, 9am – 3.30pm
- Pupils and teachers should be dressed appropriately; it is suggested that teachers wear their normal school attire.
- Within the chosen software, for example, Zoom, it is suggested to lock the classroom and disable private messaging.
- It is advised that the teacher should host the session, control the screen and do not allow screen sharing.
- Location should be considered, for example, students should not be partaking in a virtual classroom from their bedroom. It is suggested that students are in a communal area in their home and ideally within ear shot of a parent/guardian.
- Live lessons may be recorded and therefore can only be attended by those pupils that have given permission from their parent/guardian.
- Pupils will sign into Meet Now in Teams and Google Meet in Google Classroom using their username@c2ken.net email address.
- Teachers should disable private messaging between pupils during live lessons.
- Pupils should not record, store, or distribute video material without permission

- Pupils will have the opportunity to take part in online discussion either via the chat/microphone functions; it is expected that they follow classroom etiquette when they do so.
- Pupils are expected to keep their microphones on mute unless invited by teacher to come off mute to contribute. (Teachers can disable incoming audio)
- Pupils are expected to keep their cameras switched off unless invited by teacher to switch them on; e.g. to confirm attendance, when the pupil is asking/answering a question or during a whole-class discussion. (Teachers can disable incoming video)
- Should any pupil prove to be inappropriate or disruptive during the session, they will be removed immediately from the session and parents/guardians and the appropriate Head of Year will be advised of this.
- Teachers are advised not to give out personal information such as telephone numbers.

12. Links with other policies

This policy is linked to our:

- E-Safety Policy
- Child protection policy
- ICT Policy
- Acceptable use of the Internet policy
- Online safety policy
- Safe guarding policy
- GDPR Guidance

All of the above can be accessed on the school website.

Head Teacher:		Date:	
Chair of Governing Body:		Date:	