



Remote Learning Policy

July 2022

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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
- 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 during their working hours.

If they're 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:
 - Teachers should deliver lessons and prepare work in line with the pupils' timetable and any cover work for other classes
 - Work should be set by 3pm the day before for individual pupils self-isolating.
 - Teachers should upload lessons and assignments on Teams. This will include access to high-quality delivery e.g. live lessons via the 'Meeting' feature, PowerPoint presentations, audios, videos, direction to other resources such as Kerboodle, Oak Academy, BBC Bitesize etc.
 - Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work by:
 - asking pupils to email completed work, on EDI platform, teams or via Kerboodle.
 - sharing overall feedback on subject channel on Microsoft Teams and individual feedback by email

- giving a deadline for completed work
 - Feedback can take many forms and may not always be in writing. For example, teachers may provide immediate whole-class feedback or automatically marked quizzes (MS forms), through teacher questions and peer-assessed task as well as verbal and written feedback on assessed work.
- Keeping in touch with pupils who aren't in school and their parents:
- Teachers should make regular contact via email and phone calls home
 - Teachers should reply to email within 24 hours of receipt. Teachers should not answer emails outside of working hours)
 - Teachers should refer any complaints or concerns to senior leaders. Please refer to Safeguarding section below for any safeguarding concerns.
 - Teachers should contact parents for any behavioural issues, such as failing to complete work
- Attending virtual meetings with staff, parents and pupils
- Teachers should dress as they would if they were physically present at school i.e. smartly and modestly, respecting the ethos and values of the school
 - Teachers should avoid areas with background noise and ensure that there is nothing inappropriate in the background

Teachers who will be teaching at school will still need to provide remote learning to pupils who are isolating at home by streaming lessons and/or uploading work on Microsoft Teams for pupils learning remotely at home.

2.2 Subject leads

Alongside their teaching responsibilities, subject leads 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 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 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

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, 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 IT 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
- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Log in punctually on Teams for online lessons and be online from 8.40 am to 3.00 pm.
- Switch off device cameras, for safeguarding reasons.
- Adhere to school's behaviour policy.
- check their lessons at the start of the day to ensure they are prepared. If a teacher is absent, cover work will be in place and details will be posted on Teams calendar and Teams subject/class channel.
- Be ready to start lessons punctually, fully equipped with stationery and equipment as they would for a face-face lesson at school.
- Wait patiently in the 'lobby' until they are granted access by their subject teacher.
- Be contactable during the school day.
- Engage fully, complete all class work and submit work on time.
- 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.
- Use the chat facility unless instructed to do so by the teacher. The chat facility is not to be used as a chat room and dialogue between students and should be respectful. Where pupils fail to follow the school's guidelines, their chat facility will be removed.
- Use appropriate icons – any images that are not appropriate to the school setting will be removed.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't be online or complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Support the school in monitoring and enforcing the school's expectations and pupil behaviour whilst they study at home
- Report any concerns that you may have about your child's wellbeing, attendance, quality of work and engagement, promptly through the admin@hkkg.bham.sch.uk email.

2.7 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 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 subject lead
- Issues with behaviour – talk to the form teacher and SLT
- Issues with IT – email Admin office (Mrs Miah)
- Issues with their own workload or wellbeing – talk to senior leaders
- Concerns about data protection – talk to the data protection officer (Mrs Bibi)
- Concerns about safeguarding – talk to the DSL (Ms Jihar)
- If a pupil does not have access to the internet or a computer, parents should contact the school office on admin@hkkg.bham.sch.uk or call us on 0121 773 7496. We will work with our parents to make alternative arrangements, including, the provision of hard copies of learning resources.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access data through HKKG office 365 OneDrive. Pupil or staff personal data must not be downloaded on personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and contact numbers 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 and wellbeing

We rely on parents/carers support in ensuring safe, appropriate online use. If parents have any concerns, we encourage you to contact the DSL or email us through ss@hkkg.bham.sch.uk.

We ask parents to talk to their children about the benefits and risks of the online world. Our website and newsletters have information and advice to support parents and our pupils.

Parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. There are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

The safeguarding policy can be found on staffshare or HKKG office 365 OneDrive. Any questions or concerns about safeguarding should continue to be raised to the Designated Safeguarding Lead, Ms Jihar or DDSL, Mrs Bibi.

6. Monitoring arrangements

Student attendance and engagement will be monitored by class teachers and form tutors. The school will contact parents to ensure appropriate support is in place for each pupil and continuous and effective learning.

This policy will be reviewed every year by the headteacher. At every review, it will be approved by the trustees

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy