



REMOTE LEARNING POLICY

Review Date: September 2022

Version	Date	Updated By
1.0	October 2020	N. Chokkuea
1.1	September 2021	G. Mann



Introduction

This policy complies with the Independent School Standards, Part 3: Welfare, Health and Safety of Pupils, in particular paragraph 7a 'arrangements are made to safeguard and promote the welfare of pupils at the school'. This school's responsibility to safeguard pupils extends beyond the classroom to encompass online learning and remote education.

The policy also complies with Para 32 (1) (k) which states: 'Particulars of the arrangements for meeting the requirement to provide remote education in paragraph 2 of The Coronavirus Act 2020, Provision of Remote Education (England) Temporary Continuity Direction given on 30th September 2020 by the Secretary of State for Education are published and maintained on the school's website, or where no such website exists, are provided to parents'.

In the event that pupils are not able to access the school facilities due to reasons relating to the pandemic. Remote learning will be provided.

Key Staff

Role	Name
Head of Centre	Gemma Mann
Examinations Officer	Tracy Parry
Quality Nominee	Nicola Chokkuea / Simon Smith
SENCo	Rachel Deeley
SLT	Headteacher: Gemma Mann Deputy Headteachers: Nicola Chokkuea, Simon Smith

Aims

This remote learning policy for staff aims to:

- Ensure that all pupils are offered an education throughout the academic year, despite any interruptions that may occur as a result of school closures or government restrictions;
- 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.



Teachers will hold the responsibility to plan and deliver face to face remote learning wherever possible in the event of any periods of isolation for a class 'bubble' or school closure to maintain consistency in the delivery of the curriculum across the year. When providing remote learning, teachers must be available between the hours of 8.30 a.m till

3.30 p.m. 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 which can be found in the staff 'Code of Conduct' handbook.

In Primary:

When providing remote learning during a class 'bubble' closure, wider learning area closure, or school closure, form tutors are responsible for the planning, teaching and assessment of the pupils in their form group. This will include planning and preparation of daily 30 minute sessions of English, Maths, Science Topic (integrated lessons encompassing Humanities, Art, Music, PE, MFL) and PSHE following the LTP and SOL where possible, for your form group.

Secondary:

In the secondary school there will be three phases of remote learning:-

Phase 1- where a form group 'bubble' closes

Phase 2- where the wider learning environment closes (Darwin/Hawking)

Phase 3- where the school closes

In a Phase 1 closure the form tutor will take the responsibility for the planning, teaching and assessment of the pupils in their form group. This will include planning and preparation of daily 30 minute sessions of English, Maths, Science Topic (integrated lessons encompassing Humanities, Art, Music, PE, MFL) and PSHE following the LTP and SOL where possible, for your form group.

In a Phase 2 closure the form tutors of each class in the wider learning area (Darwin/Hawking) will take the responsibility for the planning, teaching and assessment of the pupils in their form group. This will include planning and preparation of daily 30 minute sessions of English, Maths, Science Topic (integrated lessons encompassing Humanities, Art, Music, PE, MFL) and PSHE following the LTP and SOL where possible, for your form group.

In the event of a Phase 3 whole school closure, a timetable of face to face digital learning will be prepared for each form group which will include specific delivery by subject

specialists and
for those in
generated for
takes place.



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qualification leads
KS4. This will be
each school closure that

Teaching Responsibilities

The planning and preparation of daily face to face digital learning sessions for your area of responsibility.

Daily delivery of these sessions, face to face via the school's digital learning platform Canvas (Zoom) to your form group. A timetable will be created for each episode of 'bubble' , wider learning area or school closure.

Setting of home work tasks where appropriate and collecting of evidence to support assessment of progress.

All staff members and pupils have a canvas account and will share/upload their work directly through this platform.

Class teachers will meet for a 30 minute session with support staff (both in school and those working from home) at the end of each day to share important information and discuss appropriate preparations for the following day.

Feedback responsibilities

Immediate verbal and written feedback (through the chat mechanism will be provided during each teaching session relating to the work completed during the session.

Teachers will access submitted work via the online platform Canvas, all submitted work will be marked following the school's marking policy and shared with the pupil via the online platform within a week of the work being completed.

Parental/Carer Contact

In the event that a class 'bubble' or wider learning area is closed, an allocated member of staff working on the school site will communicate daily with the parents/carers of each pupil in the 'bubble' as per the parental agreement in each case. This information will be discussed directly between the allocated staff member and the form tutor daily.

Teachers may answer emails where appropriate during school hours, however these should be directed to SLT if these are sent out of school hours or contain complex content.

All concerns immediately



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safeguarding should be followed as per the school's

safeguarding policy and recorded via the school's online platform Sleuth. Additional emails and phone calls may be made to the DSL at any time for support.

The school's behavior policy must be adhered to at all times. Any concerns regarding attendance and behavior should be directed to Simon Smith directly.

The school's dress code must be adhered to at all times for all face to face digital teaching and any digital meetings with colleagues and parents.

Considerations must be made with regards to the location of all face to face digital teaching and meetings. A neutral area with no exposure to family members or members of the

public. Backgrounds are to be used where possible to ensure that pupils do not get exposure to personal living arrangements of the teaching team.

Teachers working at school during these class 'bubble' or wider learning area closures will maintain their usual teaching responsibilities where possible. If the teacher of a class 'bubble' closure is incapacitated during a period of isolation, a suitable substitute will be allocated as a replacement.

1.2 Teaching Assistants and Support Staff

When assisting with remote learning, teaching assistants must be available between 8.30 a.m. till 3.30 p.m. daily.

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 which can be found in the staff 'Code of conduct' handbook.

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

Supporting the form tutor in the preparation of resources for the face to face digital learning.

Attending any team meetings arranged during school hours

Attending daily digital meeting with the form tutor, other teachers where required.

Preparation of
who are at



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teachers/pupils
school, where required.

The school's dress code must be adhered to at all times during any face to face digital meetings.

Considerations must always be given to the location within the home during any face to face digital meetings.

Teaching Assistants and Support staff working at school during these class 'bubble' or wider learning area closures will maintain their usual responsibilities where possible.

1.3 Heads of Subject and Heads of Upper and Lower School

Alongside their teaching responsibilities, Heads of Subject and Heads of Upper and Lower School are responsible for:

Liaising with teachers within their department, both in school and working remotely to evaluate the planning, delivery and assessment of each subject, adapting the curriculum where appropriate.

Working with teachers teaching their subject or within their department, remotely to make sure all teaching delivery is appropriate and consistent

Working with other subject leads and senior leaders to make sure all face to face digital teaching delivery across all subjects is appropriate and consistent, and deadlines for home work are being set appropriately.

Monitor the remote learning in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work and assessment.

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

Regularly update SLT on the progress of their area of responsibility, report any concerns and agree any amendments/adjustments, interventions to be made.

1.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-coordinating the remote learning approach across the school –Nicola Chokkuea

Monitoring
remote



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the effectiveness of
learning across the school

through weekly meetings with Heads of Subjects and Heads of Upper and Lower School.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations- Simon Smith and Patrick Holness

1.5 Designated safeguarding lead- Patrick Holness

The DSL is responsible for:

Adhering to the school's safeguarding policy at all times. The DSL will monitor the schools online platform and be available through email and via telephone during school hours and will follow process and procedure where appropriate.

1.6 Digital Champion- Nicola Chokkuea and Cordelai Barclay

The digital champions are responsible for:

Supporting staff with the online digital platform Canvas, fixing issues where possible and reporting others to ADL where appropriate.

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 DSL and Internet security officer- Patrick Holness

Assisting pupils and parents with accessing the internet or devices

1.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

Attend all planned, daily face to face digital learning sessions

Be contactable during the school day

Complete home work to the deadline set by teachers

Seek help if
teachers or



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they need it, from
teaching assistants

Alert teachers if they're not able to complete work

Adhere to the school's behavior policy at all times during face to face digital learning sessions

Teachers can expect parents with children learning remotely to:

Make the school aware if their child is sick or otherwise can't attend face to face digital learning sessions or complete work

Seek help from the school if they need it

Be respectful when making any complaints or concerns known to staff

1.8 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. Data protection

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

Issues in planning for and setting appropriate work – talk to the relevant Head of subject, Head of Lower and Upper school or SENCO

Issues with behaviour – Simon Smith

Issues with IT – Nicola Chokkuea/Cordelia Barclay

Issues with their own workload or wellbeing – talk to their line manager

Concerns
Safeguarding
protection –
Smith



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and data
Patrick Holness/Simon

4. Data protection

4.1 Accessing personal data

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

Ensure that pupils are only contacted through their online Digital Learning account canvas.

Teachers will only use school provided devices to carry out digital learning, collect submissions of work, contact parents/carers etc

Teachers are to only use school issued email and online accounts to carry out any communication and face to face digital teaching

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parental 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)

Saving all school related documentation on the school shared drive- no information should be saved on the desktop.

Making sure
left inactive



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the device locks if
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, communicate directly with the IT service desk if any of these issues occur.

5. Safeguarding

All Staff must adhere at all times to the school's most up to date safeguarding policies.

6. Monitoring arrangements

This policy will be reviewed annually by Nicola Chokkuea. At every review, it will be approved by Headteacher.

7. Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy

Data protection policy and privacy notices

Home-school agreement

Internet acceptable use policy

Online safety policy