



Remote Learning Policy 2023 -2025

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 normal 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
- providing feedback on work
- keeping in touch with pupils who aren't in school and their parents
- attending virtual meetings with staff, parents and pupils

2.2 Teaching assistants

When providing remote learning, teaching assistants must be available during their normal 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 assisting with remote learning, teaching assistants are responsible for:

- supporting pupils who aren't in school with learning remotely
- attending virtual meetings with teachers, parents and pupils

2.3 Subject leads

Alongside their teaching responsibilities, subject leaders 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 help 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
- alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Senior leaders are responsible for

- supporting the online learning leader with 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 with the help of the online learning lead, online safety lead and DSL

2.5 Designated safeguarding lead The DSL is responsible for Online Safety as Policy

2.6 Online learning leader Gemma Mathews supported by Lyndsay Powers at Forest Oak and Kendrick Poxon at Merstone

The online learning leader is responsible for

- making relevant training available to staff to enable them to deliver remote learning effectively
- contacting platform providers to get help with technical issues eg Purple
 - Mash, Class Dojo, Solihull Council
- helping staff with any technical issues they're experiencing
- reviewing the security of remote learning systems

2.7 Pupils and parents

Staff can expect pupils learning remotely to



- be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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
- abide by the school's acceptable use agreement and home school agreement

Staff can expect parents with children learning remotely 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
- abide by the school's home school agreement

2.8 Governing body

The governing body is responsible for

- monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- ensuring 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 SLT at either school

4. Data protection

4.1 Accessing personal data

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

- access the data on the secure cloud service Microsoft365 or a server connected to the school network
- access the data with school provided devices, where possible, such as laptops, rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 devices 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
- if working on a personal device, because no school device is available, logging out completely before 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

Please follow the school current safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed at least half termly during the Covid crisis by a member of the SLT, the DSL and the online learning leader. At every review, it will be approved by the online safety governor.

7. Links with other policies

This policy is linked to our

- Behaviour policy
- Child protection policy
- Data protection policy
- Home-school agreement
- Online safety policy