The KING DAVID HIGH SCHOOL

Remote learning policy

**Contents**

[1. Aims 3](#_Toc42788449)

[2. Roles and responsibilities 3](#_Toc42788450)

[3. Who to contact 6](#_Toc42788451)

[4. Data protection 6](#_Toc42788452)

[5. Safeguarding 7](#_Toc42788453)

[6. Monitoring arrangements 7](#_Toc42788454)

[7. Links with other policies 7](#_Toc42788455)

# 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 between the hours they are assigned to teach in school, including registration/assembly

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this to Mr Levy by phone call or email in an emergency. When providing remote learning, teachers are responsible for:

* Setting work –
* If students are isolating, but school is running as normal – please ensure that you are using Teams so that those at home can see the board and hear the lesson. Please start by speaking to the students at home, to register their attendance, then continue to teach your lesson as usual. Please be aware that there are students at home, so make instructions to the class clear. Please put any resources needed for the lesson into the Files area of Teams by 0800 for morning lessons or 12:00 for afternoon lessons to enable those at home who have the facility to print to be prepared for the lesson.
* IF there are less than a quarter of the students IN the classroom, and the remainder working from home, please try to change your lesson to include the majority – this may be allowing the use of the chat function,. Or directly asking a question for a student at home to answer.
* IF we are in full lockdown or a rotation where some year groups are working remotely
	+ Teach all classes on Teams according to the school timetable. Where possible staff are to come into school to use a classroom (which will be assigned for an emergency situation)
	+ Kids who attend during lockdown will follow lessons remotely from school computers
	+ The lessons should be taught as far as possible as if in a classroom situation, using the camera facility on Teams to register/welcome the students/share the whiteboard/PowerPoint etc during the lesson, to dismiss the class at the end of the lesson
	+ If teaching the whole class remotely, please respond to student’s questions in chat facility where possible. If you prefer students to email questions, please make that clear to them and ensure emails are answered before the next lesson you have with the class.
	+ Please put any resources that students will need onto the Files area in Teams. For morning lessons, this should be done by 08:00, For afternoon lessons by 1200.
	+ Homework should be set using Edulink
	+ Please inform your Head of Department if students are not attending lessons – unless an email has been received advising of ill health.
* Providing feedback on work –
	+ Please ensure that students in your classes know how to submit work to you. Either by email, OneNote, Assignments
	+ Feedback can be given during a lesson, but twice per half term, students should have some written formative feedback on work submitted
	+ Inform Head of Department of students who repeatedly fail to submit work
* Form tutors
	+ Meet students at the start of each day on Teams. Assemblies should be provided by Jewish Studies Department and any Leader who has a special message
	+ Please enter any safeguarding concerns into CPOMS
	+ If any student fails to attend on a regular basis, please inform Head of Year
* Attending virtual meetings with staff, parents and pupils
	+ Please make sure that when your camera is on, you are dressed appropriately
	+ IF you are working from home, ensure there is nothing in the background that may be unsuitable.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours (unless furloughed)

If you are unable to work for any reason during this time, for example due to sickness or caring for a dependent, you should report this to the school office

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

* Contact weekly with parent
* TA can help over TEAMS if the situation allows—ie when learning 1:1
* Work returned should be marked and commented on by teachers as part of good quality teaching
* Attending virtual meetings with teachers, parents and pupils – cover details like:
	+ Dress code
	+ Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Heads of Department/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 your department remotely to make sure all work set is appropriate and consistent- run weekly department meetings
* Regular Heads of Department meetings will be scheduled to discuss any difficulties/issues
* Monitoring the remote work set by teachers in their subject –Ask staff in your department to add you to their class Team if you want to check on progress/ work for a particular class.
* Share good practice throughout your department to help those who are finding remote teaching more difficult

2.4 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 –regular meetings with teachers and subject leaders by telephone or on Teams, 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
* Consider pressure of remote learning, on pupils and take steps to mitigate, where appropriate

2.5 Designated safeguarding lead/Safeguarding Team

The DSL is responsible for:

Keeping regular contact with vulnerable students, and arranging for those who need to be working from school to come in. These students would need Headphones in order to join their regular lessons from a communal room (eg 37)

Calling parents of all pupils where there are safeguarding concerns, and any child with an EHCP weekly

2.6 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

* Be in all lessons according to their timetable, if they are well.
* 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
* Seek help from the school if they need it – if you know of any resources staff should point parents towards if they’re struggling, include those here
* Be respectful when making any complaints or concerns known to staff

2.8 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. 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 relevant head year
* Issues with IT – talk to IT staff
* Issues with their own workload or wellbeing – talk to Senior Management
* Concerns about safeguarding – talk to the DSL

# 4. Data protection

4.1 Accessing personal data

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

Explain:

* How they can access the data, such as on a secure cloud service or a server in your IT network
* Which devices they should use to access the data – if you’ve provided devices, such as laptops, make staff use these 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.

# 5. Monitoring arrangements

This policy will be reviewed Termly by BAS At every review, it will be approved by the governing body of KDHS