



**Halley**  
**House School**  
LEARN ENJOY SUCCEED

## Remote Learning Policy

This policy applies to all pupils in the school, including EYFS

Signed:	
Chair of Advisers:	Mr Nick Walters
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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 and Teaching Assistants

When providing remote learning, teachers and teaching assistants must be available between 9.00 am -15.30 pm.

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 using the normal absence procedure. If any teaching staff member is not available to work during these times, they will need to notify the office via telephone and email by 7am. They will need to contact the office by 3pm at the end of the day to confirm their return the next day.

If they cannot deliver a zoom lesson because they are unwell, they will need to notify the parents of their class as soon as possible. They will be expected to reschedule a new session as soon as possible to make up for the missed session.

When providing remote learning, teachers are responsible for:

#### ➤ Setting work

At the beginning of each week, teachers will provide, on Purple Mash class blogs, information that will cover all the learning for that week.

#### ➤ Providing feedback on work

Pupils and parents are expected to upload their work on Purple Mash, and the work will be marked regularly, every other day. Feedback will be provided using the Purple Mash platform too, so all the work is centralised in to one place.

- Teachers will be expected to make regular contact with their pupils via Purple Mash and Zoom (as appropriate). They must keep track of any pupils that do not upload any work. If no work gets uploaded, a phone call home needs to take place to check if this pupil is ok and see what help the school could provide to support this family in accessing the work.
- If a pupil cannot access the work due to a lack of laptop, then the class teacher needs to liaise with our IT lead to organise a laptop loan if possible.
- Teachers are expected to answer parents' queries via Purple Mash only. No teacher should answer parental queries using their personal work email. There is no requirement for teachers to answer emails outside of working hours.
- If a teacher has any safeguarding concerns about a student, they must liaise with the DSL via email or telephone to notify them immediately. They must also record any concerns using CPOMS.
- Our DSL phone numbers will be communicated to our staff members.
- If a teacher receives a complaint from a parent, they need to ask this parent to email the school office and their complaint will be answered as soon as possible.

### ➤ **Attending virtual meetings**

- While delivering virtual learning or meetings, any teaching staff is expected to dress professionally and appropriately. They must follow the Staff Dress Code policy like if they were on school site.
- All meetings or virtual learning sessions must take place in an appropriate place, quiet with an appropriate background. Teachers must remind their pupils/parents to mute themselves during the lesson to avoid any disturbance due to background noise which could distract other pupils or the delivery of the lesson.
- Teachers and TAs will deliver 4 zoom lessons between them per week.
- Teaching Assistants will deliver specific group sessions to children in their class. They might have a specific focus such as Reading, and intervention groups.
- Support staff and timetabled teaching staff will be expected to come on site for Key Worker and Vulnerable children

## **2.2 SENCo, PE Coach and PSHE Lead**

### ➤ **SENCo**

Our school SENCo will be responsible to coordinate remote learning for all the Special Needs children. They will need to liaise with each class teacher to support in ensuring that the work gets completed by SEN children.

### ➤ **PE Coach and PSHE lead**

Our PE Coach and PSHE lead will be expected to be on site to teach the Key Worker and Vulnerable Children Class. They will also need to set up weekly projects such as PE challenges.

Both projects will be set on Purple Mash and feedback will be provided using this same online platform.

## **2.3 Subject Leads**

Subject leads will have to monitor if the work set by teachers for their subject is appropriate, consistent, and challenging enough. They will check each class weekly learning on Purple Mash and will feedback to each class teacher. If a staff member has a specific issue with a subject, they will be expected to liaise with the subject lead for support and advice.

## **2.4 Senior leaders**

Senior Leaders will co-ordinate the remote learning approach across the school, and will also deal with the coordination of the learning for any Key worker or Vulnerable Children. They will organise a rota for teaching assistants and teaching staff to know when they are meant to come on site to deliver sessions to this class. They will also monitor the effectiveness and consistency of remote learning to deliver the best possible outcomes to the pupils.

## **2.5 Designated safeguarding lead**

The DSL is responsible for: following up on any safeguarding concerns flagged up by any staff members. They will also ensure that remote learning is taking place appropriately and following the safeguarding and e-safety policies

## **2.6 IT staff**

If any staff member encounters an IT issue, they will have to email Dataspire service desk at the following address: [servicedesk@dataspire.co.uk](mailto:servicedesk@dataspire.co.uk). They will be responsible for fixing any issues and can gain remote access to any computers/ laptops. Teachers and Teaching assistants should be able to advise parents regarding Purple Mash queries or basic IT issues.

## **2.7 Pupils and parents**

Any teaching staff will expect pupils to complete any work to the deadline set. Pupils will be expected to seek help if they need it. They can contact their teacher or teaching assistant via Purple Mash. Parents will be expected to liaise with their child's class teacher if they have any issues in accessing the work online or if they cannot cope with the content of the work set. Parents will also need to notify their child's teacher if their child is sick.

## **2.8 Local Advisory Board**

The Local Advisory Board will be responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible. They will also need to ensure that staff are certain that systems used are appropriately secured for both data protection and safeguarding reasons.

## **3. Who to contact**

If any staff member has any questions or concerns about remote learning, they should contact any member of the Senior Leadership Team for advice.

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will: be expected to deliver their virtual sessions by using their work laptops only. No personal devices must be used. By using their work laptop, they will have remote access to their school shared drives.

If a staff member needs to contact a parent, they can log in to ARBOR to access their contact details.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as (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. They will need to ensure their device is password protected, ensure that their hard drive is encrypted. Staff members will make sure their laptops are locked when left inactive.

## **5. Safeguarding**

All Staff members have been issued with our updated safeguarding policy.

## **6. Monitoring arrangements**

This policy will be reviewed when necessary and in line with Government guidance by the Senior Leadership Team. At every review, it will be approved by the Local Advisory Board.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding Policy
- Data protection policy and privacy notices
- Home-school agreement
- E-safety policy
- Education Continuity Plan