



REMOTE LEARNING POLICY

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| <p><i>This policy is regularly monitored by the Principal to ensure that it is working as effectively as possible.</i></p> | |
| <p>Monitoring, Evaluation & Review</p> <p><i>The Principal and Governors will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the UTC community.</i></p> | |

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1. AIMS

1.1 This Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who are not 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

2.2 When providing remote learning, teachers must be available between 09.00 am – 3.45 pm.

2.3 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.

2.4 When providing remote learning, teaching staff are responsible for:

- Delivering lessons to the classes they teach.

- These are during the AM or PM sessions as identified by the remote learning timetable.
 - There must be adequate work for the duration of the session.
 - Ensuring that they and their students use Microsoft Teams software to deliver sessions.
 - Ensuring students are engaging with the work.
 - Ensuring students complete the work set.
 - Providing feedback where appropriate.
 - Marking work where appropriate.
- 2.5 When acting as a Mentor, teaching staff are responsible for:
- Keeping in touch with students who are not in school and their parents/ carers.
 - Make regular daily contact via Teams between 09.00 am – 09.30 am.
 - Communicate with parents/ carers if there are concerns.
 - Following the mentor time schedule as provided by the Heads of Key Stage.
 - Encourage participation in Session 3 activities.
- 2.6 When attending virtual meetings with staff, parents/ carers and students, teaching staff must be in appropriate clothing and in an appropriate location.
- 2.7 **Teaching Assistants**
- 2.8 When assisting with remote learning, teaching assistants must be available between 09.00 am – 3.45 pm.
- 2.9 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.
- 2.10 When assisting with remote learning, teaching assistants are responsible for:
- Supporting students who are not in school with learning remotely.
 - Continue to act as a key worker for any identified students.
- 2.11 When attending virtual meetings with staff, parents/ carers and students, support staff must be in appropriate clothing and in an appropriate location.
- 2.12 When teaching assistants will be working in school they;
- Supervise the students in the learning spaces ensuring normal school standards are being upheld.
 - Supervise the students at social times ensuring normal school standards are being upheld.
 - Support with any student struggling with the work.
- 2.13 The SLT will ensure any temporary amendments to standards are shared in advance (e.g. relaxing of uniform).
- 2.14 **Heads of Key Stage**
- 2.15 Alongside their teaching responsibilities, Head of Key Stages are responsible for:
- Ensuring that students are engaging with their learning, making contact with students and parents / carers where appropriated
 - Monitoring the attendance and AtL tracker, identifying any support of challenge which may be required

2.16 Heads of Faculties/ Deputy Heads of Faculties

2.17 Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspect 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 will 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.

2.18 Senior Leaders

2.19 Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – if you have assigned one member of staff to lead on this, highlight them here.
- Monitoring the effectiveness of remote learning – explain how they will do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents/ carers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.20 Designated Safeguarding Lead (DSL)

2.21 The DSLs will continue to support the wellbeing of students who are learning remotely and accessing in-school provision. Student wellbeing is at the forefront of the GPUTC ethos and, as such, the DSLs will ensure all staff understand how to support students' wellbeing whilst learning remotely.

2.22 This is supported by regular communicate with parents/ carers and students via a weekly welfare email as well as daily Wellbeing Sessions available for all year groups.

2.23 Vulnerable students are monitored weekly (or more frequently, depending on need) in line with Local Authority guidelines and record keeping matches normal practice (My Concern).

2.24 The DSLs and Designated Safeguarding Officer (DSO) meet weekly to discuss vulnerable students and the actions that have been taken.

2.25 IT Staff

2.26 IT Staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents/ carers with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer.
- Assisting students and parents/ carers with accessing the internet or devices.

2.27 Students and Parents/ Carers

2.28 Staff can expect students learning remotely to:

- Be contactable during the school day, specifically at the times set for AM and PM sessions.
- Complete work to the deadline set by teachers.

- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.
- Engage with mentoring and Session 3 activities.

2.29 Staff can expect parents/ carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.30 Governing Board

2.31 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

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

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| Issues in setting work | Talk to the relevant Faculty Lead |
| Issues with behaviour | Talk to the relevant Head of Key Stage |
| Issues regarding SEND | Talk to the SENDCo or Deputy SENDCo (LDn, MCi) |
| Issues with IT | Talk to IT staff (IT@gputc.com) |
| Issues with their own workload or wellbeing | Talk to their Line Manager |
| Concerns about data protection | Talk to the Data Protection Officer (DBy) |
| Concerns around HR | Speak to the Principal or the Principal's PA |
| Concerns about Safeguarding | Talk to a DSL (LDn, ECn, DBy, SCy) |

4. DATA PROTECTION

4.1 Accessing Personal Data

4.2 When accessing personal data for remote learning purposes, all staff members will only use approved school devices and only use the Office 365 cloud (OneDrive, Sharepoint etc) for information storage.

4.3 Teams is the preferred video calling software of choice at the UTC, other software can be used with Line Manager's approval.

4.4 Processing Personal Data

4.5 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 will not need to give permission for this to happen.

4.6 However, staff are reminded to collect and/or share as little personal data as possible online.

4.7 Staff personal numbers should not be given out, staff will withhold numbers when calling using personal devices.

4.8 **Keeping Devices Secure**

4.9 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**

5.1 Link to the UTC Safeguarding Policy and all other associated policies can be found here: [GPUTC Policies](#)

6. **MONITORING ARRANGEMENTS**

6.1 This policy will be reviewed annually.

6.2 At every review, it will be approved by the Curriculum & Standards Committee.