

Frank Barnes School for Deaf Children

Remote Learning Policy



Frank Barnes
School for Deaf Children

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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

When providing remote learning, teachers must be available to deliver learning sessions between 9.00am and 3.30pm.

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, e.g. texting the school mobile, informing their line manager/Deputy Head.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Providing remote learning timetables for their class, differentiated for specific pupils.
 - Ensure pupils access broadly the same curriculum as they would at school.
 - Provide learning resources/activities for pupils in their classes via Seesaw/EvidenceMe.
 - Work/activities provided is matched to the ability and learning needs of the pupils.
 - Teacher will delegate tasks to support staff to create/upload/mark/do with individual pupils/groups.
 - Work will be provided on a daily basis.
 - Most learning activities will be uploaded to Seesaw for pupils to complete independently. In some cases, work may be posted or sent home as paper-based activities.
- Providing feedback on work:
 - Feedback will be provided verbally via Zoom calls, marking work and uploading to Seesaw with comments
 - Feedback (marking/comments) on pupils work in red font.
- Keeping in touch with pupils who aren't in school and their parents:
 - Maintain regular contact with pupils through Seesaw and sending messages/emails to parents.
 - Correspondence with parents should be within reasonable hours, i.e. not too early in the morning/late at night.
 - Try to resolve any concerns, issues or complaints shared by parents initially – then refer to line manager/DHT/HT if unresolved.
 - Raise any behavioural issues with parents in the first instance, before reporting to line managers, SMT if unresolved.
- Attending virtual meetings with staff, parents and pupils:
 - Ensure professional attire/dress code – as you would in school.
 - Ensure appropriate location for video calls – suitable background, lighting, noise interference, etc.

- Not to take or record images for personal use

Any teachers working in school will continue to provide remote learning as far as possible in between supervising pupils in school. Teachers can request support staff to continue to lead Zoom calls, upload and mark work, pre-set by the teacher.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their regular contracted working hours. This is usually between 8.45am and 3.45pm.

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, e.g. texting the school mobile, informing their classteacher/line manager/Deputy Head by text or email.

If staff have any issues with wifi/internet when working from home, they need to report this to their classteacher/line manager, who will then delegate specific tasks another TA.

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

- Supporting pupils who aren't in school with learning remotely
 - Under the direction and instruction of their classteacher.
 - Create resources/activities, as instructed by the classteacher, upload resources to Seesaw, lead Zoom calls, mark work, etc.
- Attending virtual meetings with teachers, parents and pupils.
 - Ensure professional attire/dress code – as you would in school.
 - Ensure appropriate location for video calls – suitable background, lighting, noise interference, etc.
 - Not to take or record images for personal use

If teaching assistants are working in school, they will supervise pupils in their care jointly with other staff present and support the learning that has been set by the classteacher.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – this will be overseen by the Deputy Head responsible for Teaching and Learning.
- Monitoring the effectiveness of remote learning by receiving feedback from teachers/support staff and reviewing monitoring forms/spreadsheets which demonstrate which pupils are completing work/engaging in learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- The Deputy Head/Team Leader will support staff and parents with any issues linked to technical systems, i.e. Seesaw or EvidenceMe, and ensure security of these online learning platforms.
- Reporting and managing any data protection breaches related to online learning platforms, e.g. sharing personal data with the incorrect pupil/parent.
- Liaising and supporting families to ensure they have devices for their child on loan, or contacting the Local Authority to offer to support with providing internet access. If this is not possible, we will offer places in school.
- Reporting to LAs the pupils' engagement with remote learning – in EHCP Reviews/email correspondence.
- Report to LA how other services are provided remotely – OT / Physio support (Reasonable Endeavours)

2.4 Designated Safeguarding Lead

The DSL (the Headteacher) is responsible for ensuring that all safeguarding concerns are followed up, including contacting parents, social care/MASH, completing referrals, etc. The DSL will attend all virtual review meetings/case conferences for CP, CIN and Early Help cases.

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day/hours.
- Complete work to the deadline set by teaching staff.
- Seek help if they need it, from teachers or teaching assistants.
- Inform teaching staff if they're not able to complete work.
- To engage in 3-4 hours of remote learning per day (up to 3 hours for KS1 and up to 4 hours for KS2).
- To look after their devices and sign an iPad or other IT device loan agreement.
- NOT record Zoom/Facetime sessions without prior agreement from school.
- Adhere to appropriate behaviour expectations as they would at school
- Ensure appropriate attire/dress code – no pyjamas, dressing gowns, fancy dress.
- Join Zoom calls in an appropriate location – suitable background, lighting, noise interference, etc.

Staff can expect parents with children learning remotely to:

- Encourage and support their child to engage in online/remote learning.
- Support their child with a daily routine to follow set timetables at home with minimal disruption.
- 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 to staff.
- Support their children with looking after their devices and signing an iPad or other IT device loan agreement.
- NOT record any Zoom/Facetime sessions without prior agreement/permission from school.

2.6 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 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 classteacher or assigned lead teaching assistant.
- Issues with behaviour – talk to the classteacher/line manager.
- Issues with IT – talk to the Deputy Headteacher/Team Leader.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the data protection officer (Headteacher).
- Concerns about safeguarding – talk to the DSL (Headteacher).

4. Data protection (GDPR)

4.1 Accessing personal data

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

- Use LGfL's online Freedom2Roam platform to access the school's IT network and school data
- Use their own work log-ins/passwords to access Seesaw and Evidence Me.
- Use school devices to access the data where possible, e.g. school laptop, iPad.

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 and to ensure that it is stored only on work devices securely.

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.
- 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.
- Using school antivirus and anti-spyware software where necessary.
- Keeping operating systems up to date – Camden IT always install the latest updates.
- Ensuring that Zoom/Facetime calls are not recorded without prior consent of parents and SMT.

5. Safeguarding

Staff are expected to follow the same safeguarding procedures as they would in school by reporting concerns on MyConcern online software which will be followed up the DSL (Headteacher). Any concerns relating to behaviour and safeguarding risks must be reported immediately.

6. Monitoring arrangements

This policy will be reviewed every two years by the Headteacher and Deputy Headteacher or if there is a change in legislation. At every review, it will be approved by the Curriculum Committee and recommended to the full governing body for ratification.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection policy and coronavirus addendum
- Safeguarding Policy Addendum for Remote learning
- Data Protection policy and Privacy Notices
- Home-school agreement
- Online safety policy and Acceptable Use Policy
- Code of conduct policy

8. Document Control

Date Approved	January 2021
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Learn, grow and flourish

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