



REMOTE LEARNING POLICY

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Holder:	Executive Headteacher
	Teaching & Learning Committee
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All pupils at Grange Park School have an Education Health and Care Plan and a diagnosis of an Autism Spectrum Condition. This policy has been written to incorporate their needs along with the legal guidelines and principles.

Grange Park School regularly reviews its policies. We will take steps as far as practically possible to adhere to the law and current guidance issued by the relevant regulatory bodies.

Rationale:

At Grange Park School we are ambitious for all students to fulfil their potential as they move into adulthood. We provide a supportive environment in school and teach skills to be used in the wider community. We work with students and their families to create a successful transition into adulthood.

We support the national context for students with special educational needs and disabilities improving outcomes around:

- Work and employment
- Good health
- Independent living – having choice and control over your life and support
- Community inclusion (friends, relationships and community)

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Remote Learning	3.0	Septembr 2020	Septembr 2023	T&L	Page 1 of 5

Contents

1. Aims.
2. Roles and responsibilities.
3. Who to contact
4. Data protection.
5. Safeguarding.
6. Monitoring arrangements.

1. Aims

- Ensure consistency in the school's approach to remote learning
- 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

In the event of a part or full school closure the school will revert to remote learning mainly via Moodle, Zoom, Seesaw and further platforms maybe introduced. Teachers must be available between 9am 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. Please contact the office before 08.00am.

Teachers are responsible for:

- Setting up a remote learning timetable for their class. To include a mixture of face to face remote learning sessions through the 'zoom' app and additional activities set within the 'Moodle' and 'Seesaw' platform, appropriate to the age range you are teaching. (All timetables must be agreed by the Executive Headteacher)
- Following the class timetable and planning and delivering lessons via either face to face remote learning sessions or activities set.
- All learning activities for the week ahead must be scheduled within the VLE in advance. In case of illness it is suggested that all learning material is planned at least a week in advance.
- Ensure that your zoom code is available on Moodle and Seesaw. SLT will also monitor the learning content.
- Following the 'remote learning session' teacher protocols when delivering remote learning sessions.
- Ensuring that you are wearing professional dress for remote learning sessions and that you are working with a neutral background behind you.
- One to one remote sessions must be discussed and approved by the Executive Headteacher to assess any risks.
- Ensure that students follow the behaviour policy of the school at all times.
- Ensure that another member of staff is in the lesson or the lesson is recorded and saved to the appropriate school drive.
- Provide feedback to pupils about their work. This may be via comments on Moodle, Seesaw platform, email or pupil workbooks returned to school.

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Remote Learning	3.0	Septembr 2020	Septembr 2023	T&L	Page 2 of 5

- Work received is to be printed, marked, feedback given and then filed within a pupil's work folder. Where appropriate please use Moodle (or Seesaw at Stansted) as the preferred option to receive completed work via the 'assignment' option
- Ensure school email accounts are used for all correspondence.
- All emails received from parents should be answered during work hours.
- Follow appropriate guidance of awarding bodies
- Ensure that all processes, quality assurance, assessment processes of the qualification are adhered to.
- Any concerns or complaints must be shared with the Executive Headteacher who will advise how to respond.
- For safeguarding concerns see the safeguarding addendum attached to the Child Protection and Safeguarding Policy and relevant sections below.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Alerting teachers to resources they could use for remote learning.
- Working with teachers to make sure that the work set is appropriate and consistent.
- Monitoring the effectiveness of remote learning – Regular contact will take place with teachers through the platforms, reviewing work set or reaching out for feedback from pupils and parents.
- Setting up and leading remote staff meetings.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Emailing and keeping parents informed about Coronavirus update messages from the Government, the DfE and/or the Local Authority.

2.3 Designated safeguarding lead

- The DSL will follow the guidelines set out in the addendum to the School's Child Protection and Safeguarding policy - COVID-19 School Closure arrangements for Safeguarding and Child Protection.
- Grange Park School has a Designated Safeguarding Lead (DSL) and a several DSLs.
- The Designated Safeguarding Lead is: Mark Cleave
- The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.
- Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site.
- This might include updating and managing access to child protection systems and liaising with the offsite DSL (or deputy).
- It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.
- The DSL and/or progress leaders will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

2.4 Online Safety

SLT will support in the following

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Remote Learning	3.0	Septembr 2020	Septembr 2023	T&L	Page 3 of 5

- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.
- Ensuring online learning agreements have been signed by both parents, pupils and staff.
- Ensuring parents complete the correct paperwork if taking part in the device borrowing scheme.

2.5 Pupils and parents

Staff can expect pupils to:

- Take part in the remote learning sessions provided by the class teacher.
- Complete work within the lesson to the deadline set by teachers.
- Seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work.

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Ensure that an adult is present in the room
- Ensure that the pupil is in a communal area of the home in order to access the lesson
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.6 Proprietors

The Proprietors are 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 systems are appropriately secure, for both data protection and safeguarding reasons.

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3. Who to Contact

If staff have any questions or concerns, they should contact the following individuals:

If you have any issues with setting work, behaviour, own workload or wellbeing please contact a member of the senior management team.

- Stansted – Rene Chetty-Marston
- Wrotham – Mark Cleave

For issues with IT or concerns please contact either Lee Cooper or Tom Flisher. For concerns about safeguarding please contact the DSL

4 Data Protection

4.1 Accessing personal data

When accessing personal data, all staff members will work within their allocated parameters

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Remote Learning	3.0	Septembr 2020	Septembr 2023	T&L	Page 4 of 5

4.2 Sharing personal data

Staff members may need to collect personal data such as email addresses as part of the remote learning system. While this may be necessary, 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 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 antispyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Any safeguarding concerns should be immediately reported to the DSL or a member of the SLT

All students will be contacted throughout and RAG rated based on a number of factors and the RAG ratings. As a standard students rated as Red should be called three times a week, Amber twice a week and Green once a week.

Consideration needs to be taking into account if the students are access the remote learning. The number of calls per week maybe amended if students are accessing online learning and staff are able to check on their wellbeing.

All calls are logged on the contact sheet available on the school drive and will be reviewed during the extended leadership meetings

MyConcern should be used to log any safeguarding concerns.

6. Monitoring arrangements

This policy will be reviewed regularly by Mark Cleave. At every review, it will be approved by the Senior Leadership Team.

Equal Opportunities Statement

Grange Park School is committed to the positive promotion of equal opportunities for all.

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Remote Learning	3.0	Septembr 2020	Septembr 2023	T&L	Page 5 of 5