Hove Park School

Remote Learning Policy

Date Ratified	Frequency of Review		Next Review Date
To be ratified at FGB 7/12/20 Interim approval given	Termly in the first year		Feb 2026
Staff Link		**Committee**	
Nansi Mellor			

Contents

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 8.30 a.m. to 3.30 p.m.

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. When providing remote learning, teachers are responsible for:

- Delivering the curriculum:
    - Teach their usual timetable through TEAMs
    - OneNote should be used to deliver resources and annotations
    - A full timetabled lesson is delivered
    - The lesson follows the timetabled day / time
    - Lesson content / resources and homework are uploaded to OneNote OR Teams using the prefixes: CWK and HWK
    - Curriculum maps / schemes of learning are followed as directed by Heads of Faculty
    - Homework expectations / protocols remain the same

- Providing feedback on work:
    - All work is regularly monitored to inform progress trackers
    - All feedback is recorded and uploaded on Firefly so that pupils can access it
    - Feedback is meaningful and gives pupils opportunities to improve their work
    - Feedback is timely and completed in line with school policy

- Keeping in touch with pupils who aren't in school and their parents:
    - Communication with students should only be through Teams or Email
    - If you have concerns about engagement with work parents / carers should be emailed
    - Teachers are not expected to respond to parent / carer emails outside of school hours, they should aim to respond within 24 hours (of working days)
    - If a teacher has any safeguarding concerns they should contact the Designated Safeguarding Lead and the safeguarding team immediately, logging all concerns and communications
    - Teachers will contact parent / carer when student work has not been completed, this will be logged for further action if this continues

- Attending virtual meetings with staff, parents and pupils:
    - Dress in a professional manner
    - Background is anonymised

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 a.m. to 3.30 p.m.

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.

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

- Supporting pupils who have regular timetabled support in class in their Live lesson via Teams
- Delivering intervention/study support sessions as per the student's usual timetable via Teams
- Attending virtual meetings with teachers, parents and pupils:
  - o Dress in a professional manner
  - o Background is anonymised

If teaching assistants will also be working in school and a student is accessing a remote curriculum other means such as support via telephone and or email may also be possible. SENDCOs will distribute support and make students and parent/carers aware of the support being provided and the TA who will be timetabled to provide this.

2.3 Assistant Headteacher (HOF), TLR leaders, SENCOs.

Alongside their teaching responsibilities, subject leads are responsible for:

- Monitoring and evaluating the implementation of curriculum maps and considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers who are teaching their subject remotely to make sure all lessons taught follow the full curriculum and homework set is appropriate and consistent
- Monitoring the remote homework set by teachers in their subject through regular meetings with teachers and by reviewing work set
- Monitoring the progress of pupils taught through regular meetings and by reviewing assessment data
- Alerting teachers to resources they can use to teach their subject remotely
- When providing remote learning for SEND students SENDCOs will co-ordinate support so that students usual study support sessions can be provided as per their timetable. Where there is usually TA in class support and the lesson is facilitated through Teams TA support will be available via the Teams function.
- SENCOs will monitor the teaching of the curriculum for SEND students
- SENCOs will monitor the engagement of SEND students with the curriculum
- SENCOs will support progress of SEND students through targeted intervention from SEND teams

2.4 Heads of Year and Heads of Campus

Alongside any teaching responsibilities, Heads of Year and Heads of Campus are responsible for:

- Monitoring the engagement with remote learning for all pupils in the school
- Engaging early with pupils / parents / carers when engagement is not 100%
- Working with teachers / TLR leaders / HOF to support learners who are struggling to engage with remote learning
- Plan intervention strategies for pupils who are struggling to engage with remote learning
- Liaise with safeguarding team and external agencies to support vulnerable pupils
- Analyse data available for groups of pupils and report to Steering group

2.5 Designated safeguarding lead

The DSL is responsible for:

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

 The best interests of children must come first

 If anyone has a safeguarding concern about any child, they should continue to act on it immediately

 A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)

 It's essential that unsuitable people don't enter the school workforce or gain access to children

 Children should continue to be protected when they are online

2.6 IT Support Staff

Maintaining the infrastructure used to support remote learning/working and the setting of work.

Supporting and troubleshooting technical issues with staff, parents and students.

Ensuring systems remain protected and secure and flagging data protection breaches to the data protection officer.

Developing systems and platforms to support remote learning and providing training to staff and students on said system.

Ensuring students and parents have access to the internet or devices to complete remote learning work.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Insert details, such as:

- Attend live lessons as per the usual timetable and take screen breaks the rest of the time

- Complete classwork and homework to the deadline set by teachers and upload to Teams

- Seek help if they need it, from teachers or teaching assistants – to do this you can send a message on Teams

- Message your teachers if they're not able to complete work and explain your reason why

Staff can expect parents with children learning remotely to:

- Contact school absence if their child is sick or otherwise can't complete work giving reasons

- Seek help from the school if they need it – contact subject teachers or tutor / Assistant Head of Year / Head of Year

- 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 or SENCO
- Issues with behaviour – talk to the relevant head of year
- Issues with IT – contact ITsupport@hovepark.org.uk
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Ian Jones)
- Concerns about safeguarding – talk to the DSL (Nansi Mellor)

4. Data protection

4.1 Accessing personal data

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

- Use the SIMS.net app or remote desktop to access personal data
- Only use school issued devices when accessing personal data or delivering remote learning.
- Ensure that any documents containing personal data are closed before streaming lessons.
- Ensure that all documents required for home learning are stored on their Hove Park One Drive account.

4.2 Processing personal data

Staff members may occasionally need to collect and/or share personal data such as email addresses and phone numbers 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. Password protect any documents containing personal information.

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)

Staff laptops are password protected using staff active directory accounts. iPads are protected through use of a passcode and touch ID.

- 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

Laptop hard drives are encrypted using BitLocker built into Windows 10. IPads are encrypted automatically when a passcode is configured.

- Making sure the device locks if left inactive for a period of time

Devices are configured with automatic power settings after a short period of time has elapsed.

- Not sharing the device among family or friends

Device policies are signed for when devices are assigned to staff detailing restrictions and terms of use.

- Installing antivirus and anti-spyware software

Sophos antivirus is installed on all Windows devices, subscription provided by LA.

- Keeping operating systems up to date – always install the latest updates

Devices are updated regularly (staff have ability and responsibility to keep iPad updated themselves).

5. Safeguarding

Child protection and safeguarding: COVID-19 addendum – this can be found on the school website. It has been updated and amended to reflect the current situation.

6. Monitoring arrangements

This policy will be reviewed termly for the first year. At every review, it will be approved by FGB.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy