



Remote Education Policy

POLICY REVIEW AND ADOPTED BY MANAGEMENT COMMITTEE	DATE
REVIEWED:	September 2023
REVIEW FREQUENCY:	One Year
DATE OF NEXT REVIEW:	September 2024
RESPONSIBLE OFFICER / REVIEWED BY:	Headteacher / DSL

1. Aims

This remote education policy for staff aims to:

- Ensure consistency in the approach to remote education for students who aren't in school
- Set out expectations for all members of the school community with regards to remote education
- Provide appropriate guidelines for data protection

2. Use of remote education

All students should attend school, in line with our attendance policy.

We will consider providing remote education to students in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual students, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness
- Occasions where, in agreement with parents/carers, home learning is agreed as a temporary arrangement.

3. Roles and responsibilities

The Assistant Head Teacher for Teaching, Learning and Assessment is responsible for formulating and overseeing Rise Carr College's Remote Education Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to them in the first instance.

3.1 Teachers

When providing remote education, teachers must be available between normal working hours, Monday to Friday.

If a member of staff is 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 education, teachers should:

- Provide students with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for students with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that students can access remotely

They are also responsible for:

- Setting work:
 - Who they need to provide work for, including if they may need to cover for other classes
 - The amount of work they need to provide

- When this work needs to be set
- Where work should be uploaded (e.g. school website, remote education platform) – cover any instructions for doing this if your staff are unfamiliar with the system
- How they should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure students with limited access to devices can still complete the work
- Providing feedback on work
 - How they'll get access to completed work from students
 - How they're expected to share feedback with students
 - When they need to finish sharing feedback on completed work
- Keeping in touch with students who aren't in school and their parents
 - Make regular contact via emails, phone calls or social media
 - Teachers shouldn't answer emails outside of working hours
 - Any complaints or concerns shared by parents and students should be referred to SLT
 - Any behavioural issues, such as failing to complete work should be handled through the normal processes

3.2 Teaching assistants

When assisting with remote education, teaching assistants must be available as per the agreed timetable.

3.3 Senior leaders

The Assistant Head of Teaching, Learning and Assessment has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, they will continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They will continue to overcome barriers to digital access where possible for students by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep students on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether students learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern
- They are also responsible for:
- Co-ordinating the remote education approach across the school

- Monitoring the effectiveness of remote education through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from students and parents
- Monitoring the security of remote education systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for ensuring the safeguarding of students as set out in our child protection policy.

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote education systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices

3.7 Students and parents

Staff can expect students learning remotely to::

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules of the school (and any specific online behaviour rules where applicable)
- Staff can expect parents with children learning remotely to:
- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

3.8 Management Committee

The management committee is responsible for:

- Monitoring the school's approach to providing remote education to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

- Issues in setting work – Sam Hume and/or SENCOs
- Issues with behaviour – Sally Hudson / Clare Hunter
- Issues with IT – IT Systems – 0843 886 8660
- Issues with their own workload or wellbeing – Sally Hudson / Line Manager
- Concerns about data protection – Kerry Loftus
- Concerns about safeguarding – Clare Hunter / Hayley Dixon

5. Data protection

5.1 Accessing personal data

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

- Access the data using the school network or the secure remote access service from home
- Use RCC equipment whenever possible
- Do not store personal data on their own devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote education 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website

<https://www.risecarrcollege.org.uk/blog/policies/>

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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 anti-spyware software
- Keeping operating systems up to date – always install the latest updates

6. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the management committee.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy