

1. Rationale

- a. Every student is entitled to a world-class education. At STA (St Andrew's) we recognise that students' education may be impacted by the requirement to safeguard themselves and others during period of contagion or self-isolation.
- b. This policy aims to ensure consistency in approach to remote learning for pupils who are not in school
- c. Set expectations for all members of the school community in regards to remote learning
- d. Provide appropriate guidelines for data protection.

2. Roles & Responsibilities

- a. Teachers
 - i. When providing remote learning, teachers must be available to respond to questions from students who are self-isolating.
 - ii. 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 (as detailed in the staff handbook/absence policy)
 - iii. When providing remote learning teachers are responsible for:
 - iv. Setting Work
 - Creating Teams meetings, to coincide with the time of the lesson that a student will not be able to attend in person.
 - Plan appropriately challenging and ambitious work which reflects the content of the lesson that will be delivered in class.
 - Deliver input (either live or recorded) to guide students in the completion/support of this work.
 - Build in appropriate independent learning/completion time.
 - Be available to respond to questions via Bromcom/Teams during the set lesson time.
 - When delivering remote learning from school, teachers will not be expected to record lessons.
 - v. Checking the completion of work.
 - Teachers will check the submission of work on Bromcom, students who do not submit work will be referred to the Pastoral Team so any concerns can be tracked.
 - vi. Raising concerns about student engagement
 - Teachers will liaise with the Pastoral Team to ensure that students who fail to engage can be contacted and support put in place if/when necessary.
 - vii. When teachers are self-isolating:
 - Teachers are still expected to deliver lessons when self-isolating, unless they are too unwell to do so, in which case the absence/sickness procedure should be followed.
 - Teachers should ensure that they adhere to the staff dress code.
 - Teachers should, where possible, place themselves in a suitable location to minimise disruption and in a public place in their abode (where possible)
 - Teachers may decide to present over a powerpoint rather than using a camera.
- b. Learning Support Assistants
 - i. LSAs will as guided by the SENDCo organise 1:1 or group support sessions for students who would normally be offered this.
 - ii. LSAs will share Teams Meetings links on Bromcom so students are able to join.
 - iii. When an LSA would meet 1:1 via Teams this will be recorded.

- c. Heads of Faculty.
 - i. Will ensure that the curriculum is appropriate for delivery via remote methods, or where possible source alternative high-quality resources to support students working from home.
 - ii. Monitor the remote work set by teachers in their faculties to ensure that it is high-quality & reflects the STA vision of 'aspiration for all, from all'.
 - iii. Support teachers with the delivery of training and continuing CPD needs which arise from the requirement to deliver remote learning.
- d. SENDCo
 - i. Will monitor and ensure that LSA deployment is effective in supporting students with SEND while not at school.
 - ii. Monitor the quality of support offered by LSA during remote provision.
 - iii. Support LSAs with the delivery of training and continuing CPD needs which arise from the requirement to delivery remote learning.
- e. Senior Leaders
 - i. The Assistant Headteacher for Teaching and Learning will co-ordinate the approach for Remote Learning across the school.
 - ii. Will monitor the effectiveness of remote learning, by reviewing the quality of work set (with Heads of Faculty), the engagement of students (through pastoral monitoring).
 - iii. Liaise with the Data Protection Lead and DSL to ensure statutory requirements are met and/or exceeded.
- f. Designated Safeguarding Lead (DSL)
 - i. The DSL will ensure that appropriate training is undertaken by staff to safeguard themselves and students when delivering remote learning.
- g. IT Staff
 - i. Are responsible for maintaining the integrity and function of Teams & other linked systems which enable the provision of remote learning.
 - ii. Supporting staff, parents/carers and students in troubleshooting any technical difficulties.
 - iii. Leading on the assessment and suitability of current security measures, ensuring that any potential breaches or impediments are flagged to the Data Protection Lead and Assistant Headteacher for Teaching and Learning as soon as possible.
- h. Pupils & Parents
 - i. Staff can expect students to:
 - Be contactable in the day.
 - Complete work set by the deadlines teachers set
 - Seek help if they need it from teachers or teaching assistants
 - Communicate with staff through Bromcom
 - ii. Staff can expect parents to:
 - Alert the school if their child is unable to complete work (due to technical issues or illness)
 - Seek help from the school if they are unable to access remote learning
 - Be respectful when communicating with staff.
- i. The Governing Body
 - i. Are responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.

- ii. Ensure that staff are certain remote learning systems are secure for Data Protection and safeguarding purposes.

3. Who to contact

If staff have questions or concerns about remote learning, they should contact:

- a. Issues setting work - appropriate Head of Faculty
- b. Issues with behaviour/engagement – relevant Head of Year
- c. Issues with IT – the IT Technicians
- d. Issues with workload/wellbeing – their line manager
- e. Concerns around Data Protection – The Data Protection Officer
- f. Concerns around safeguarding – The Designated Safeguarding Lead

4. Data Protection

- a. Accessing Personal Data
 - i. When accessing personal data for remote learning purposes, all staff members will ensure that they use a secure service/school owned device (Teams/school issued laptop);
 - ii. Not download or store student personal information on their own personal devices.
- b. Processing Personal Data
Staff members may need to collect and/or share personal data such as email addresses and names. As long as this processing is in line with official school functions individuals will not need to give permission for this to happen.
- c. Keeping Devices Secure
 - i. All staff members will take appropriate steps to ensure that their devices remain secure.

5. Safeguarding

The full safeguarding policy is available on our website.