



Remote Learning policy v.1.2

South Devon Steiner School

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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 are expected to professionally plan, deliver, assess and keep records.

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.

Teachers will provide age appropriate lessons to the following groups (See appendix 1):

1. Kindergarten
2. Lower school (classes 1 – 5)
3. Middle School (classes 6 – 8)
4. Upper School (Classes 9 – 12)

When providing remote learning, teachers are responsible for:

- Setting work:
 - Work is to be set for all students as per the timetable.
 - Work set should be comparable to what would be set (students expected to complete) in a normal classroom setting.
 - Teachers will need to work with Google classrooms. All work should be conducted through, uploaded to and accessed from Google classrooms.
 - A weekly meeting of all teachers teaching a 'bubble' will be arranged. The meeting is to share information and ensure that quality of delivery, assessment and feedback is taking place.
- Providing feedback on work:
 - Students, or the parents of students, will need to upload completed work to Google classrooms. Families who are not able to do this need to let the teacher know.
 - Teachers will assess the work in terms of expected Learning Outcomes.
 - Teachers will upload assessed work for each student. This needs to take place at least weekly.
- Keeping in touch with pupils who aren't in school:
 - Teachers are expected to keep regular weekly contact with pupils, or the parents of pupils, who are not in school due to a Covid related reason. The contact can be through email, telephone, zoom or google classrooms.
 - Teachers are expected to keep in touch during working hours. It is each teacher's prerogative to choose the time that they make contact – in other words, teachers may contact parents before or after working hours, but this is not expected.
 - Teachers should be vigilant and alert to any problems or concerns. If a problem or concern is noted, teachers should report it on CPOMS.
 - Teachers will keep a register that relates to accessing and completing work.

- Behavioural issues, such as failing to engage with or complete work, should be discussed with the parents and documented on CPOMS. If the issue continues, the Education Manager should be consulted and an action plan agreed.
- Attending virtual meetings:
 - Zoom and Google hangouts can both be used for virtual meetings. Care should be taken as regards
 - Appearance: Ensure that a professional appearance is put forward.
 - Place: Ensure that the meeting takes place in a neutral place such as a study or living room. Ensure that there is no inappropriate noise or visual item in the background.
 - If allowed by government frameworks, teachers may teach from their classrooms.
- Teaching and concurrently providing remote learning:
 - If a teacher has a student, or number of students, at home due to Covid, the following will apply:
 - Teachers (classes 1-12) will teach live lessons daily.
 - The teacher should ensure that work is posted for the student to complete at home.
 - The teacher can consider recording him/herself teaching the lesson. This is optional and not a requirement. *(see amendment section 4.4)
 - Work should be returned and assessed by the teacher.
 - The teacher should 'check-in' weekly with the student and/or parents.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available as per their normal working hours.

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 aren't in school with learning remotely:
 - EHCP students.
 - Under the support and guidance of the Class teacher.
- Attending virtual meetings with teachers, parents and pupils:

2.4 Education Manager

Alongside any teaching responsibilities, the Education Manager is responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning. This will be done by accessing each teachers' Google classroom and through a check-in every two weeks.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations. This will be done with the support of the IT Manager and the DSL.

2.5 Designated safeguarding lead

The DSL is accountable for online safety through:

- Sending appropriate information to parents and teachers.

- Maintaining CPOMS
- Through interfacing with the Education Manager and IT Manager.

2.6 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 learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils 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

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff
- Set routines to support learning
- Ensure their child has the resources they need for each lesson.

2.8 Attendance and Engagement with Remote Learning

- All pupils are expected to attend live lessons and to complete the work set.
- Registers will be taken and absence will be recorded and followed up in line with the School's Attendance Policy.
- Where pupils are not able to attend live lessons, the parent/s should liaise with the teachers to ensure that work can be sent home in paper format (see sections 8 & 9).

2.9 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:

- Class teacher or Sponsor

- Education Manager – jeff.vanzyl@steiner-south-devon.org
- Concerns about safeguarding – talk to the DSL – safeguarding@steiner-south-devon.org
- IT Manager about any technical difficulties - neil.tancock@steiner-south-devon.org

4. Data protection

4.1 Accessing personal data

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

- Login with the school email and login details.
- Use Google classrooms and access data off Google drive.
- If a laptop or phone has been provided, staff should use these for school business.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or parent phone numbers. 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.

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

4.4 Terms and conditions accessing google classroom or any online resource material for learning.

Parents and students agree to not reproduce, share or distribute any of the online resources made available by South Devon Steiner School. This includes any recorded online lessons.

Engagement with our Remote Learning programme implies agreement with our Terms and Conditions.

5. Safeguarding

Please refer to our Safeguarding & Child Protection Policy which can be found on our website <https://www.southdevonsteinerschool.org/school-policies.html>. Parents are advised to follow online safety advice as recommended by

- [Mental Wellbeing While Staying At Home | Every Mind Matters](#)
- [Staying Safe Online | Safety Net Kids](#)

- [A parent's guide to being social online](#)

6. Monitoring arrangements

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

7. Links with other policies

This policy is linked to our:

- Early Years Remote Learning Framework
- Behaviour policy
- Safeguarding and Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

8. Provision for Self Isolating pupils

The School will apply the procedures outlined in this document for any pupil in self-isolation.

Pupils will only be expected to attend lessons during self isolation if they are well (asymptomatic).

9. Pupils without digital access at home.

Any pupil who cannot effectively access education from home due to poor internet connection or lack of a suitable device, may be considered 'vulnerable'. The School will work with parents to ascertain whether government funded IT support (such as 4g routers) may resolve their issue, and will signpost and refer as appropriate.

Under national lockdown restrictions (January 2021), such pupils are eligible for onsite education and may attend school to join the provision for the children of critical workers and vulnerable pupils.

Where a child is self-isolating, or where a class/bubble is closed and the pupil is not permitted to attend school, the teacher/s will make arrangements for paper packs to be sent to each pupil to allow them to engage with the work set for their cohort.

Appendix 1

Age appropriate technology solutions for South Devon Steiner School:

Lessons will:

- Be timetabled
- Be the 'best fit' for each class
- Aim to 'keep the feeling that we are learning together'.

All teachers will:

- Use a combination of recorded lessons or activities that can be accessed by students (if appropriate) and parents and/or Live teach live through Zoom or hangouts.

- Use relevant supporting material, such as instructions, worksheets, songs etc.
- Keep contact with parents and students via email, telephone, zoom or google hangouts. This to happen at least every other week.
- Hold a 'parents evening' via zoom every fortnight.