

# Remote and blended learning policy

Saint John Bosco College



St John  
Bosco  
College

**Approved by:**

Governing Body/SJBC

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### 1. Aims

This remote learning policy aims to:

To ensure the ongoing education of SJBC School pupils under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, staffing difficulties etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open. The policy also aims to give pupils the right to be taught by their normal teacher in cases where a teacher may need to isolate.

Set out expectations for all members of the school community with regards to remote/blended learning

Provide appropriate guidelines for data protection, staff and pupil safe guarding.

### 2. Roles and responsibilities

The section below aims to set out the roles and responsibilities of all the stake holders in implementing this policy. From time to time this section will be updated to reflect changes to both government guidelines and increasing school presence in online and blending learning approach.

#### 2.1 Teachers

##### When teachers are remote but pupils are in school;

The following applies when for example under the current Covid-19 scenario for example if a teacher is isolating at home because they have been contacted by test and trace, or a member in their household has tested positive or if a teacher has been tested positive and is asymptotic.

When providing remote/blended learning, teachers must be available between 8:20am till 3:10pm. This reflects teachers contractual hours in school. Lunch breaks may be taken as per school timetable.

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 should call the Headteacher between 7.15 - 7.45 am notifying them of the reason for absence.

When providing remote learning –teachers are expected to:

- Live teach any year 11 lessons for about 25-30 minutes of the lesson and provide them with exam material to last the rest of the lesson. All year 12 and 13 classes should be taught for 30-40 minutes of the lesson and have appropriate exam material that can be shared with the pupils.
- Supply any worksheets by email with the Cover Administrator (Ms Parrott) and their Head of Department prior to the lesson at the start of the day so they could be photocopied in due time.

- For all KS3 and year 10 lessons – all lessons material should be sent to the Cover Administrator (Ms Parrott) and their Head of Department at the start of the day to be photocopied and any presentation material should be emailed over with instructions. It is left up to the individual teacher's discretion if they wish to live teach any of these classes.
- All lessons should be recorded using Microsoft teams recording functions for safeguarding.

## **When the school has been forced to shut;**

- Teachers are expected to offer a very similar suite if school is shut for reasons beyond its control; All year 11/12/13 classes are to be offered live teaching similar to the above.
- KS3 classes should be offered live teaching similar to their timetable in school but lessons limited to about 20 minutes maximum due to possible screen fatigue and the entailing of mental health. Pre distributed booklets or work from screen worksheets or other off-screen activities should be provided to last the duration of the rest of the lesson time.
- In both of these cases all lesson materials must be uploaded prior to teaching the lesson in Microsoft Teams.
- Teachers should also set assignments using Microsoft Teams assignment feature.

### Keeping in touch with pupils who haven't attended lessons

- Teachers should do normal registers on SIMS which will be followed up by school admin staff.
- If a teacher notices repeat absences of a pupil/especially those in the vulnerable category, then should be flagged up to head of house and school pastoral team to follow up.

### Attending virtual meetings with staff, parents and pupils :

- Staff are expected to attend briefings in the event of forced school closures but this is not required in the event of staff sickness.
- The dress code for staff is expected to be as per normal expectations (formal/business wear)

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between the contractual hours as specified in the contract.

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:

Helping the school carry out its normal day to day running as directed by their line managers. This could include:

Supporting pupils who aren't in school with learning remotely;

- Supporting pupils who they normally support on a one to one lesson but through Microsoft Teams.

Attending virtual meetings with teachers, parents and pupils

Administrative and pastoral support to enable the efficient running of the school and maintaining safeguarding for all pupils

## 2.3 Subject leads and Heads of Department

Alongside their teaching responsibilities, subject leads are responsible for:

Consider whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Ensure live teaching is incorporated and recorded as per this policy.

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

Monitoring the remote work set by teachers in their subject – such as through regular meetings with teachers or by reviewing work set

Alerting teachers to resources they can use to teach their subject remotely

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school – via Head of Learning and Lead practitioner.

Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

To see the responsibility of the DSL please refer to the school Child protection policy.

## 2.6 IT staff

IT staff are responsible for:

Issues such as;

Fixing issues with Teams/Sims 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

Use Microsoft Teams in a sensible and responsible way noting that anything that merits sanctions in a school setting also applies online.

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 – 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

## 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

## 4. Data protection

### 4.1 Accessing personal data

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

Access the data from SIMS. This can only happen via the use of VmWare which provides a secure connection.

*Please NOTE: UNDER any circumstances do NOT store confidential pupil data on your own devices as this is a breach of the data protection act.*

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data 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.

### 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

## 5. Safeguarding

Please refer to the school child protection policy